

Agenda
Work Session
Aberdeen Town Board

November 3, 2014
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

1. UDO Text Amendment #14-02 Regarding the Discharge of Firearms within the Town Limits. **Public Hearing on 11/17/2014**
2. UDO Text Amendment #14-06 to Require Vegetated Strips Between Curb & Sidewalks. **Public Hearing on 11/17/2014**
3. Release of Surety for Sidewalks for Shepherd's Ridge, Phases 3 and 4. **Consider approval at Work Session**
4. Conditional Use Permit #14-05 submitted by Bill Clark Homes for a 94 lot subdivision west of Shepherd's Trail. **Public Hearing on 11/17/2014**
5. Notification on non-substantive corrections to the UDO.
6. Consideration of Phase 2 of the Master Sign Plan.
7. Mission Critical Partners, Inc. Price Quote for consulting/architectural support for Police Station.
8. Other Business.
 - a. Citizen's Academy Program Graduation scheduled for 11/17/2014.
9. Adjournment.

SPECIAL ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES OR IMPAIRMENTS WILL BE MADE UPON REQUEST TO THE EXTENT THAT REASONABLE NOTICE IS GIVEN TO THE TOWN OF ABERDEEN.



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham Department: Planning

Contact Phone # 4517 Date Submitted: 10/29/14

Agenda Item Title: UDO Text Amendment #14-02 Regarding the Discharge of Firearms within the Town Limits

Date of Board Meeting to hear this item: 11/3/14

Board Action Requested:

New Business	<input type="checkbox"/>	Information Only	<input type="checkbox"/>
Old Business	<input type="checkbox"/>	For Action at Future Meeting	<input checked="" type="checkbox"/> Date <u>11/17/14</u>
Public Hearing	<input type="checkbox"/>	Informal Discussion & Public Comment	<input type="checkbox"/>
Other Business	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>

Summary of Information:

A Public Hearing was held on this item on 4/21/14 however new information has been presented and a new Public Hearing will need to be scheduled prior to a decision by the Board. The amendment would permit indoor firing ranges with a Conditional Use Permit in the I-H (Heavy Industrial) Zoning District.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS– November 3, 2014 Work Session

Description of Request

Request:
UDO Text
Amendment #14-02
Regarding the
Discharge of
Firearms within the
Town Limits

Prepared by:
Pamela Graham,
Planning Director

Aberdeen's UDO does not currently address the category of Shooting Ranges and the discharge of firearms within the corporate limits is only regulated through the Aberdeen Code of Ordinances. Proposals for shooting ranges have been brought to the Planning Department in the past, but have been rejected on the grounds that the Code of Ordinances restricts firearms use in a manner that would not support a facility for this purpose.

In discussions with Police Chief Wenzel regarding a recent proposal, he supported the concept under limited circumstances, and a draft UDO Text Amendment was prepared for consideration. Section 1 of the attached amendment proposes changes to the Aberdeen Code of Ordinances to clarify the discharge of firearms language and Sections 2 and 3 of the amendment propose changes to our UDO that correct the current omission of this type of facility from the UDO.

A Public Hearing was held on April 21, 2014 and staff was directed to gather additional information. Planning and Police staff met with representatives of the proposed range and made contact with operators at similar facilities and product manufacturers. Staff was advised that the proposed text amendment was in line with what would be expected for a facility of this type. Additional information regarding caliber and types of weapons that might be allowed by the amendment was presented during the June 16, 2014 Board Meeting and further research by staff has resulted in minor revisions to the amendment draft. The degree of new information that is now contributing to this item necessitates the scheduling of a new Public Hearing.

Procedural Issues

§152-322 of the Town of Aberdeen Unified Development Ordinance (UDO) requires that proposed amendments to the UDO shall be referred to the Planning Board for consideration. The Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted by the town and any other officially adopted plan that is applicable. A ruling

by the Planning Board or Town Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment.

Following a recommendation from the Planning Board for approval or denial of an application, the item will be scheduled for a public hearing where public input can be accepted by the Town Board in advance of a final decision. The central issue to be considered regarding amendments is whether the proposed amendment advances the public health, safety or welfare. The statement included with the Town Board's decision on the amendment shall describe whether the action is consistent with adopted plans and explaining why the Board considers the action taken to be reasonable and in the public interest. The decision is legislative in nature as opposed to quasi-judicial, and is not subject to judicial review.

Plan Consistency

The 2030 Land Development Plan adopted in 2005 does not directly address the need for facilities of this type and staff has located no additional references in other plans adopted by the Town that would be applicable to the proposed amendment.

Recommendations

During their March 20, 2014 meeting, the Planning Board recommended approval as amended of UDO #14-02 by unanimous vote; the town attorney incorporated those recommended revisions that he considered to be appropriate (see attached Draft v.4). Additional information and research regarding oversight of facilities and allowable ammunition caliber have resulted in the current Version 6 of the draft amendment, enclosed.

Staff recommends that the Board of Commissioners schedule UDO amendment #14-02 for Public Hearing on November 17, 2014 so that input from the public can be accepted.

Enclosures: Draft Text Amendment #14-02 – Current Draft v. 6
Draft Text Amendment #14-02 – Previous Draft v. 4
Attachment "A"

"Lead Exposure and Design Considerations for Indoor Firing Ranges", National Institute of Occupational Safety and Health (NIOSH), pp. 9-10: Recommendations and Design Considerations

"Lead Management & OSHA Compliance for Indoor Shooting Ranges", National Shooting Sports Foundation (NSSF), pp. 7-9: OSHA's General Industry Lead Standard and Monitoring

AN ORDINANCE AMENDING THE ABERDEEN CODE OF ORDINANCES AND THE ABERDEEN UNIFIED DEVELOPMENT ORDINANCE WITH REGARD TO THE DISCHARGE OF FIREARMS AND THE USE OR STORAGE OF EXPLOSIVES WITHIN THE ZONING JURISDICTION OF THE TOWN

WHEREAS, the Town of Aberdeen Board of Commissioners desires to permit indoor shooting ranges within the planning and zoning jurisdiction of the Town, subject to reasonable requirements that will help ensure the public safety and welfare; and

WHEREAS, the Board of Commissioners desires to prohibit all new outdoor shooting ranges within the planning and zoning jurisdiction of the Town;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ABERDEEN THE FOLLOWING:

Section 1. Aberdeen Code of Ordinances § 130-04 is amended to read as follows:

§ 130.04 DISCHARGING OR PERMITTING CHILD TO DISCHARGE WEAPONS.

It shall be unlawful for any person to discharge an air rifle, air pistol, air gun, slingshot or any like instrument used to eject a pellet or projectile, to discharge a pistol, rifle, shotgun or other firearm gun within the corporate limits, ~~except a police officer in the performance of his duty or with permission of police or in self-defense or in areas permitting by the Town allowing such action.~~ in the following circumstances:

1. By a police officer acting in the performance of his or her official duties;
2. With the permission of a police officer acting in the performance of his or her official duties;
3. In self-defense;
4. As part of any use authorized by the Aberdeen Unified Development Ordinance.

Section 2. Aberdeen Unified Development Ordinance § 152-15, "Definitions," is amended to add new definitions of "firearm"; "shooting range, indoor"; and "shooting range, outdoor," which are defined as follows:

(60) **Firearm.** In accordance with G.S. § 14-409.39, a firearm is a handgun, shotgun, or rifle which expels a projectile by action of an explosion.

[The remainder of the section is renumbered accordingly.]

(149) **Shooting Range, Indoor.** An area within a building designated and operated for the use of rifles, shotguns, silhouettes, or any other firearm discharge. Skeet shooting, trap shooting and black powder rifle use are not permitted in an indoor shooting range.

(150) **Shooting Range, Outdoor.** An outdoor area designated and operated for the use of rifles, shotguns, silhouettes, skeet trap, black powder, or any other firearm discharge.

[The remainder of the section is renumbered accordingly.]

Section 3. Aberdeen Unified Development Ordinance § 152-146, "Table of Permissible Uses," is amended to add the following new uses:

- 6.170, Indoor Shooting Range, which is permitted with a conditional use permit in the I-H district; and
- 6.270, Outdoor shooting Range, which is not permitted in any Town zoning district.

[These additions to the Table of Permissible Uses are depicted in Attachment A.]

Section 4. Aberdeen Unified Development Ordinance § 152-163.25, "Use and Storage of Explosives," is amended as follows:

§ 152-163.25. Use and Storage of Explosives and Firearms.

(A) The manufacture or storage of explosives as a primary use is prohibited. Explosives may be stored as an accessory use in the C-I and I-H zoning districts, provided that such storage strictly complies with all applicable State and federal requirements, including, but not limited to, 27 C.F.R. Part 555, "Commerce in Explosives"; G.S. § 14-284.1(c); 13 N.C.A.C. 7F .0700, et seq., "Blasting and Use of Explosives"; and the 2009 North Carolina State Building Code, Fire Prevention Code, Chapter 33, "Explosives and Fireworks."

(B) The use of explosives shall be regulated by the Town of Aberdeen Fire Department in accordance with the requirements of the 2009 North Carolina State Building Code, Fire Prevention Code, Chapter 33, "Explosives and Fireworks."

(C) The Police Chief and, if appropriate, the Fire Chief, or their designees, shall review all proposals for uses that will involve the use or storage of explosives or the discharge of firearms. Based on this review, the Police Chief and, if appropriate, the Fire Chief shall prepare a written evaluation of whether the proposed use presents public safety concerns. If appropriate, the evaluation may include proposed rules and guidelines regarding the type and caliber of firearms permitted as part of the use. The evaluation may provide recommendations for ways to mitigate public safety concerns. The evaluation shall be submitted to the Land Use Administrator prior to any required public hearing for the proposed use.

Section 5. The Aberdeen Unified Development Ordinance is amended to add a new section, 152-163.29, "Indoor Shooting Ranges," which reads as follows:

§ 152-163.29. Indoor Shooting Ranges.

(A) Indoor shooting ranges shall meet or exceed the guidelines and recommendations for design, construction, operation and management provided by the National Shooting Sports Foundation ("NSSF"), the U.S. Occupational Safety and Health Administration ("OSHA"), and the National Institute of Occupational Safety and Health (NOISH).

(B) Indoor shooting ranges shall be limited to using .50 caliber ammunition or less.

Section 6. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

Section 7. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of _____, 2014.

Ayes: _____

Noes: _____

Absent or Excused: _____

Dated: _____

Robert A. Farrell, Mayor

Attest:

Regina M. Rosy, Town Clerk

ATTACHMENT A

Description	RA	R30-18	R20-16	R18-14	R15-12	R10-10	R6-10	MH	PUD	B-1	HC	GC	B-2	B-3	O-I	C-I	I-H
6.170 Indoor Shooting Range																	C
6.180 Other Entertainment Establishments											Z						
6.270 Outdoor Shooting Range																	
6.280 Other Entertainment Establishments											Z						

DRAFTv.4 (Based on Planning Board Recommendations)

AN ORDINANCE AMENDING THE ABERDEEN CODE OF ORDINANCES AND THE ABERDEEN UNIFIED DEVELOPMENT ORDINANCE WITH REGARD TO THE DISCHARGE OF FIREARMS AND THE USE OR STORAGE OF EXPLOSIVES WITHIN THE ZONING JURISDICTION OF THE TOWN

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1. By a police officer acting in the performance of his or her official duties;
2. With the permission of a police officer acting in the performance of his or her official duties;
3. In self-defense;
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Section 5. The Aberdeen Chief of Police is hereby directed to prepare proposed rules and guidelines regarding the type and caliber of firearm permitted in outdoor and indoor shooting ranges. The Chief shall submit the proposed rules to the Board of Commissioners and Planning Board for consideration.

Section 6. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

Section 7. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of _____, 2014.

Ayes: _____

Noes: _____

Absent or Excused: _____

Dated: _____

Robert A. Farrell, Mayor

Attest:

Regina Rosy, Town Clerk

National Institute of Occupational Safety and Health (NIOSH) Recommendations and Design Considerations

To reduce and/or eliminate the health hazards associated with indoor firing ranges the following design considerations and work practices are recommended.

Design Considerations

1. An optimum air supply would be 75 fpm at the firing line. The minimum air supply must be 50 fpm at the firing line.
2. Filtered and conditioned air must be introduced behind the firing line to guarantee an evenly distributed flow of air through the shooting positions.
3. Supplied air inlets should be placed approximately 15 feet behind the shooters position.
4. The entire range facility should be maintained at a slightly negative pressure with respect to adjacent areas to prevent the escape of contaminants. This criteria suggests that exhaust air should exceed supplied air by 10%.
5. For maximum efficiency, exhaust ducts should be located behind and at the apex of the bullet trap. An alternative location is to place the exhaust ducts on the side walls slightly in front of the apex of the trap.
6. A minimum down range conveying velocity of 35 fpm must be maintained.
7. When the 75 fpm rate is used, a minimum of 25% of the air should be exhausted 15-20 feet down range of shooting position and the remaining 75% at the bullet trap.
8. When the 50 fpm rate is used, 100% of the air should be exhausted down range at the bullet trap.
9. Each range should have its own ventilation- system to prevent the circulation of contaminated air to other areas of the building.
10. The supply and exhaust systems must be electrically interlocked, thereby eliminating the error of turning one system on and not the other. The system should operate on one fan speed only and not on variable speeds.
11. Each range should be equipped with a floor drain and trap to facilitate cleaning by wet methods. The drain location should be approximately 20 feet downrange of the firing line. The floor should slope 2-3 inches toward the drain.
12. To minimize the effect of peak sound pressure levels on individuals on the range, all reflecting walls should be covered with high efficiency sound absorbing material such as fiberglass insulation covered with perforated aluminum or steel sheets with openings equivalent to 10-15% of the area to permit sound absorption. The coverings should be designed to permit easy access to the acoustical material for periodic replacement. The floors directly behind the shooting booths should be covered with acoustical flooring (carpet that has good acoustical absorption characteristics).
13. Range officer quarters should be acoustically treated to reduce noise levels.
14. The bullet trap should never be anchored or attached to any structural support for the building. The energy of the bullet striking the trap can be transmitted as noise and vibration throughout the building.
15. The walls and surroundings could be painted in soft, contrasting pastel colors to reduce the dungeon effect.

16. The range should be equipped with range officer's quarters, areas for cleaning of weapons and storing materials, and with toilet and washing facilities.
17. All air being exhausted from the range should be filtered using a High Efficiency Particulate Filter (HEPA) or equivalent.

Work Practices

1. The ventilation system should be in operation at all times while the range is in use and during clean-up.
2. Sweeping the range should be accomplished by vacuum cleaning or wet methods. Use of a hand broom, even with dust suppression compounds, should be prohibited.
3. At all times while cleaning, repairing, or reclaiming lead in the bullet trap, a NIOSH approved respirator for the removal of lead dust and fumes must be worn.
4. Proper ear protection should be provided for and worn by all individuals inside the firing area. The ear protectors should be selected on the basis of offering maximum protection.
5. Ear plugs when worn must be properly fitted.
6. In case of extremely loud weapons, both plugs and muffs should be worn simultaneously.
7. A hearing conservation program should be instituted and yearly audiometric examinations given.
8. A rotation system should be instituted for the range officer position. It is suggested that one month of duty be followed by three months of alternate activity. This change is suggested not only to alleviate any possible lead absorption and prevent its accumulation, since this should be minimal following the engineering changes, but to prevent undue psychological stresses associated with the position.
9. Eating, drinking, and smoking in the range should be prohibited.
10. A specific schedule must be established to perform maintenance and repair work to keep the range facilities operational and free of hazardous conditions.

As listed in "Lead Exposure and Design Considerations for Indoor Ranges" HEW Publication No. (NOISH) 76-130

OSHA'S GENERAL INDUSTRY LEAD STANDARD

The Occupational Safety and Health Administration (OSHA), a division of the U.S. Department of Labor, is charged with protecting employee health and safety in the workplace. OSHA has a comprehensive lead regulation, see 29 CFR 1910.1025. These regulations define your legal responsibilities to limit employee exposure to airborne lead, provide protective equipment and hygiene facilities, maintain a clean workplace, and provide employees with safety training and medical care. Failure to comply with the requirements of the Lead Standard could result in fines to your business. OSHA does not endorse any specific equipment or process for complying with these regulations. Their only function is to regulate the impact on the employee.

While by law OSHA regulations only apply to employees, every indoor range, including club ranges, can use them as an important reference.

Twenty-four states and two territories currently administer their own occupational safety and health program under a provision of the Williams-Steiger Occupational Safety and Health Act of 1970. To determine what lead regulations are enforced in the state where you operate a firing range, contact the appropriate authority in your state. A complete listing of these "State Plan States" is available on-line at www.osha.gov.

The following is a summary of the key elements of the OSHA General Industry Lead Standard. It is not a complete discussion of all the requirements. It is presented as an aid to understanding the Standard and is not to be considered legal advice. For a more detailed explanation you should consult with a knowledgeable attorney.

Scope

The General Industry Lead Standard applies to all occupational exposures to lead with the exception of the construction industry and the agricultural industry (these are regulated separately). The General Industry Lead Standard applies to all employees at your shooting range.

Employee Exposure

The OSHA General Industry Lead Standard establishes specific airborne lead exposure levels for employees working in areas where airborne lead is present. Lead exposure is determined through air sampling that measures the number of micrograms of lead present in a cubic meter of air. The results of air samples taken at your range will determine specific actions you will need to take to be in compliance with the OSHA Lead Standard. The Lead Standard establishes two threshold levels of airborne lead exposure that trigger certain requirements that are important to range operators. The first of these is the Action Level and the second is the Permissible Exposure Limit.

Action Level. The OSHA Action Level (AL) is 30 micrograms of lead per cubic meter of air (30 µg/M³) as an eight-hour time-weighted average (The eight-hour time-weighted average divides the total results of an employee's airborne lead monitoring by a full workday, which is defined as an 8-hour shift. The person you hire to conduct airborne lead monitoring will perform the appropriate calculations).

Airborne lead exposures at or above the AL trigger additional management and monitoring requirements such as periodic exposure monitoring, biological monitoring, medical surveillance as well as specific requirements for employee training. Each of these requirements will be addressed in more detail.

Permissible Exposure Limit. The Permissible Exposure Limit (PEL) for lead is 50 micrograms of lead per cubic meter of air (50 µg/M³) as an eight-hour time-weighted average.

Employers must control airborne lead exposure so that no employee is exposed to lead at concentrations over the PEL.

EXPOSURE MONITORING

Initial Determination. If any lead is used in the workplace, the employer must measure the amount of lead in the air for a representative number of employees who are reasonably believed to have the highest exposure levels. The employer must conduct personal air monitoring for each job classification and (at a minimum) the shift with the highest exposure level. The monitoring must be performed while employees perform tasks that are representative of their normal tasks and responsibilities. The purpose of this initial determination is to find out whether airborne lead levels are at or above the Action Level. The employer must collect full-shift, personal samples in the employee's breathing zone. Depending on the results of the initial determination, employers may have additional responsibilities.

If the initial determination is less than the AL, no further assessment is needed. You do, however, need to make a written record of how you arrived at the determination.

If there is a determination that exposure levels are at or above the AL, personal air monitoring must be repeated at least every six months for a representative number of employees.

If personal air monitoring shows that airborne lead levels are above the AL for more than 30 days per year, the employer must provide a pre-placement medical exam and biological monitoring every six months for each employee that will be exposed to lead.

If the initial determination is at or above the PEL, the employer must reduce employee exposure below the PEL. In addition, personal air monitoring must be done quarterly.

If personal air monitoring shows that airborne lead levels are above the PEL for more than 30 days per year, the employer must implement all feasible engineering, work practice, and administrative controls to reduce air lead levels to below the PEL. When all feasible controls are in place and are still insufficient to reduce air lead levels below the PEL, respirators must be used to reduce employee exposure so that no employee is exposed above the PEL on any day.

The employer must develop and implement a plan to reduce air lead levels to or below the PEL. This plan must be in writing and must be reviewed and updated at least every six months. At a minimum, the plan must include:

- Description of each operation in which lead is emitted.
- Description of the specific means that will be used to achieve compliance.
- Report of the technology considered in meeting the PEL.
- Air monitoring data that documents the source of lead emissions.
- Detailed schedule for implementation of the program.
- Work practice program.
- Administrative control (job rotation) schedule, if applicable.

Additional Monitoring. If there is a change of equipment, process, control, personnel or a new task has been initiated which could increase the concentration of lead in the air, you must re-test to make a new determination.

Employee Notification. The employer must notify each employee in writing of the results of personal air monitoring that represents the employee's exposure within 5 working days of receiving the results. If air lead levels are above the PEL, the employer must also include a written notice telling employees that the air lead levels exceeded the PEL and describing the corrective action the employer has taken or will take to reduce exposure to or below the PEL.

AIR MONITORING FOR LEAD

You can't manage what you don't measure. Air monitoring measures the amount of lead dust and fumes in the air your employees breathe. Air monitoring is an important tool that can tell you:

- Whether your operation and work methods are creating too much airborne lead. The results of air monitoring will help you determine whether you need to initiate or improve engineering, work practices or administrative controls designed to reduce airborne lead exposure. After you make changes, air monitoring will help you determine whether these changes have been effective at reducing airborne lead levels.
- Whether you are in compliance with the OSHA legal exposure limits for lead.

To perform air monitoring, a worker wears a small battery-powered air pump on the waist that is connected by tubing to a filter cassette attached at the collar. The pump pulls air from the worker's "breathing zone" and the dust and fumes in this air are collected on the filter. The filter is sent to an analytical laboratory, which measures the amount of lead collected on the filter. A calculation is then done to estimate the average amount of airborne lead each worker was exposed to during the shift.

Conducting Airborne Lead Monitoring

- Identify which work processes generate lead dust or fume and which employees are potentially exposed to lead. At your range this would mean instructors, range officers and especially personnel who do range cleaning, reclaiming or maintenance.
- Identify a qualified individual to do air monitoring. Some workers' compensation insurance carriers will do free air monitoring. The OSHA Consultation Service will also do a free one-time air monitoring. An industrial hygiene consultant can be hired to develop and help implement an effective program.
- Conduct an initial determination of airborne lead exposures. If the results exceed the AL or PEL, you will need to repeat monitoring periodically as outlined in the previous chapter.

Measuring the amount of lead in the air employees breathe provides important information on employee lead exposure, but it doesn't give you the complete picture. Air monitoring is usually done on one day. The levels of lead in the air your employees breathe may vary from one day to the next, depending on the activities at your facility. To ensure proper range evaluation, samples should include periods of maximum range use. Also, in order to get a complete picture of your employees' lead exposure, you may need to measure the amount of lead in employees' blood. The chapter entitled "Lead Medical Program" on page 21, will discuss when blood tests are appropriate or required.



MEMORANDUM TO THE BOARD OF COMMISSIONERS – November 3, 2014 Work Session

Description of Request

Request:

UDO Text
Amendment #14-06
To Require
Vegetated Strips
Between Curbs and
Sidewalks

The Planning Department has coordinated with Public Works for standards for design consistency on new subdivision streets. Most new developments have recently agreed to create a physical separation between the curb and the sidewalk at the request of staff. However, because the separation is not required by town ordinances staff recognizes the need to create a standard to be applied consistently.

Prepared by:

Pamela Graham,
Planning Director

The objectives for requiring the separation in the form of a vegetated strip are to allow for a zone between the curb and sidewalk for mailboxes and utilities so that vehicular crossings of the sidewalk to reach these items can be eliminated, thereby reducing potential conflicts between pedestrians and vehicles and reducing maintenance and repair of the sidewalks.

Procedural Issues

§152-322 of the Town of Aberdeen Unified Development Ordinance (UDO) requires that proposed amendments to the UDO shall be referred to the Planning Board for consideration. The Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted by the town and any other officially adopted plan that is applicable. A comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Town Board.

Following a recommendation to the Town Board for approval or denial of an application, the item will be scheduled for a public hearing where public input can be accepted by the Town Board in advance of a final decision. The central issue to be considered regarding amendments is whether the proposed amendment advances the public health, safety or welfare. The statement included with the Town Board's decision on the amendment shall describe whether the action is consistent with adopted plans and explaining why the Board considers the action taken to be reasonable and in the public interest. The decision is legislative in nature as opposed to quasi-judicial, and is not subject to judicial review.

Plan Consistency

The 2030 Land Development Plan Future Land Use Map adopted in 2005 addresses the potential need for the physical separation proposed by the amendment only indirectly, by identifying citizen comments regarding the need for encouraging pedestrian traffic and greater improvements and maintenance of town roads. The Aberdeen Pedestrian Transportation Plan specifically recommends a “buffer zone” of two to four feet for local or collector streets and buffers of greater widths for busier streets and the downtown area. Staff has located no additional references in other plans adopted by the Town that would be applicable to the proposed amendment.

Recommendations

During their October 16, 2014 meeting, the Planning Board recommended approval as amended of UDO #14-06 by unanimous vote.

Staff recommends that the Board of Commissioners schedule UDO amendment #14-06 for Public Hearing on November 17, 2014 so that input from the public can be accepted.

Enclosures: UDO #14-06 Ordinance draft

**AN ORDINANCE AMENDING THE ABERDEEN UNIFIED DEVELOPMENT ORDINANCE
TO REQUIRE VEGETATED STRIPS BETWEEN CURBS AND SIDEWALKS**

WHEREAS, the Town of Aberdeen Planning and Public Works Departments desires to codify and establish minimum criteria for the practice of requiring a vegetated strip between the back of the curb to the edge of the sidewalk in new developments requiring the installation of curb and gutter and sidewalks.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ABERDEEN THE FOLLOWING:

Section 1. Aberdeen Unified Development Ordinance Section 152-217, "Street Width, Sidewalk, and Drainage Requirements," is hereby amended as follows:

§ 152-217, "Street Width, Sidewalk, and Drainage Requirements,"

[Subsections (A) through (F) are not amended.]

(G) The sidewalks required by this section along streets with curb and gutter shall be constructed with a planting strip at least two (2) feet in width, unless the permit-issuing authority allows the strip to be omitted or constructed at a lesser width upon a finding that such deviation from the presumptive standard is warranted to avoid environmental damage or to promote public safety. The Public Works Department may offer a recommendation to the permit-issuing authority for any proposed deviation from the presumptive standard. For purposes of this subsection, a "planting strip" shall mean a strip of land located between the back of the curb and the walkway. Such planting strips shall be planted with grass or otherwise landscaped.

~~(H) (G)~~ Whenever the permit-issuing authority finds that a means of pedestrian access is necessary from a subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the developer may be required to reserve an unobstructed easement of at least fifteen (15) feet in width to provide such access.

Section 2. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of _____, 2014.

Ayes: _____

Noes: _____

Absent or Excused: _____

Dated: _____

Robert A Farrell, Mayor

Attest:

Regina Rosy, Town Clerk

**RESOLUTION TO RELEASE SURETY FOR
FOR ROSELAND ROAD LANDSCAPE BUFFER**

Shepherd's Ridge, Phase 3 and 4

WHEREAS, a preliminary plat for Shepherd's Ridge was approved on June 23, 2011; and

WHEREAS, Alex and Christine Speight (the Developer) posted surety in the form of an Irrevocable Stand-By Letter of Credit in the amount of \$27,750 for the installation of sidewalks for Phases 3 and 4 of the Shepherd's Ridge Subdivision; and

WHEREAS, said improvements have been installed and deemed acceptable by the Planning and Public Works Departments, and

WHEREAS, the Developer seeks to have the Board of Commissioners of the Town of Aberdeen release the Irrevocable Stand-By Letter of Credit in the amount of \$27,750;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Aberdeen that the Board releases the Irrevocable Stand-By Letter of Credit.

Adopted this the ____ day of _____, 2014.

Robert A. Farrell, Mayor

Attest:

Regina M. Rosy, Clerk

**RESOLUTION TO ACCEPT A LETTER OF CREDIT
FOR INFRASTRUCTURE IMPROVEMENTS**

Shepherd's Ridge, Phase 3 and 4

WHEREAS, A preliminary plat for Shepherd's Ridge was approved on June 23, 2011 by the Town of Aberdeen Planning Board; and

WHEREAS, Alex and Christine Speight (the Developer) desire approval of a final plat for Phase 3 containing 17 lots as identified on the attached map; and

WHEREAS, The Subdivision Regulations (Regulations) require that a developer install the improvements specified within the regulations or guarantee their installation; and

WHEREAS, the Regulations specify that surety must be posted at 1.25 times the estimated cost of construction of the proposed improvements; and

WHEREAS, the Developer has installed roads, water and sewer; and

WHEREAS, the Developer has surety in place for roads, water, sewer and drainage; and

WHEREAS, the Developer intends to secure all sidewalk improvements for Shepherd's Ridge Phases 3 and 4; and

WHEREAS, the estimated cost of completing sidewalks is \$22,200; and

WHEREAS, the amount of surety shall equal 1.25 times \$22,200 or \$27,750; and

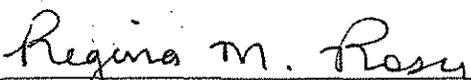
WHEREAS, the Developer desires to provide surety in the form of a Letter of Credit for \$27,750 to be pledged to the Town of Aberdeen for completion of sidewalks that may not be released unless documentation is received from the Town directing the bank to do so;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Aberdeen that a Letter of Credit in the amount of \$27,750 pledged to the Town of Aberdeen will be accepted as surety for completion of sidewalks for Phases 3 and 4 of Shepherd's Ridge and that staff may sign the final plats subject to the plats meeting all requirements of the Unified Development Ordinance.

Adopted this the 2nd day of August, 2012.


Elizabeth B. Mofield, Mayor

Attest:


Regina M. Rosy, Town Clerk

IRREVOCABLE STAND-BY LETTER OF CREDIT

Issuing Branch <u>Select Bank & Trust Company</u>	Date of Issue <u>7/31/12</u>	Date of Expiration <u>7/31/13</u>
Address: <u>3600 Charles Boulevard</u> <u>Greenville, NC 27858</u>	Number <u>38</u>	
Phone #: <u>252-353-5730</u>	Expiration Date (Draft must be presented before close of Business on this date)	
Beneficiary Name: <u>Town of Aberdeen</u>	Applicant Name: <u>Alex J. Speight</u>	
Beneficiary Address: <u>PO Box 785</u> <u>Aberdeen, NC 28315</u>	Applicant Address: <u>2399 Water View Road</u> <u>Greenville, NC 27858</u>	

MAXIMUM AMOUNT (in words)

Twenty Seven Thousand Seven Hundred Fifty and 00/100 Dollars----- Dollars

U.S. \$ \$22,200 x 1.25% = \$27,750

Gentlemen:

We hereby establish our irrevocable stand-by Letter of Credit 38 in your favor for the account of the above applicant to the extent of the face amount of this Letter of Credit which shall not exceed U.S \$ \$27,750.00

We undertake to honor your drafts not exceeding in the aggregate the amount of the Letter of Credit referenced above at sight on us at our office designated above. The total amount of this Letter of Credit is available from the date hereof against presentation of your sight draft(s) when presented along with the original letter of credit to the issuing branch.

Draft(s) drawn under this Letter of Credit must bear the clause:

"Drawn under Select Bank & Trust Company, Greenville Main Branch, irrevocable Letter of Credit
 Number 38, dated 7/31/12"

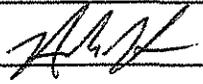
Partial drawings are permitted hereunder until the expiration date noted above.

Except as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practices for Documentary Credit" (International Chamber of Commerce Brochure No. 500, 1993 version).

Yours very Truly,

Select Bank & Trust Company

By: Hunter Harrison

Signature: 





MEMORANDUM TO THE BOARD OF COMMISSIONERS – November 3, 2014 Work Session

Description of Conditional Use Permit Request

Applicant:

Bill Clark Homes

Request:

Conditional Use
Permit CU #14-05
for a 94 Lot
Residential
Subdivision

Location:

West of Shepherd's
Trail, North of
Roseland Road

Parcel ID:

00049149,
20060513

Zoning:

R10-10

Existing Use:

Vacant

Proposed Use:

Major Subdivision

Prepared by:

Pamela Graham,
Planning Director

Bill Clark Homes requests a conditional use permit (CUP) for a 94 lot residential subdivision on two adjoining tracts comprising a total of 42.39 acres. The property is known locally as the Old Par 3 Golf Course. The applicant seeks approval of the use, open space, general layout and number of lots subject to final engineering through the Site Plan Review process. Additional construction detail will be provided at that time for staff review.

Procedural Issues

§152-146 Table of Permissible Uses of the Town of Aberdeen Unified Development Ordinance (UDO) requires that all major subdivisions receive approval by the Town Board, and a recommendation by the Planning Board, for a conditional use permit.

The UDO directs in §152-54 that the Planning Board shall make a recommendation for issuance of a conditional use permit unless it concludes, based upon the information submitted, that:

1. The requested permit is not within its jurisdiction according to the Table of Permissible Uses, or
2. The application is incomplete, or
3. If completed as proposed in the application, the development will not comply with one or more requirements of this chapter. (The "chapter" in the context of this document, is the UDO).

Furthermore, as directed by §152-54(D), even if the Planning Board finds that the application complies with all other provisions of the UDO, it may still recommend denial of the permit if it concludes, based upon the information submitted, that if completed as proposed, the development, more probably than not,

1. Will materially endanger the public health or safety, or
2. Will substantially injure the value of adjoining or abutting property, or
3. Will not be in harmony with the area in which it is to be located, or
4. Will not be in general conformity with the land-use plan, thoroughfare plan, or other plan specifically adopted by the Town Board.

Following a recommendation to the Town Board for approval or denial of an application, the item will be scheduled for a public hearing where public input can be accepted by the Town Board in advance of a final decision. The Town Board acts in a quasi-judicial capacity when considering a conditional use permit application and shall consider the recommendations of the Planning Board and staff in their decision. Though they are not bound by those recommendations, they are required to use the same criteria in formulating their decision as is used by the Planning Board in their recommendation.

In considering whether to approve an application for a conditional use permit, the Town Board shall proceed according to the following format:

1. A simple majority vote is required to approve any motion related to the issuance of a conditional use permit.
2. The Town Board shall consider whether the application is complete. If the Town Board concludes that the application is incomplete and the applicant refuses to provide the necessary information, the application shall be denied. A motion to this effect shall specify either the particular type of information lacking or the particular requirement with respect to which the application is incomplete. If a motion to this effect is not approved, this shall be taken as an affirmative finding by the board that the application is complete.
3. The Town Board shall consider whether the application complies with all of the applicable requirements of the UDO. If a motion to this effect passes, the Town Board need not make further findings concerning such requirements. If a motion fails or is not made then a motion shall be made that the application be found not in compliance with one or more of the requirements of the UDO. Such a motion shall specify the particular requirements the application fails to meet. Separate votes may be taken with respect to each requirement not met by the application. It shall be conclusively presumed that the application complies with all requirements not found by the Town Board to be unsatisfied through this process.
4. If the Town Board concludes that the application fails to comply with one or more requirements of this chapter, the application shall be denied. If the Town Board concludes that all such requirements are met, it shall issue the permit unless it adopts a motion to deny the application for one or more of the reasons set forth in subsection 152-54(D). Such a motion shall propose specific findings, based upon the evidence submitted, justifying such a conclusion. (*§152-54(D) may be found at the bottom of page 1 of this document*)

Subsequent to an approved CUP, the applicant will be required to submit fully engineered construction documents for inter-departmental review to insure that the development has met all Federal, State and local regulations and permitting requirements, as well as any conditions attached to the CUP approval. No permits authorizing development shall be issued until compliance with all applicable regulations and conditions has been demonstrated.

Zoning (Exhibit attached)

The property is located just northwest of the intersection of Roseland Road and Shepherd's Trail in the R10-10 zoning district. The R10-10 District was established for the principal use of single-family residences. The regulations of this district are intended to provide areas of the community for those persons wishing to live in medium-density neighborhoods. The regulations are intended to discourage any use that would interfere with the residential nature of the district.

The attached Vicinity Zoning map shows the parcels abut R10-10 zoning to the east, R20-16 zoning to the north, across Roseland Road to the south and a portion of the western border, and R18-14 for the remaining western border. Fourteen previously platted lots fronting Shepherd's Trail are currently under construction by the applicant.

Open Space

Required open space is proposed for the southernmost portion of the property, which contain the steepest slopes and majority of treecover. Stormwater management ponds are also proposed for this region. *Staff note: Article XIII, §152-198 requires that a minimum of 20% of usable open space be provided for Single Family Residential developments, while further describing what constitutes "usable". The total land area of the proposed project is 42.39 acres; conceptual plans indicate that approximately 10.5 acres, or 25%, is being offered.*

Landform and General Site Layout (Exhibit attached)

The property has been vacant for a number of years but still retains the remnants of golf cart paths and a paved parking area near the center of the site. Some earlier clearing is evident, but as is shown on the conceptual plan prepared by 4D Site Solutions, Inc., there remains significant numbers of trees with a diameter at breast height of 12" or greater (all trees shown on the plan fall into that category.) The topography is varied, but becomes steeper on the southern half of the project area. The southern-most portion is proposed for open space, however some areas proposed for construction appear to exhibit slopes in excess of 8%. Natural drainageways are also evident as illustrated by the existing contours, falling to the southwest. One significant drainageway runs through the center of the site and continuing offsite to the R18-14 zoned property, and a lesser one crosses the northwestern corner. *UDO Article XVI, Part 2, states in part:*

- *§152-261 To the extent practicable, all development shall conform to the natural contours of the land, and natural and preexisting man-made drainage ways shall remain undisturbed;*
- *§152-263 All developments shall be constructed and maintained so that adjacent properties are not unreasonably burdened with surface waters as a result of such developments;*
- *§152-265(A) To the extent practicable, lot boundaries shall be made to coincide with natural and preexisting man-made drainage ways within subdivisions to avoid the creation of lots that can be built only by altering such drainage ways;*
- *§152-265(B) Where a proposed subdivision is traversed by a stream or drainage way, an easement shall be provided conforming with the lines of such stream and of sufficient width as will be adequate for the purpose of drainage;*
- *UDO Article XIV, §152-215 further states: Streets shall be related appropriately to the topography of the area. In particular, streets shall be designed to facilitate the drainage and storm water runoff objectives set forth in Article XVI ... and the street grades shall conform as closely as practicable to the original topography. This concept is reiterated in §152-218 (A): Subcollector, local, and minor residential streets shall be curved whenever practicable to the extent necessary to avoid conformity of lot appearance.*

Staff note: The proposed grid-type layout of the development does not conform to the natural contours of the land or to existing drainageways nor does it indicate an effort to avoid conformity of lot appearance through the street layout. The plan does not indicate easements to facilitate the function and maintenance of the drainageways, which will undergo significant disturbance in the pre-construction phase of the project.

The conceptual plan presented for consideration proposes two subcollector streets culminating in cul-de-sacs at each end. The applicant agreed to create two connecting roads to comply with the UDO's minimum length requirement for cul-de-sacs and residential blocks. *Staff note: The current plan is in compliance with these requirements.*

- *Specifically, §152-218 (C) states: All permanent dead-end streets ... shall be developed as cul-de-sacs in accordance with the standards set forth in subsection (D)¹ of this section. Except where no other practicable alternative is available, such streets may not extend more than 500 feet, and in no case shall be permitted to be over 900 feet (measured to the center of the turnaround).*
- *§152-218 (F) continues: Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available.*
 1. §152-218 (D) provides standards for the radii and pavement width for cul-de-sacs; these details will be reviewed by staff during the Site Plan Review process, following approval of the conditional use permit.

Staff note: Notes provided on the conceptual plan indicate compliance with the dimensional standards for the R10-10 District, as specified below. Staff will confirm compliance with minimum dwelling unit and building height requirements prior to the issuance of zoning permits for each lot.

Zoning District	Min. Lot Area (in square ft. or acres)	Min. Area per D.U. (in square ft.)	Min. Lot Width (in feet)	Min. Front Yard Setback (in feet)	Min. Side Yard Setback (in feet)	Min. Rear Yard Setback (in feet)	Maximum Bldg. Height (in feet)
R10-10	10,000	1,000	75	35	15	30	35

Transportation

The project proposes a single access point from Shepherd's Trail. Approximately 900 vehicle trips per day would be anticipated from the development, exceeding the 600 trip Town of Aberdeen requirement for a traffic impact analysis as dictated by §152-163.21 of the UDO. The purpose of this analysis is to determine the impact on the town and state road system. The applicant has indicated that the traffic impact analysis requirement would be addressed following approval of the conditional use permit. *Staff note: As these studies can generate significant costs, staff views this as a reasonable request.*

As required in §152-217 and indicated by notation on the conceptual plan, sidewalks will be required on both sides of all newly constructed streets.

Landscaping and Screening

Street trees are required in accordance with §152-315: *Along both sides of all newly created streets ... the developer shall either plant or retain sufficient trees so that, between the paved portion of the street and a line running parallel to and fifty (50) feet from the center line of the street, there is for every thirty (30) feet of street frontage at least an average of one (1) deciduous tree that has, or will have when fully mature, a trunk at least twelve (12) inches in diameter.* Staff will work with the developer to insure that this section is complied with prior to the issuance of zoning permits for lot development, using appropriate species as directed by Section 98.03 of the Code of Ordinances, and Appendix J of the UDO. *Staff note: The applicant has indicated by notation on the conceptual plan that street trees will be installed in accordance with requirements.*

The UDO does not require screening between residential uses, however does provide for some flexibility in §152-310: *The permit-issuing authority may permit deviations from the presumptive requirements ... and may require either more intensive or less intensive screening whenever it finds such deviations are more likely to satisfy the standard set forth in section 152-306, "Standards for Sufficient Screening and Landscaping", without imposing unnecessary costs to the developer. §152-306 states: Every development ... shall provide sufficient screening and landscaping so that: (A) Neighboring properties are shielded from any adverse external effects of that development, and (B) The development is shielded from the negative impacts of adjacent uses such as streets or railroads.* A perimeter buffer of undisturbed vegetation or newly planted screening material for the development may be appropriate to protect neighboring properties from concerns such as visual intrusion or unwarranted erosion and stormwater runoff that may result from the lots being cleared to the perimeter boundary. Additionally, all adjoining parcels south, west and north of the project area are within the town's extra-territorial jurisdiction (ETJ). Properties in the ETJ are granted some exemptions from town ordinances, in particular, where bona-fide farms exist the town is restricted by state statute from imposing any zoning or building code requirements. A perimeter vegetative screen may provide a physical buffer both to the development proposed by this CUP, and to the neighboring properties. The tree survey and aerial imagery indicate existing vegetation to provide the buffer in whole or in part if grading and clearing of the lots can be kept to a minimum.

§152-317 provides for the retention and protection of large trees, specifically: *Every development shall retain all existing trees twelve (12) inches in diameter or more and no tree twelve (12) inches in diameter or greater shall be removed from the public right-of-way unless the retention of such trees would, in the opinion of the staff, unreasonably burden the development, landowner or maintenance of utilities.* The applicant has provided a tree survey showing locations and sizes of all trees in the project area that meet this standard. The UDO requirement of a tree survey allows for the existence of significant trees to be considered when designing the project and to provide staff with documentation of the existing conditions. Clearing, grading, and lot and street layout should respect the existing conditions, including topography and significant trees. *Staff note: The submitted plan does not appear to consider the locations of existing trees in the street and lot layout. The applicant has expressed that they intend to mass grade the site to the extent practical for slab on grade homes (as opposed to raised foundations). Existing trees within the area of grading will be removed.*

Water and Wastewater

Town of Aberdeen water is currently accessible to the site. Sewer service will be made available upon completion of the Southwest Interceptor, currently under construction. No septic tanks are anticipated with this project.

Plan Consistency

The 2030 Land Development Plan Future Land Use Map adopted in 2005 identifies this project area as commercial, which is both inconsistent with the current zoning and the existing residential uses in the immediate vicinity. The Plan also states that “conservation subdivisions” may be an appropriate development pattern for new development within the town’s jurisdiction. Conservation subdivision design is intended to identify what is important to preserve on a site and developing the more suitable portions. Considerations such as preserving farmland and significant treecover, avoiding steep slopes, and preserving the scenic view from the roadway are common factors in conservation subdivisions. The page from the Plan that describes the conservation subdivision design concept is enclosed for reference.

The Land Development Plan also identifies areas within the town’s jurisdiction that are recommended for conservation, which are categorized as either primary or secondary conservation areas. Two areas of secondary conservation are included within the project boundary, one near the center of the property, coinciding with the existing drainageway, and another along the southern boundary, adjacent to an offsite tributary to Aberdeen Creek known as Patterson’s Branch. The Plan directs that efforts should be made during the development process to preserve the primary and secondary areas where possible, and that the Conservation Areas Map can be utilized during the land development review process to ensure that sensitivity is exercised when developing on or near those lands.

The Aberdeen Pedestrian and Bicycle Transportation Plans recommend the following for all new residential subdivisions:

1. Sidewalks and marked crosswalks on all new roads in accordance with the design guidelines included in the Pedestrian Plan;
2. Marked sharrows, or bicycle shared-lane markings on all new roads in accordance with the guidelines in the Bicycle Plan.

The Green Growth Toolbox (GGT), adopted by the Board of Commissioners in 2010, shows the entire site to be located within a Red Cockaded Woodpecker Foraging Habitat, indicating that some of the existing treecover on the site may provide food sources to this native endangered species. Wetlands as identified by the National Wetlands Inventory are found at the far southwestern edge of the property, flanking an existing stream known as Patterson’s Branch. The wetland classification is PFO1B, signifying “Palustrine”, or nontidal forested wetlands with surface saturated soils for extended periods during the growing season. The GGT recommends protected stream buffers of 100’ on either side of the stream. A Green Growth Toolbox Assessment exhibit is included for reference.

It should be noted that inconsistencies with the Land Development Plan and other plans adopted by the town do not prevent approval of the request, but should be acknowledged and discussed by the Planning Board during their deliberations.

Findings of Fact

The Town Board must consider the following findings of fact in their decision regarding conditional use permits, and even if they find that an application complies with all other provisions of the UDO, may still deny a permit if it concludes, based upon the information submitted at the hearing, that the development, more probably than not:

1. Will materially endanger public health or safety, or
2. Will substantially injure the value of adjoining or abutting property, or
3. Will not be in harmony in the area in which it is to be located, or
4. Will not be in general conformity with the Land Use Plan or other plans specifically adopted by the Board.

Recommendations and Suggested Motions

Planning staff has identified several key areas where the project's current concept does not comply with the Town of Aberdeen UDO and has included those comments in the body of this document. Based on these conclusions, staff does not recommend approval of the project as iterated in the current conceptual plan dated October 1, 2014 (attached).

Staff recommends that the Board take public comment regarding Conditional Use Permit CU #14-05 during a Public Hearing on November 17, 2014 and render a decision on the application at their earliest convenience. The following is a recommended format for motions to be made at that time.

- Motion 1: CU #14-05 (is/is not) complete as submitted.
- Motion 2: CU #14-05, if completed as proposed, (will/will not) comply with one or more requirements of the UDO. If not, specify the requirement.
- Motion 3: CU #14-05 (satisfies/does not satisfy) Finding #1: will not endanger public health or safety. If not, list why.
- Motion 4: CU #14-05 (satisfies/does not satisfy) Finding #2: will not substantially injure the value of adjoining or abutting property. If not, list why.
- Motion 5: CU #14-05 (satisfies/does not satisfy) Finding #3: will be in harmony with the area in which it is located. If not, list why.

Motion 6: CU #14-05 (satisfies/does not satisfy) Finding #4: will be in general conformity with Land Use Plan or other plans specifically adopted by the Board. If not, list why.

Motion 7: Based on the Findings of Fact and the evidence presented, the Board of Commissioners:

- Issues denial of CU #14-05 based on the following: _____.
- Issues approval of CU #14-05.
- Issues approval with conditions of CU #14-05 as follows.

Recommended Conditions (Planning Board recommended changes to the conditions are indicated in red)

1. Conditional Use Permits (CUPs) run with the land and as such CU #14-05 applies to the entirety of the property reflected in Parcel ID #00049149 and 20060513. An amendment to the CUP is needed to remove property from the CUP or to make changes to the CUP. If an activity is a use by right, it is not subject to the CUP.
2. The proposed use is authorized by the CUP, however, approval of CU #14-05 is contingent on a successful inter-departmental review to insure that the development has met all Federal, State and local regulations and permitting requirements, as well as any conditions attached to the CUP approval. Plans submitted for this review shall include, but not be limited to, utility locations including size, material, and vertical alignment of waterlines, engineering calculations assuring that proposed stormwater measures meet or exceed the requirements Article XVI, Part 2, Drainage, Erosion Control and Stormwater Management of the UDO.
3. Any and all required permits and/or approvals from other regulatory agencies must be in place prior to issuance of a Notice to Proceed by the Planning Department.
4. The development is authorized to create a maximum of ninety-four (94) single family lots and construction documents generally based on the conceptual drawing dated October 1, 2014.
5. Open Space shall generally comply with the 10/1/2014 conceptual drawing and in no case may be reduced to less than 20% of the total land area for the development. Open space is to be dedicated to the Town of Aberdeen; passive recreation uses are recommended.
6. Tree harvest and mass grading are not authorized as a result of this approval. Construction documents, including a grading plan, shall be reviewed by staff for compliance with the UDO.
7. The applicant is required to install sidewalks on both sides of all new streets, or provide a guarantee with initiation of each phase of development in accordance with the requirements of the UDO.
8. Streets, sidewalks, waterlines, and sewer and stormwater facilities are to be dedicated to the Town of Aberdeen contingent upon inspection and approval by the Public Works Department. Preliminary and Final Plats shall identify any and all Town easements related to these facilities.
9. The Fire Department must sign off on the drawings as well as available capacity for treating fires. Hydrants are required consistent with their spacing requirements. Adequate turning radius must be provided for the fire trucks currently in use.

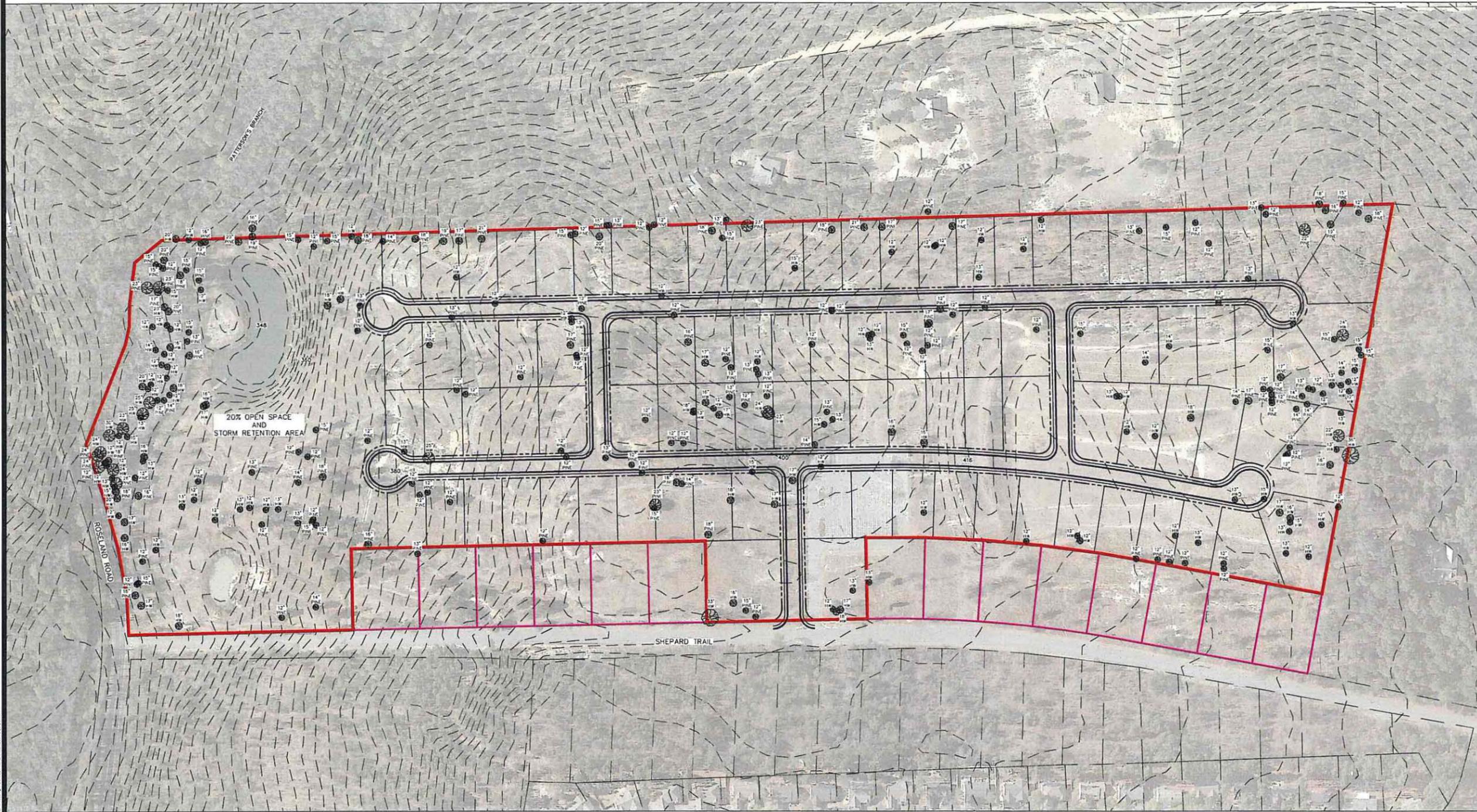
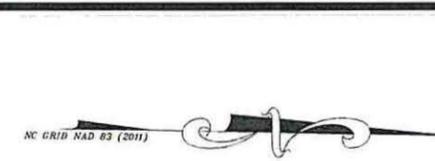
10. Prior to approval of final plat(s), all infrastructure must be complete or guaranteed per UDO requirements.
11. Street trees shall be installed prior to final plat approval or as a requirement of the building permit for each lot and shall be consistent with official species list provided in §98.03 of the Aberdeen Code of Ordinances or with “Trees of the Carolinas” (Appendix J of the UDO) and planted at the appropriate rate. Compliance with the street tree requirements will be reviewed by staff and staff is authorized to insure compliance prior to issuing a certificate of occupancy for each lot.
12. Sharrows and marked crosswalks shall be installed or guaranteed prior to final plat approval consistent with the requirements of the Comprehensive Pedestrian and Bicycle Plans.
13. The developer shall coordinate with the Parks and Recreation Department to install a passive recreational use for the development; it is to be installed at the developer’s expense.
14. A perimeter buffer of undisturbed vegetation or newly planted screening material for the development is required to prevent lots from being cleared to the perimeter boundary. The developer shall coordinate with the Public Works and Planning Departments regarding specifics of buffer requirements and maintenance following approval of the CUP.
15. The applicant shall supply Planning staff with an assessment from US Fish and Wildlife Agency with regards to Red Cockaded Woodpecker activities on the property prior to site disturbance.
16. Subsequent to approval of the CUP, but prior to or with the submittal of the preliminary plat, the developer shall provide to staff a traffic impact analysis (TIA) that meets the requirements of Article XI, §152-163.21 of the UDO. Based on a review by staff of the analysis and any recommended improvements provided in the analysis, the Town Board may require that such improvements be undertaken and depicted on the plat prior to its approval. **The TIA will be provided to NCDOT and staff shall include their comments in the review.**
17. **Applicant shall work with the Planning and Public Works Departments to create easements at locations considered appropriate by staff to facilitate drainage for the development.**

Enclosures: 4DSite Solutions Conceptual Plan
Staff Review Notes – 8/26/14
Submittal Email 10/1/14
CUP Application
Vicinity Zoning Map
Land Form Assessment
Green Growth Toolbox Assessment
Conservation Subdivision Concept page from Land Development Plan
Conservation Areas Map from Land Development Plan

ZONING: R-10-10
 LOT COUNT: 94
 AVERAGE LOT SIZE: 80'x140'
 20% OPEN SPACE

SETBACKS
 FRONT: 35
 SIDE: 15
 BACK: 30

SUBDIVISION ROADS
 26' G-G WITH ROLL TYPE CURB
 5' SIDEWALK ON BOTH SIDES



REVISIONS

PRELIMINARY
 DO NOT USE FOR CONSTRUCTION

PROJECT NAME

SHEPHERDS RIDGE

CONCEPTUAL

CLIENT

BILL CLARK HOMES

200 East Atlington Boulevard
 Greenville, North Carolina 27658
 Phone: (252) 814-1481

PROJECT INFORMATION

DESIGNED BY:	SEAN
DRAWN BY:	SEAN
CHECKED BY:	SCOTT
PROJECT NUMBER:	858

DRAWING SCALE

HORIZONTAL: 1"=100'

DATE DRAWN

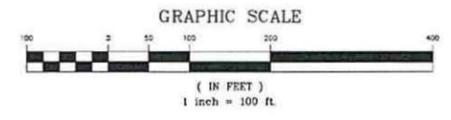
OCTOBER 1, 2014

SHEET NUMBER

1

OF

1



SITE NOTES
 1. TRAFFIC IMPACT ANALYSIS TO BE PREPARED AFTER APPROVAL OF CONDITIONAL USE PLAN.
 2. ALL NEW SUBDIVISION ROADS SHALL HAVE STREET TREES AND STREET LIGHTING IN ACCORDANCE WITH THE ABERDEEN UDO.

108 Data Informed by 4D Site Solutions, Inc. 10/1/2014 12:34 PM



Town of Aberdeen

115 N. Poplar
P.O. Box 785
Aberdeen, NC 28315

Planning Department
Building Inspections

Phone: (910) 944-7024
Fax: (910) 944-3672

August 26, 2014

Landon Weaver
Bill Clark Homes of Fayetteville
PO Box 87021
Fayetteville, NC 28304

Re: Shepherd's Ridge Sketch Plan Review

Landon:

I have made some notes to capture items from our department's sketch plan review for your proposed buildout of the west side of Shepherd's Ridge, and they are included below. As you will see, the comments reference sections of our UDO, which can be accessed from the Document Center of the town's website: www.townofaberdeen.net

1. Per §152-163.21 a **Traffic Impact Analysis** is required for any use generating more than 600 vehicular trips per day. My data indicates that the proposal would generate 900. Without data supporting a number below 600, the Board of Commissioners would be bound to require the TIA by ordinance.

2. §152-215 addresses street layout and relationship to the natural topography. It is **unknown at this time if curb & gutter is proposed** for the development, but please be aware that it would be required for any street exceeding a 6% grade. I don't necessarily support curb & gutter for all residential streets, but our Board has traditionally voted in favor of it. We were able to go without it on a subdivision approved last year in the WS-II Watershed, and we may be able to convince them that it is not necessary here, **but an assurance that the roads will not exceed 6%** will be needed to support it.

3. Though I realize you are working with a challenging site, I find it **difficult to reconcile the steep and varied topography of the site with the grid-type layout of the streets.** §152-218 (A) goes on to state that "... residential streets shall be curved whenever practicable to the extent necessary to avoid conformity of lot appearance." Additionally, §152-261 through 265 includes language regarding an effort to conform to natural contours, leave pre-existing drainage ways undisturbed and to provide drainage easements where streams or drainage ways exist on the property. The topography indicates at least one very distinct drainage way running to the south near the very center of the property and then west towards a tributary of Aberdeen Creek and feeds an area of 100 year floodplain near the center of town. **The Board will ask me to confirm that the plan conforms to the requirements of the UDO and I will be obligated to point out these issues.** I also reserve the option of having the stormwater and drainage plans reviewed by the town's consulting engineer for compliance with the UDO.

4. §152-217 – As you will see, sidewalks will be required on both sides of all new roads for the subdivision. I have no authority to be flexible on this one, and our Board has made it clear that this is in keeping with their expectations.

5. §152-310 provides for some flexibility in the town's landscaping/screening requirements, including the ability to require more intensive screening where appropriate to shield neighboring properties from adverse external effects of the development. In this case, I may recommend to the Board that they require a perimeter buffer of undisturbed existing vegetation and/or newly planted screening material. If they agree, it may be in the form of an easement or counted towards open space, or some other mechanism, but I will recommend that some form of protection be included in the approval so that there are restrictions both during and post construction from clearing to the perimeter boundary line.

6. §152-315 requires street trees along all new streets that are intended for dedication to the town. This should be indicated on the plans submitted for the Conditional Use Permit (CUP) application either graphically or with notes. More details such as proposed species and size at planting can come during the Site Plan Review process following CUP approval.

7. §152-317 – Please be aware that the UDO contains a Tree Preservation Ordinance that requires that any existing tree with a diameter at breast height of 12" or greater be preserved unless doing so places an unreasonable burden on the developer. All trees with a diameter of twelve inches or greater should also be shown on the plans submitted for the CUP. If these trees are proposed for removal this should be indicated with a justification for the removal. (i.e., an area where grading cannot be avoided for the development of the street network).

8. Appendix K describes the town's street lighting policy. The approximate locations and types of street lighting proposed should be shown on the plans for CUP approval to the extent that it shows that the plan meets our UDO. This can probably be done with notes, with a more detailed plan to be submitted for the Site Plan process.

I want to express that I do not wish to make the process more difficult, but have been tasked with being responsive to concerns and issues that have come about from previous and current development. In fact, many of the provisions in the UDO, which was adopted in 2011, are a result of disappointment with development patterns that occurred prior to then, and in some cases are still in progress. You should also know that you can choose to apply for the CUP and put this before the Boards as is, but you should be aware of the issues that will come up as they review the plans and my staff memo. I will work with you in any way I can to help you get to an approval, but I will be obligated to point out to the Board the areas where the proposal does not appear to meet the intent of the UDO. This sketch plan review offers the opportunity for me to go over them with you in advance. I will be happy to meet with you or discuss by phone or email how you wish to proceed.

Thank you for your patience as we work through these issues, and for the delay in getting these comments to you. I have no doubt we will have a better project for the town and your customers as a result of these efforts.

Sincerely,

Pamela Graham, RLA
Planning Director, Town of Aberdeen

From: [Scott Brown](#)
To: [Pam Graham](#)
Cc: [Landon Weaver \(lweaver@billclarkhomes.com\)](mailto:lweaver@billclarkhomes.com)
Subject: Shepherds Ridge CUP
Date: Wednesday, October 01, 2014 10:03:26 AM
Attachments: [Shepherds Ridge.pdf](#)

Pam,

Attached is the updated CUP for Shepherds Ridge. We have added the notes for the street trees and lighting. We have shown the streets and sidewalk. We have located all trees 12" and larger. I have spoken with Landon and we are going to go before the board without modifying the street and lot layout. Please review and see if you see anything wrong with the plan. If not, I will submit you the hardcopies needed for the October 16 planning board meeting.

Do I fill out the conditional use application or the site plan application for the CUP submittal?

thanks,

Scott Brown, PE

4D Site Solutions, Inc.
409 CHICAGO DRIVE - SUITE 112
FAYETTEVILLE, NORTH CAROLINA - 28306
TEL: 910.426.6777 - EXT. 102
CELL: 910.489.6731
FAX: 910.426.5777
WEB: WWW.4DSITESOLUTIONS.COM



Town of Aberdeen

Planning Department
Phone: (910) 944-7024
Fax: (910) 944-7459

For office use only:	
Application No.	_____
Date Received:	_____
Amount Received:	_____

Conditional Use Application

NOTES: - DEADLINE FOR SUBMITTAL IS ONE MONTH PRIOR TO THE APPLICABLE MEETING DATE OF THE PLANNING BOARD.
 - ALL APPLICATIONS MUST BE ACCOMPANIED BY A SITE PLAN. SEE SITE PLAN APPLICATION CHECKLIST FOR REQUIRED ITEMS.

APPLICANT INFORMATION:

Applicant: Bill Clark Homes
 Phone No. 252-355-5805 Cell No. 252-814-1481 Email: lweaver@billclarkhomes.com
 Applicant's Address 200 E. Arlington Blvd, Suite A, Greenville, NC 27858
 Property Owner: Shepards Trail Links, LLC
 Owner's Address: 1841 Kings Landing Road, Hampstead, NC 28443
 Property Location Address: Shepherd Trail LRK# 00049149 & 20060513

CONDITIONAL USE REQUEST:

- A. Existing Zoning: R10-10
- B. Existing land use on property: old par 3 golf course
- C. Requested land use: single family residential

THE BOARD MUST MAKE THE FOLLOWING FINDINGS OF FACT IN ORDER TO APPROVE A CONDITIONAL USE PERMIT. PLEASE PROVIDE INFORMATION TO SUPPORT THE FOLLOWING STATEMENTS.

STATEMENT OF JUSTIFICATION:

- A. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare:
The conditional use will no endanger the public safety or health. The conditional use is for single family housing.
- B. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish and impair property values within the neighborhood:
The conditional use will not affect the enjoyment of the surrounding property. The use will be similar to the existing surrounding uses.

C. The establishment of the conditional use will be in harmony with the area in which it is to be located and will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district:

The conditional use will be in an area that is already developed as single family housing and will not impede development of the surrounding property.

D. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district as to cause substantial depreciation in the property values within the neighborhood:

The development is for single family housing. The project will be in accordance with town standards and should not depreciate the value of the surrounding property.

E. Adequate utilities, access road, drainage and/or necessary facilities have or are being provided:

Public water and sewer are available to service the site. Public streets will be provided in accordance with the UDO.

F. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets:

The ingress/egress will be in accordance with the UDO. A TIA will be completed upon approval of the CUP prior to the submission of plans.

G. The conditional use will be in general conformity with the land-use plan, thoroughfare plan, or other plan specifically adopted by the Town:

The conditional approval will be in accordance with the standards set forth in the UDO.

H. The conditional use in all other respects, conforms to the applicable regulations of the district in which it is located:

The development conforms to the UDO for a single family development.

Acceptance of this application does not imply approval of this request. I realize that this application may be denied or that conditions may be attached to this request at assure compliance with applicable Zoning Code Requirements.

Russell Whelan

Applicant's Signature

10-7-14

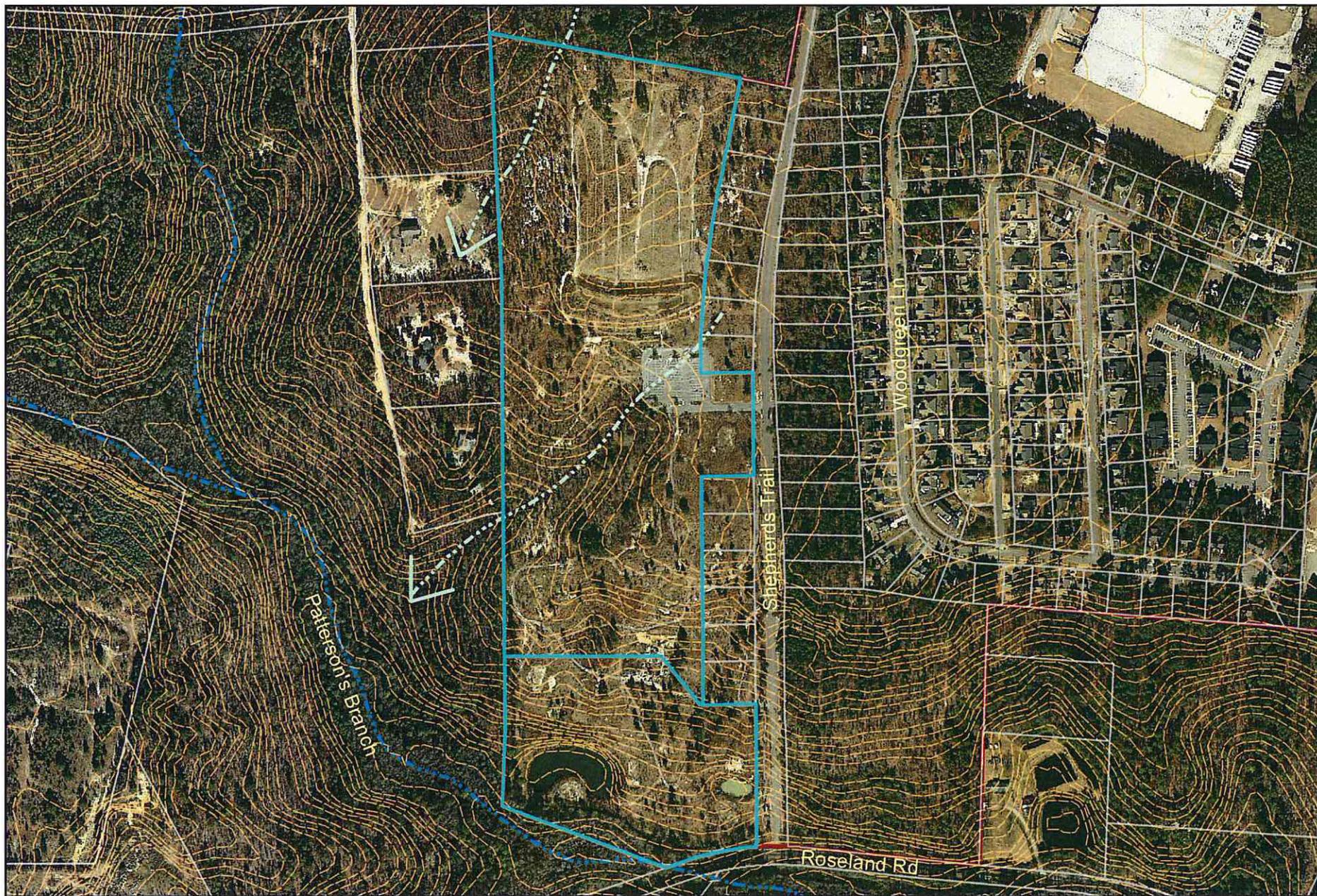
Date

Neil Dr. G. ...

Property Owner's Signature

10/7/14

Date



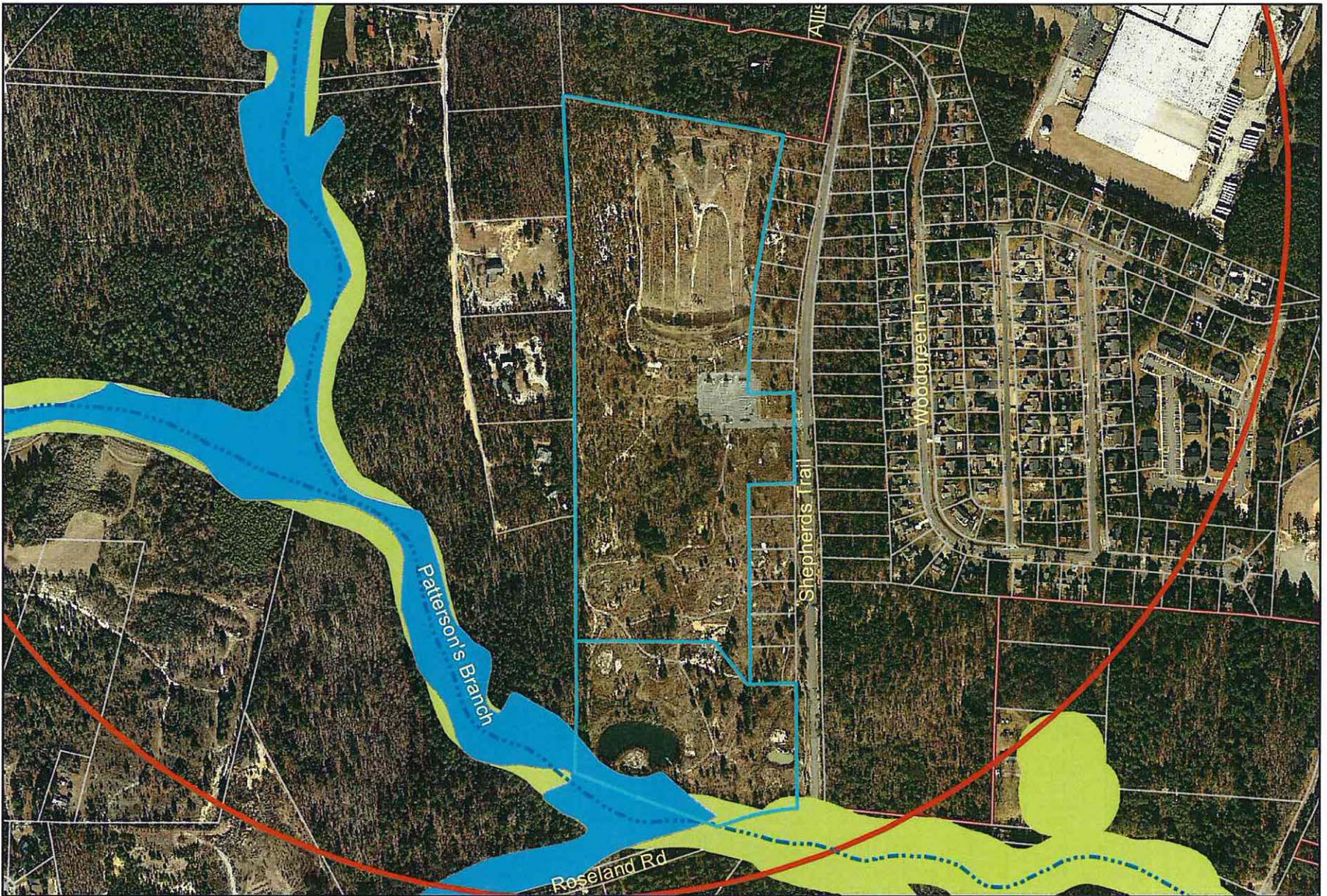
Conditional Use Permit CU 14-05 Land Form Assessment

Property Proposed for
Conditional Use Permit 

Natural Drainage Pattern 

Stream 

2 Foot Contours 



Conditional Use Permit CU 14-05 Green Growth Toolbox Assessment

Property Proposed for
Conditional Use Permit



RCW Foraging Habitat



Stream



Recommended Stream Buffer



Designated Wetlands



This page demonstrates the conservation subdivision concept. The same number of developed lots from the previous example is equal to the number of lots shown below. The exception is the arrangement of the lots on the site. The lots in the conservation subdivision are clustered in a way to preserve the woodlands, farmland and rural character of the entire site. This type of development increases property values and preserves the rural landscape that is desired by the surrounding community. It is a "win-win" scenario for the developer and community. The developer makes his/her profit from the sale of lots and the community retains its pleasant atmosphere and important natural features.

Figure 8.4 The Conservation Subdivision Concept



Source: Randall Arendt, Conservation Design for Subdivisions (1996)

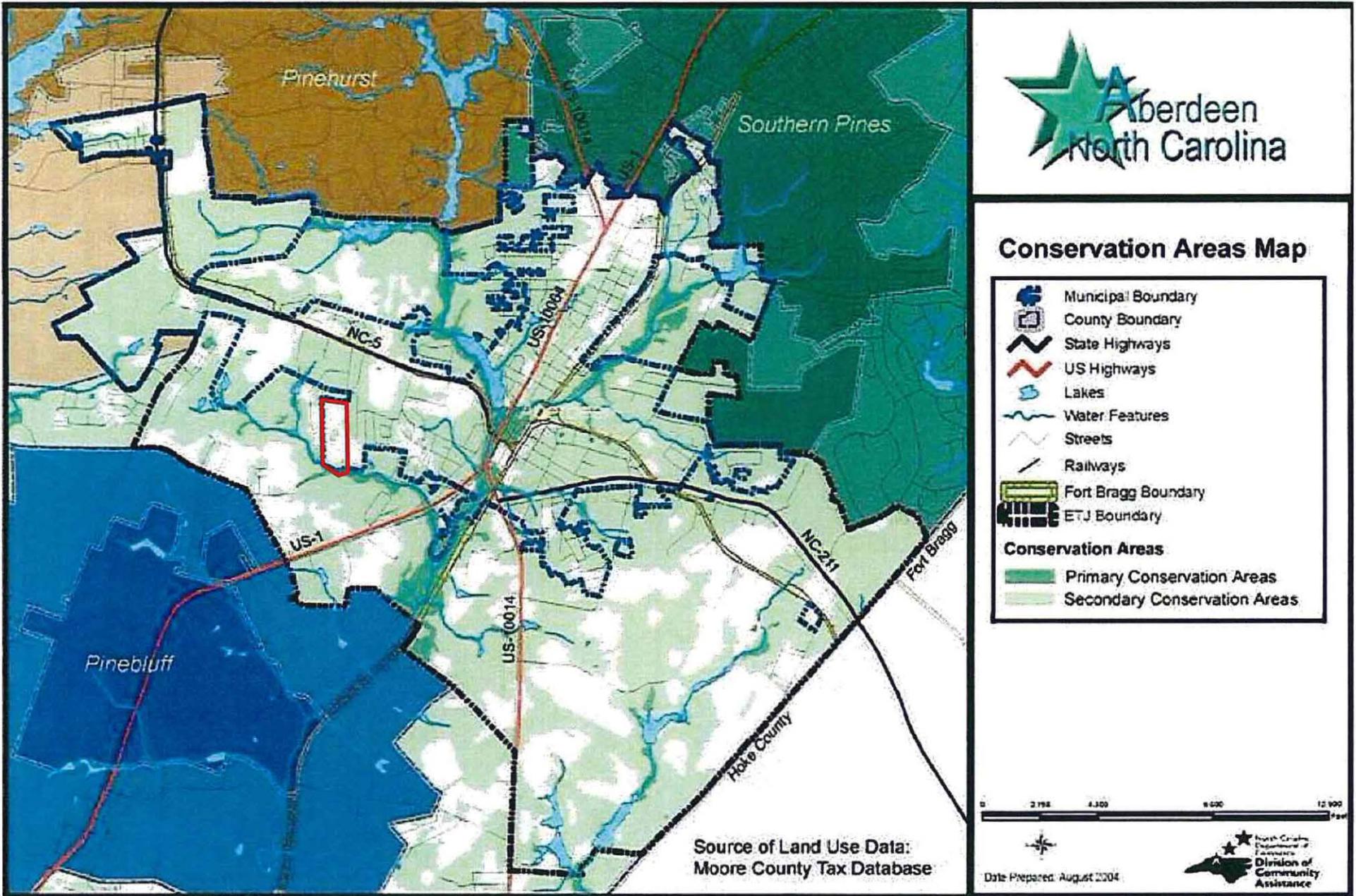


Example Conservation Subdivision

Source: Randall Arendt, Conservation Design for Subdivisions (1996)

This type of development, if practiced appropriately, should allow the Town of Aberdeen to maintain its character while allowing for new growth, and should work well with the golfing community. A Conservation Areas Map (Figure 8.5) is displayed on the following page showing potential primary and secondary conservation areas. The primary areas include floodplain and wetlands. The primary areas should be protected from all development. The secondary areas include woodlands and prime farmland soils. Efforts should be made during the development process to preserve the primary and secondary areas where possible. The Conservation Areas Map can be utilized during the land development review process to ensure that sensitivity is exercised when developing on and near these lands.

Figure 8.5 Conservation Areas Map



A secondary conservation area is identified near the center of the site, coinciding with the drainageway, and along the southern border adjacent to the creek.



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham **Department:** Planning

Contact Phone # 4517 **Date Submitted:** 10/21/14

Agenda Item Title: Notification of non-substantive corrections to the UDO

Date of Board Meeting to hear this item: 11/3/14

Board Action Requested:

New Business	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>
Old Business	<input type="checkbox"/>	For Action at Future Meeting	<input type="checkbox"/> Date <u> </u>
Public Hearing	<input type="checkbox"/>	Informal Discussion & Public Comment	<input type="checkbox"/>
Other Business	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>

Summary of Information:

Staff has made corrections to the UDO of a non-substantive errors as indicated in the attached. UDO Article XX - Amendments directs that the Land Use Administrator may correct typographical errors, numerical reference errors, spelling errors and errors in section or page numbering and may make other non-substantive editorial changes to the text of the UDO without formal adoption by the Board of Commissioners, provided the changes necessary to correct such errors do not change the meaning of the ordinance. Any such correction must be documented to the Board of Commissioners and made a part of the Board of Commissioners' regular meeting minutes.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):

§ 152-180. Maintenance of Common Areas and Facilities.

(A) Unless the Town requires that common areas, recreational facilities or open space be dedicated to the Town or agrees to accept an offer of dedication voluntarily made by the developer, such common areas, recreational facilities and open space shall remain under the ownership and control of the developer (or his successor) or a homeowners' association or similar organization that satisfies the criteria established in subsection ~~152-189(C)~~ 152-180(C). If such common areas, recreational facilities and open space are not publicly dedicated, they shall be made available to all residents of the development under reasonable rules and regulations established to encourage and govern the use of such facilities and open space by the residents without payment of separate optional fees or charges other than membership fees in a homeowners' association. Such common areas, recreational facilities and open space may be made available to a limited extent on a fee basis to persons who are not residents of the development where such facilities or open space are located, so long as such use does not become so extensive as to remove the common areas, recreational facilities and open space from the category of an accessory use to a residential development and transform the use to a separate principal use classification.

(B) The person or entity identified in subsection 152-180(A) as having the right of ownership and control over such common areas, recreational facilities and open space shall be responsible for the continuing upkeep and proper maintenance of the same.

(C) Homeowners' associations or similar legal entities that, pursuant to subsection 152-180(A), are responsible for the maintenance and control of common areas, recreational facilities and open space, shall be established in such a manner that:

(1) Provisions for the establishment of the association or similar entity is made before any lot in the development is sold or any building occupied;

(2) The association or similar legal entity has clear legal authority to maintain and exercise control over such common areas and facilities;

(3) The association or similar legal entity has the power to compel contributions from residents of the development to cover their proportionate shares of the costs associated with the maintenance and upkeep of such common areas and facilities; and

(4) The association will establish a capital fund for the maintenance and upkeep of common areas and facilities and a method of contributing to that fund which will spread the costs of said maintenance and upkeep to the residents over a number of years.



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham Department: Planning

Contact Phone # 4517 Date Submitted: 10/21/14

Agenda Item Title: Consideration of Phase 2 of the Master Sign Plan

Date of Board Meeting to hear this item: 11/3/14

Board Action Requested:

- | | | | |
|----------------|-------------------------------------|--------------------------------------|---|
| New Business | <input checked="" type="checkbox"/> | Information Only | <input type="checkbox"/> |
| Old Business | <input type="checkbox"/> | For Action at Future Meeting | <input type="checkbox"/> Date <u> </u> |
| Public Hearing | <input type="checkbox"/> | Informal Discussion & Public Comment | <input type="checkbox"/> |
| Other Business | <input type="checkbox"/> | Consent Agenda | <input type="checkbox"/> |

Summary of Information:

Staff proposes a second phase to the Master Sign Plan for the Board's consideration. The department was not provided a budget for the plan for the current fiscal year.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS – November 3, 2014 Work Session

Description of Request

Request:
Consideration of
Phase 2 of the
Master Sign Plan

Implementation of Phase 1 of the Master Sign Plan was completed in the spring of this year with excellent feedback and reviews received from the public. Though there were only five signs in Phase 1, three of them were “Gateway” signs, which made a huge impact. Staff has made additional selections from the overall Master Sign Plan to create a Phase 2 and is offering the proposal to the Board for consideration.

Prepared by:
Pamela Graham,
Planning Director

Background

The Master Sign Plan was a component of the branding campaign for Aberdeen, which began with an exhaustive effort to create the right image for Aberdeen’s new brand. The town sought public and business input in the graphics and tagline for the brand before selecting the one currently in use.

ABERDEEN



Small Town. Urban Retail.



ABERDEEN

Small Town. Urban Retail.



Small Town. Urban Retail.



Shop the Crossroads.



Next Stop, Aberdeen.



Small Town. Prime Retail.

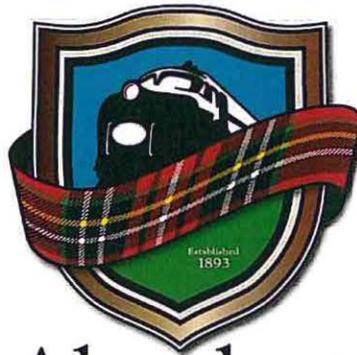


Destination, Aberdeen.

OTHER POSSIBLE TAGLINES:

- The Crossroads Shopping Center
- The Retail Shopping Station.
- Shop Aberdeen.
- The Place to Shop.
- Modest Town. Major Retail.
- Small Town. Great Shopping.
- The Crossroads Shopping Station.
- Quaint Town. Desirable Shopping.
- Small Town. Splendid Retail.

Don't worry – the best is yet to come!



The final product – definitely worth all the effort!

Aberdeen

In 2012 staff began coordinating with American Classic Signs, the creator of the Brand design, on the next step of the branding effort, a Master Sign Plan. The Board worked very closely with staff and with the Appearance & Beautification Commission to produce the final designs for the sign plan. The Master Sign Plan was approved by the Board and the full plan was offered for bid in March of 2013. The attached spreadsheet details the bids received, with American Classic Signs providing the lowest bid. They were subsequently selected and the Board was provided with a Phase 1 for consideration that included ten signs. The scope was reduced to five and the Board gave the go-ahead for installation. The estimate for the fabrication and installation of Phase 1 was \$28,046.00. A change order in the amount of \$3,945.00 was later added to create a DOT compliant breakaway system for the Gateway signs, bringing the total cost for Phase 1 to \$31,991.00.

Next Steps and Recommendations

With the endorsement of the Appearance & Beautification Commission staff has prepared a draft of a Phase 2 for the Master Sign Plan, to consist of three (3) additional Gateway Signs, four (4) additional Trailblazing Signs, and two (2) Wayfinding Signs. American Classic Signs has provided a quote with a total amount of \$49,741.00 for these nine signs, including fabrication and installation. The proposed Phase 2 is depicted on the attached maps and detailed as follows (the installation price on the Gateway signs include the footers and breakaway bolts):

ID #	Type:	Location:	Fabrication Price:	Installation Price:
11	Small Gateway	Highway 5 at Dawkins St	\$7,810.00	\$1,335.00
16	Large Gateway	Highway 15-501 at Legacy Lakes	\$10,110.00	\$1,135.00
18	Large Gateway	Highway 211 at ETJ Boundary	\$10,110.00	\$1,135.00
7	Trailblazing	15-501 at US 1 (Southbound)	\$2,423.00	\$845.00
31	Trailblazing	US 1 at Main St (Northbound)	\$2,423.00	\$845.00
13	Trailblazing	Highway 5 at US 1 (Eastbound)	\$2,423.00	\$845.00
24	Trailblazing	Highway 211 at South St (Westbound)	\$2,423.00	\$845.00
32	Wayfinding	Main St at Poplar (Eastbound)	\$2,072.00	\$845.00
29	Wayfinding	South St at Sycamore (Eastbound)	\$2,072.00	\$845.00

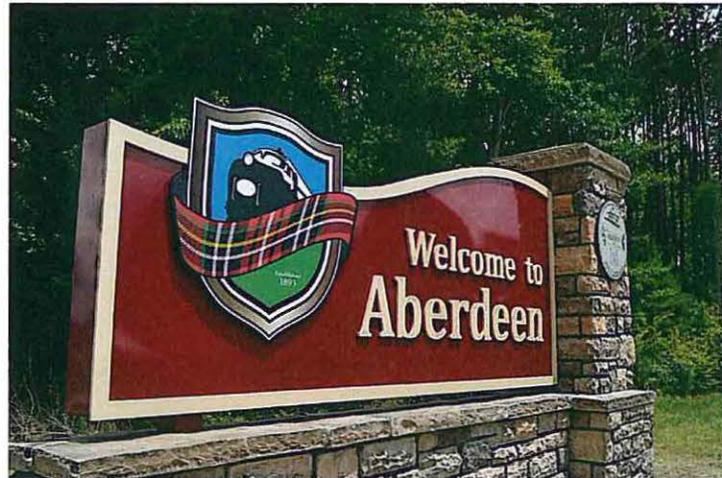
Total Cost: \$49,741.00

The Master Sign Plan was designed to provide a hierarchy of sign types that serve to announce arrival to Aberdeen's jurisdiction (Gateway), direct those traveling by vehicle to significant sites or areas of town (Trailblazing), and to assist pedestrians with finding their way through the more pedestrian-oriented areas of town, such as downtown (Wayfinding). Phase 1 focused on reaching a high number of travelers along the US 1 and 15-501 corridors by placing three Gateway signs at entrances to town on those highways, and two Trailblazing signs to assist travelers in finding our downtown area and other significant sites from US 1.

#19



#43



Phase 2 endeavors to continue the impact made in the first phase by installing three of the remaining five Gateway signs in the plan, directing travelers on US 1, and Highways 5 and 211 towards the amenities in the town center through three new Trailblazing signs, and introducing two Wayfinding signs in the downtown area to point out important sites there. A sign schedule, which describes the proposed text for the Trailblazing and Wayfinding signs was approved with the Sign Plan itself; attached are the proposals for Phase 2 sign text. The Gateway signs proposed for Phase 2 will match those installed in Phase 1.

An additional item for the Board's consideration relates to an emerging program being introduced in some communities to encourage and educate people on the pedestrian-friendliness of their town. The concept was introduced in Raleigh, and has gained international popularity as is evidenced in the attached Huffington Post online article. Aberdeen is in a unique position as we propose our first pedestrian-oriented Wayfinding signs, and staff would like to propose that the Board consider amending this portion of the plan to include information on the walkability of our downtown and other significant areas such as parks and historic sites. The change would involve simple additions of text to the signs that indicate the amount of time it takes to walk from the sign's location to the site listed on the sign. Additional costs should be minimal to none. A Photoshop mockup of what this might look like is enclosed for review and discussion. Though not included, the "Walk Aberdeen" concept is an excellent complement to our Comprehensive Pedestrian Plan, whose Vision Statement clearly supports actions such as this to encourage pedestrian activities:

*This plan envisions that the Town of Aberdeen ...
Provides & plans for safe and comprehensive walking facilities*

Engages & empowers the community in healthy activities through sensible design

Establishes & strengthens north-south and east-west walking connections

Creates & reinforces walking routes to adjacent community facilities, trails and recreation, and downtown

Enables & empowers residents to walk for their local needs and to access quality food

Considers & designs access for all ages, skills and social backgrounds to the sidewalk network

Appreciates & reaps the benefits of a walking community lifestyle

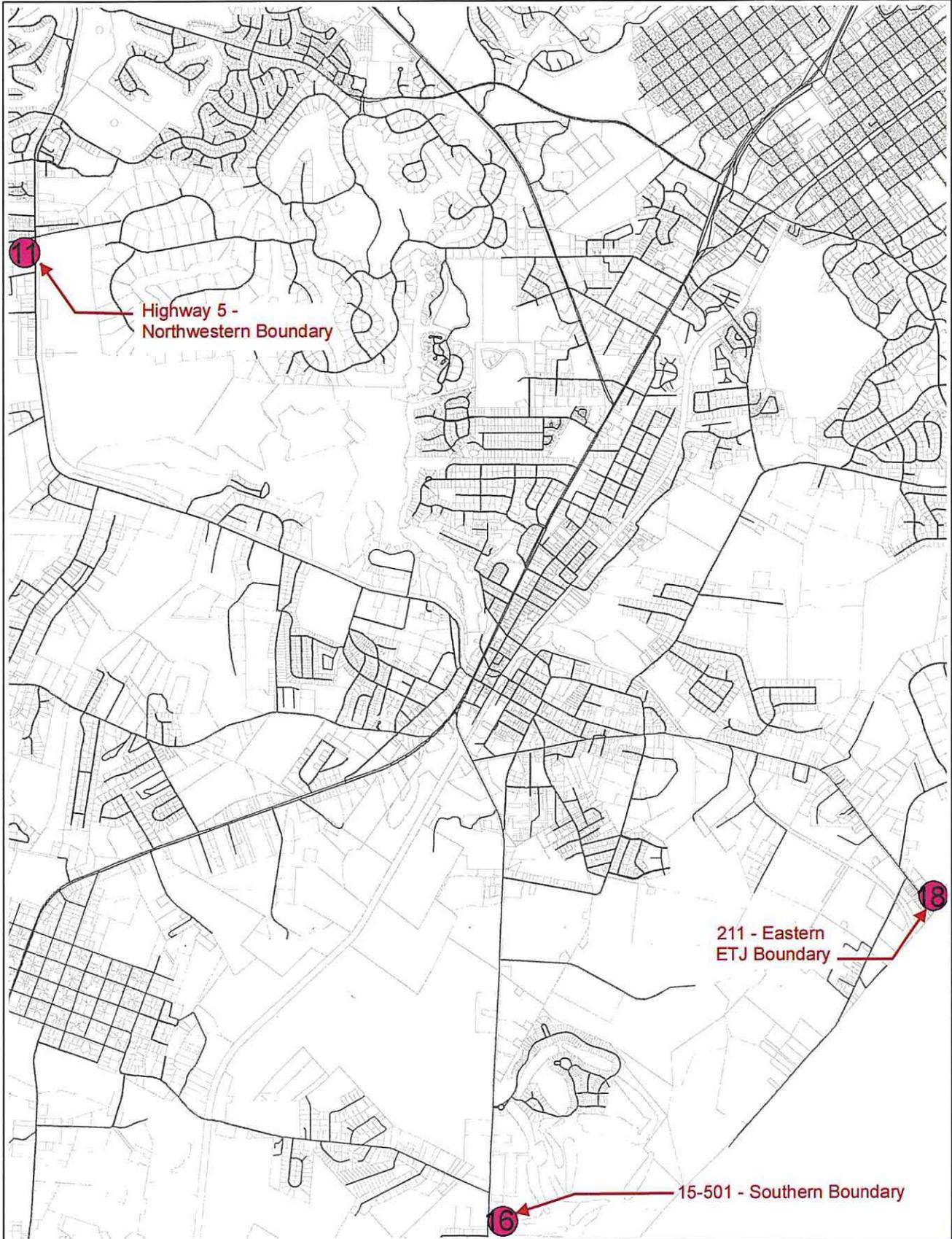
The Master Sign Plan has not been funded as a departmental expense. Staff requests feedback from the Board on the Phase 2 proposal and consideration of funding options so that the excitement and pride that has been expressed to us by citizens and staff from other departments can be reinforced and continued.

Enclosures: Master Sign Plan Phase 2 (Gateways) map
 Master Sign Plan Phase 2 (Trailblazing/Wayfinding) map
 Full Master Sign Plan map
 Master Sign Plan Sign Types
 Phase 2 Pricing Estimate
 Fabrication and Installation Bid Comparison Spreadsheet
 Phase 2 Sign Schedule
 “Walk Raleigh” article
 “Walk Aberdeen” Wayfinding sign mockup

Legend

-  Gateway
-  Trailblazing
-  Wayfinding

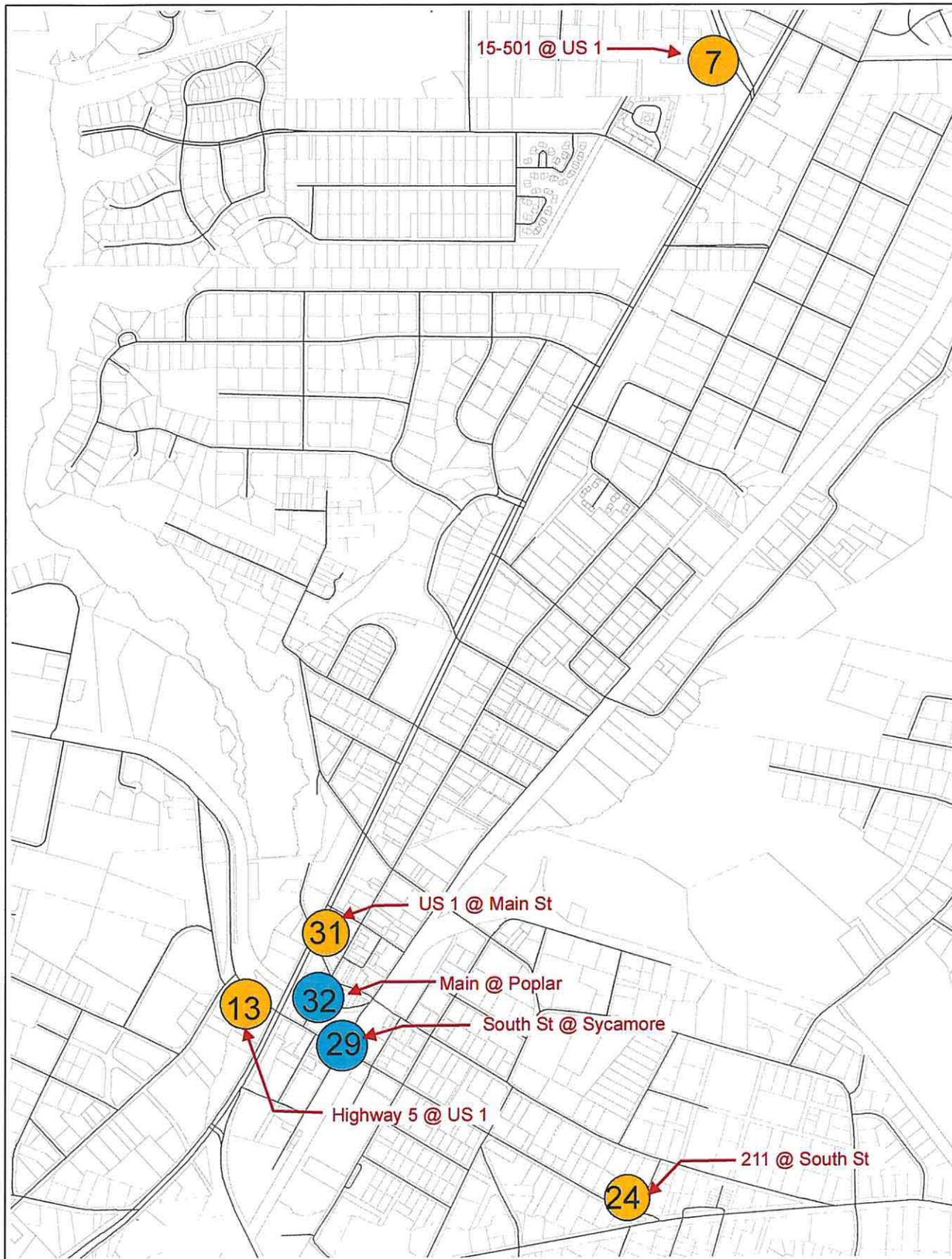
**Town of Aberdeen
Master Sign Plan
Phase 2 - Gateways
10/21/14**



Legend

- Gateway
- Trailblazing
- Wayfinding

**Town of Aberdeen
Master Sign Plan
Phase 2 - Trailblazing/Wayfinding
10/21/14**





**Town of Aberdeen
Master Sign Plan Draft
4/11/12**

- Legend**
WAYFINDING SIGNAGE TYPE
- Gateway
 - Parking/Information
 - Trail blazing
 - Wayfinding

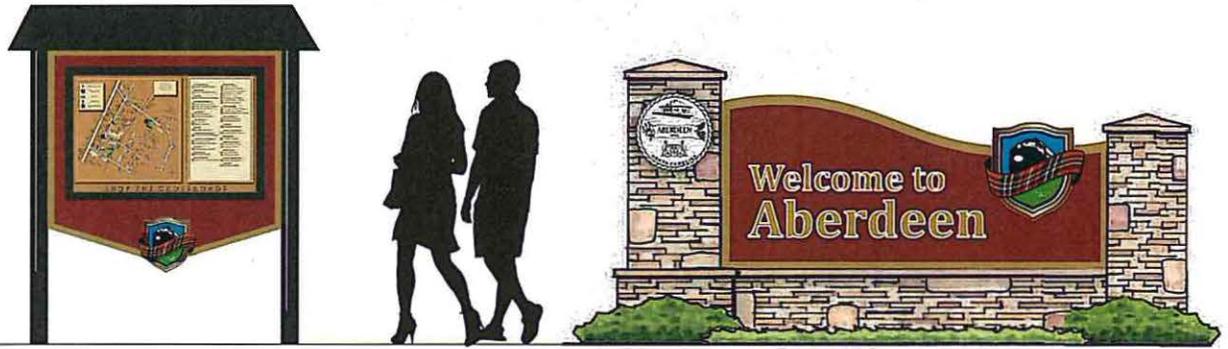
SIGN TYPES



Wayfinding

Trailblazing

Pedestrian Wayfinding



Kiosk

Gateway



SPECIFICATIONS

NOTES:

DATE: March 28, 2012



A.1

WAYFINDING



SPECIFICATIONS

NOTES:

Sign #32 of Master Plan

DATE: March 28, 2012



A.2



October 25, 2014

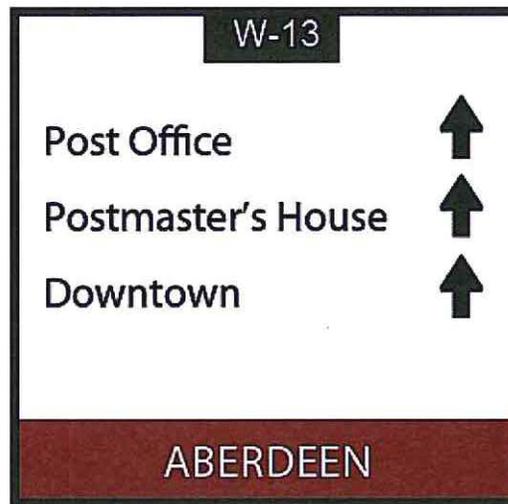
PRICING PHASE II

Sign Type	Qty	Fabrication	Installation
Wayfinding		\$ 2,072.00 ea.	\$845.00 ea.
Traiblazing		\$ 2,423.00 ea.	\$845.00 ea.
Gateway	LG	\$10,110.00 ea.	\$535.00 ea.
Gateway	SM	\$ 7,810.00 ea.	\$535.00 ea.
Footers for Gateways	2 for ea.	\$ 225.00 ea.	
Breakaway Bolts for Gateways	2 for ea.	\$ 175.00 ea.	

Signs are all aluminum, fully welded and powder coated. All graphics are NCDOT and MUTCD compliant. Price of installation includes NCDOT and MUTCD compliant breakaway bolts.

Company	Sign Type	Price Per Unit	With Installation or Without	Additional Costs	Comments
Parrish Signs	Wayfinding	5790	With	taxes, permitting,	includes polyurethane. Town to break up and remove concrete prior to installation.
	Trailblazing	5882	With	taxes, permitting,	includes polyurethane. Town to break up and remove concrete prior to installation.
	Gateway	none provided			
American Classic Signs	Wayfinding	2917	With	taxes, permitting	includes powder coating and NCDOT compliant break aways
	Trailblazing	3268	With		includes powder coating and NCDOT compliant break aways
	Gateway	6845	With		stone
Clark Sign Corporation	Wayfinding	4563	With	coating, taxes	Specifics not provided. No confirmation on break aways. No information regarding site prep.
	Trailblazing	5026	With	coating, taxes	Specifics not provided. No confirmation on break aways. No information regarding site prep.
	Gateway	7842	With	coating, taxes	Stone veneer with base, footing and installation
Trade Marx Sign and Display	Wayfinding	12,482	With		
	Trailblazing	12,692	With		
	Pedestrian Wayfinding	12,702	With		
	Kiosk	17,592	With		
	Gateway (Real Stone)	47,823	With		
	Gateway (Stone Veneer)	44,904	With		
Rodney's Custom Cut Sign Co.	Wayfinding	3,725	With		
	Trailblazing	5,375	With		
	Pedestrian Wayfinding	3,925	With		
	Kiosk	7,350 - 9,350	With		
	Gateway (Real Stone)	49,600	With		
	Gateway (Veneer)	40,500	With	traffic control, permits	did not use Transpo for breakaways, but did provide installation per NCDOT code for breakaways

Phase 2 Master Sign Plan Trailblazing and Wayfinding Signs



Walk Raleigh: Students Inspire City Campaigns To Encourage Walking

AP | By MARTHA WAGGONER

Posted: 04/11/2012 4:06 pm EDT | Updated: 06/11/2012 5:12 am EDT

RALEIGH, N.C. — On a January night, under cover of darkness, Matt Tomasulo and friends dared to commit a subversive act: They placed 27 signs at three intersections in Raleigh, advising people how long it takes to walk from one destination to another.

"It's an 18 minute walk to Glenwood South," read one sign in purple, the color Tomasulo chose for commercial interests. "It's a 7 minute walk to Raleigh City Cemetery," read another in green, designated for public spaces.

The signs were so well-made that city officials assumed someone had authorized them. And Tomasulo and the two friends looked so innocuous that a police officer who passed by that rainy night didn't question them. "He stopped and read it and realized it wasn't advertising and just kept walking," Tomasulo said Wednesday.

But leaders in Raleigh, which has a population of about 400,000, weren't involved in the project. Instead, the signs were part of a movement called guerrilla or tactical urbanism, where citizens change their cities, often without official approval. They were also part of Tomasulo's master's project in city and regional planning at the University of North Carolina at Chapel Hill to create an advocacy campaign called Walk Raleigh, designed to promote healthier communities through walking.

The project is "just offering the idea that it's OK to walk," said Tomasulo, 30, who's getting a dual degree from UNC and N.C. State University in landscape architecture. "It's not telling you to walk. It's just offering the idea that it's OK, and it is a choice. I think that's the biggest issue -- people just don't even think about walking as a choice right now. Even if you can't walk to get your groceries, I think you can still choose to walk each day."

The signs -- complete with QR codes that allow pedestrians to download directions on their smartphones -- stayed up for about month before city officials learned of their unauthorized origin and took them down.

But the signs -- made of corrugated cardboard and vinyl so they're weatherproof -- went back up again this week as part of a 90-day pilot program to evaluate the public's response. Meanwhile, the city of Hoboken, N.J., is considering adapting the signs for that city, and Tomasulo has heard from people in other countries -- Australia, Germany, France, Great Britain -- who are also interested. A group in Tennessee is considering doing something

similar to what Tomasulo did – placing signs around a city one night with directions that encourage walking.

All that has led Walk Raleigh to blossom into Walk (Your City) and helped Tomasulo develop a website where cities can create their own signs. He's raised almost \$8,000 online and gotten nibbles from companies that want to partner with him. Tomasulo also owns a company called CityFabric, which sells totes, posters and T-shirts with the digital map of various cities.

Some of the original signs are located around the corner from the office of Raleigh planning director Mitchell Silver, whose staff assumed they were part of a city program since they didn't advertise anything as most illegal signs do. When he learned the signs had to come down, Silver looked for a way to fast-track the project and get them back up.

He fell in love with Tomasulo's idea, which embraced the city's plan to encourage both healthier living and walkability within Raleigh. "I've never seen this level of civic participation from this generation since the 1960s, when I grew up," said Silver, who's also president of the American Planning Association. "I wanted to endorse that level of creativity and innovation."

Hoboken, a city of 50,000, is in the planning stages of adapting Tomasulo's Walk Raleigh signs to fit that city, Mayor Dawn Zimmer said. "We want visitors to enjoy the city, but we don't want them to drive. Parking is really difficult."

The city wants to see if the signs could promote more than walking. "They're a creative, innovate, flexible and cost-effective way of promoting walking, biking and public transportation," said Zimmer, adding that the city may have a pilot program going by this summer.

"More and more, people want to walk," said Silver. "The new American dream is a sidewalk."

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Online:

<http://www.walkyourcity.org/>

<http://cityfabric.net/>

Mock-up of Proposed Wayfinding Sign with
“Walk Aberdeen” Elements Added





October 8, 2014

Buck Mims, Commissioner
Town of Aberdeen
115 North Poplar St
P.O. Box 785
Aberdeen, NC 28315

Subject: Public Safety Facility Consulting/ Architectural Support

Dear Commissioner Mims;

Mission Critical Partners, Inc. (MCP) truly appreciates the opportunity to present you with this letter proposal for Public Safety Facility Consulting/ Architectural Support. MCP together with your architectural team will endeavor to support the Town of Aberdeen's needs through a united team effort.

It was a pleasure to meet with you last week, and gain understanding into the facility that the Town of Aberdeen is looking to construct for their Police Department and Town administrative offices. The following pages outline our proposed plan of action to successfully address the tasks outlined during our discussion last week.

We look forward to working with you and the Town of Aberdeen on this new facility. If you have any further questions please feel free to contact me at 888-862-7911, (717) 461-0619 (cell) or via email at sidmconahy@mcp911.com.

On behalf of our entire team, we stand behind the Town of Aberdeen to serve as your partner and your advocate.

Sincerely,

MISSION CRITICAL PARTNERS, INC.


Sidney M. McConahy
Director of Operations



MCP BACKGROUND

CORPORATE PROFILE

Mission Critical Partners, Inc. (MCP) is committed to delivering top quality technical and operational consulting services to help managers overcome mission critical challenges.

Our award-winning team consists of former public safety managers, project management professionals (PMPs), and technology, forensic and policy specialists. MCP principals have each invested more than two decades in the 9-1-1 industry and continue to serve in key leadership roles in all the major industry organizations—NENA, APCO, and iCERT—and as advisors to key federal and state governmental bodies. Our goal is to support our life safety communications clients through improved policy, systems and processes. **Our mission is to be your partner.**

As former clients ourselves, we add value by understanding how policy, financing, governance, operations, and technology must converge to holistically solve complex issues. We are committed to listening, being responsive, consistent, accountable, objective and visionary.

We work with our clients to develop a sound approach by first seeking to understand the challenge, analyzing the data and information available and developing a durable resolution. We provide unbiased recommendations and are independent of vendors providing mission critical products.

SERVICE AREAS

- Executive Consulting and Master Planning
- Next Generation 9-1-1
- Land Mobile Radio
- Facility and Technology Design and Integration
- Broadband Deployment
- Shared Services and Consolidation
- Emergency Management Communications
- Forensics and Systems Analysis

OFFICE LOCATIONS

We serve clients across North America with offices in the following locations:

Corporate Headquarters: 690 Gray's Woods Boulevard, Port Matilda, PA 16870
Phone: 888-862-7911; Fax: 814-217-6807

Branch Offices: 2578 Interstate Drive, Suite 106, Harrisburg, PA 17110
105 Bradford Road, Suite 400, Wexford, PA 15090
4801 Glenwood Avenue, Suite 200, Raleigh, NC 27612
502 N. Carroll Avenue, Suite 120, Southlake, TX 76092



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FACILITY AND TECHNOLOGY DESIGN AND INTEGRATION

Mission Critical Partners, Inc. (MCP) brings more than 25 years of experience in planning, designing and integrating mission critical technology and operations into new and renovated facilities. Our team applies hands-on experience with Public Safety Answering Points (PSAPs), Emergency Operations Centers (EOCs), Fusion Centers and Call Centers to develop the solution that best fits the client's needs. We are familiar with the requirements of mission critical facility architectural and engineering design and are highly qualified to manage the many complexities that arise with each building project. We also apply our understanding of all elements of the facility construction including site development, electrical, mechanical, structural, security and technology to coordinate systems install, acceptance, training and operational transition.

The focus of every project is to optimize the functional use of the space for operational integrity. MCP works closely with the client to develop the technology solutions, migration schedule and operations floor layout.

SERVICES INCLUDE:

- Facility Planning and Programming
 - Hazard Vulnerability Assessment
 - Spatial Allocation
 - Adjacency Requirements
 - Workstation Orientation
 - Power, HVAC, Security and Structural Requirements
 - System Redundancy and Diversity
 - Infrastructure Requirements
 - Tower Location and Path Studies
- Facility Construction Coordination
 - Project Management
 - System Install Coordination
 - Contractor Resolution
 - Systems Acceptance
 - Commissioning, Training, Scheduling, Migration/Transition Planning
- Design Solutions
 - Architectural Coordination
 - Low Voltage and Data Cable Management
 - Rack, Cable Tray, Pathway and Conduit
 - All Mission Critical Systems (CAD/RMS, CPE and Telephony, Logging, Video Walls, Workstations, Consoles and Interfaces, Security, Network and Tower)
 - Procurement Support (RFP Development, Vendor Proposal Review/Recommendation/Selection/Negotiation)
- Migration and Transition Services
 - Project Management
 - Scheduling
 - Vendor Coordination
 - Cutover Support
 - Decommissioning Services



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EXECUTIVE CONSULTING AND MASTER PLANNING

Mission Critical Partners, Inc. (MCP) partners with clients to develop customized technical and operational solutions for life safety communications. Our staff has extensive experience serving in public sector and public safety management roles and applies that depth of real-world knowledge to advocating for our clients. Through our first-hand experience, we have earned the reputation for being accountable, prudent, persistent, progressive and reliable problem solvers.

MCP provides services that are initiated at a strategic level. An integral part of our executive level consulting is providing master planning services. Our team of policy specialists collaborates with clients to create comprehensive plans that help direct decision making in the public safety sector. In developing a strategic plan, MCP incorporates master planning, organizational structuring, hiring assistance, fiscal planning, operations and technology and policy solutions.

By seeking to understand and assembling a strategy that serves as a guide, MCP is able to execute a comprehensive, tactical approach that addresses all elements of the client's sphere of influence. Our team directs its collective energy on understanding the full scope of the client's responsibility and objectives. We evaluate the unique challenges that stand in the way of achieving success. MCP mitigates those challenges by leveraging policy, as well as human, technological and fiscal assets to develop a sustainable solution.

Our clients are responsible for delivering reliable service 24/7 to first responders and the public while operating with limited resources. In recognition of the need to achieve more with less, MCP works to put the client in a position to do more with more. This means structuring organizations, programs and projects for available grant funding through policy development, technology and appropriate fiscal planning.

SERVICES INCLUDE:

- Budget and Fiscal Planning
- Long-range Capital Planning
- Strategic and Technology Planning
- Grant Compliance
- Policy Development and Support
- Master Planning
- Governance
- Organizational Development



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SHARED SERVICES AND CONSOLIDATION

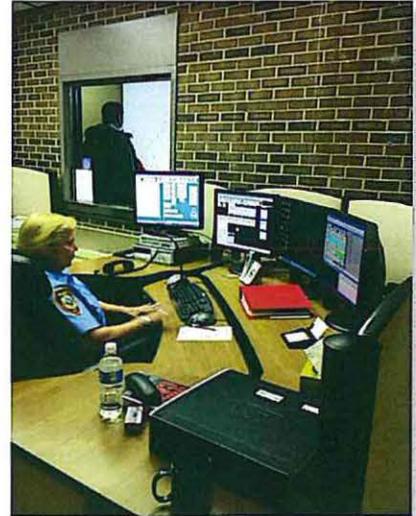
Throughout North America government is asking, "How can we do more with less?" Communications centers are impacted by this question as budgets become tighter, technology matures, operational demands become more complex and training increases. Many are finding that consolidation is a solution to consider. The Mission Critical Partners, Inc. (MCP) team has extensive experience with consolidation efforts in past public sector roles and as consultants.

We recognize that elected and public safety leaders strive to provide the most effective and efficient emergency response system possible. Ultimately, the delivery of quality life safety services is the achievable objective. MCP develops a collaborative approach with our clients to assess the opportunity for operational and administrative efficiencies through potential consolidation, collocation or organizational change. The MCP team's impartial and even-handed approach has a proven track record of success.

Today's economic realities require a thorough program analysis to define a future path of economizing while effectively delivering service. Appropriately applied, consolidation or collocation can achieve operational efficiencies through systemic interoperability via staffing, scheduling, technology, training and reduction in systems cost basis.

By seeking to understand the answer to "What is success?" MCP establishes addressing that question as the project objective. MCP appreciates the necessary balance required of seemingly competing objectives with operations, organizational, technology, fiscal, human resources, and governance issues. The variables and constraints associated with each are carefully weighed to develop an approach with a lasting solution. MCP is sensitive to the sense of ownership and loyalty each community and agency has with a local communications center. We honor the history of service while providing an independent view of how the community is best served by advancing to the future.

To assure a comprehensive transition that is as smooth as possible, we also provide assistance with the migration efforts and the many challenges inherent in combining organization, facility, technology and operational resources. The convergence into a unified communications environment can be painful in the absence of proper planning and execution. MCP actively works toward pain avoidance by converging all aspects of the emergency communications environment into an all-inclusive solution.



NEXT GENERATION 9-1-1

The Mission Critical Partners, Inc. (MCP) staff has extensive experience with planning, designing, procuring, negotiating and implementing all Next Generation 9-1-1 (NG9-1-1) call delivery and processing elements. As stated throughout the industry, Next Generation is a journey. Simply put, the Public Safety Answering Point (PSAP) environment will continually evolve with new technologies, processes and expectations. The MCP project team lays out a clear Master Plan that recognizes the impact NG9-1-1 has on all aspects of the PSAP. As Next Generation drivers, MCP helps elected officials, PSAP managers, stakeholders and funding agencies understand the NG9-1-1 impact upon all PSAP systems including technology, human, policy and funding.



The MCP approach is to establish a thorough understanding of the environment unique to each PSAP or region. This includes funding models, system life-cycle analysis, objectives, incident processing approach, network resources, and governance opportunities. While many firms simply want to discuss call delivery, MCP develops a plan for incident processing in the PSAP, incident dispatch and data management. MCP develops a comprehensive Master Plan for the agency or region and a conceptual design to NG9-1-1 deployment. The Master Plan considers all options and establishes timely deployment by incrementally upgrading technology and recommending policy, funding and governance modifications.

EXPERIENCE INCLUDES:

- Master Planning (Capital Plan, Operational Impact, Schedule & Governance)
- Design
- Procurement (Network, CPE)
- Network Services
- Systems Convergence and Integration
- Microwave & Wireless Broadband
- Computer Aided Dispatch (CAD)
- ESInet Core Functions
- Records Management
- Customer Premise Equipment
- Routers
- Switches
- Mobile Data
- Applications
- Punch List Development
- Acceptance Testing
- Implementation Project Management
- IP Networks
- ESInet





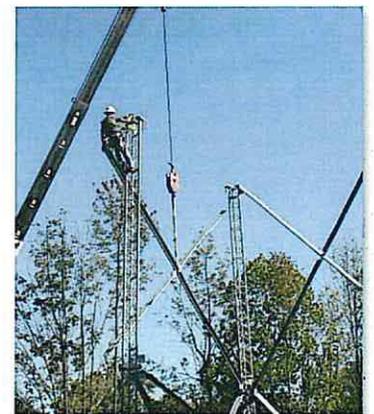
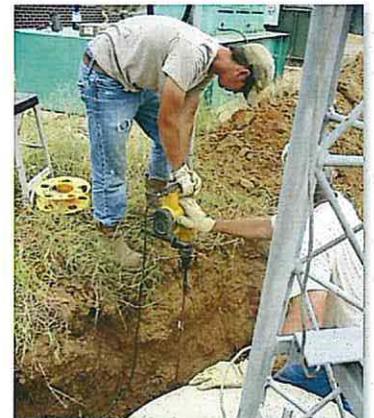
LAND MOBILE RADIO

Mission Critical Partners, Inc. (MCP) has a staff of highly qualified radio experts. Our team has a varied background ranging from technicians in large municipal radio systems to persons holding electrical engineering degrees. However, all of our staff has one thing in common – first-hand knowledge and experience as public safety users of two way radio. This unique combination of experience and education brings you a team dedicated to the success of your project.

Our team approaches your project with only one task in mind – your success. This is accomplished through our unique approach that determines your operational needs and designs a radio network around your needs and budget. Many agencies have operational constraints because of the design and operation of their radio network. The network should serve public safety users and be yet another tool to keep our first responders and communities safe. The protection of life and property begins with a single dispatch. From there, the radio system is the link that connects and delivers your response and services to your citizens. It is far too important to trust to anyone other than your partner, your advocate, and your agent for innovative solutions.

EXPERIENCE INCLUDES:

- Design
- Propagation Studies
- Procurement
- Project 25, SmartNet/SmartZONE, EDACS and other Open and Proprietary Signaling Protocols
- EME, MPE, and Interference Studies
- FCC License Applications, Amendments and Coordination
- Microwave and Wireless Broadband
- Lease Lines and Commercial Telecom Systems
- Proprietary and Open Telecom Standards
- Network Transport Services and Protocols Including Analog and Digital
- Customer Premise Equipment
- Routers and Switches
- Mobile Data and Applications
- Punch List Development
- Acceptance Testing
- Master Planning (Capital Plan, Operational Impact, Schedule and Governance)
- Implementation and Project Management
- IP Networks



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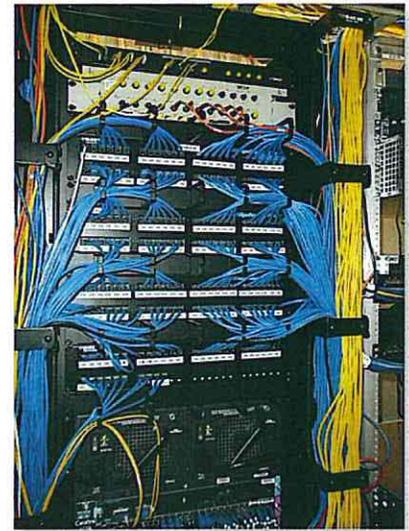
BROADBAND DEPLOYMENT

The FCC's "National Broadband Plan: Connecting America" projects 150% growth in broadband deployment to reach underserved citizens in the future. A nationwide broadband wireless network holds great promise as an economic stimulus and for improving public safety. Mission Critical Partners, Inc. (MCP) leverages expertise and consulting services to assist clients in maximizing the opportunities for implementation of broadband ecosystem networks that meet these critical needs. Two decades invested in life safety communications has equipped our team to navigate the complex broadband issues.

Mission Critical Partners improves public safety and homeland security through roadmaps for transitioning to an Emergency Service Internet Protocol Network (ESInet). The technology:

- Allows first responders to send and receive video and data
- Reduces costs through interagency collaboration
- Helps support opportunities to acquire additional funding required for operating expenses
- Promotes innovation in the development and deployment of Next Generation 9-1-1 (NG9-1-1) and emergency alert systems

As a foundation for a project's success, MCP drives meaningful government and civic engagements with representatives in support of local efforts to deploy broadband technologies. We also help entities understand and follow policies and standards to maximize incentives for national priorities in health care, public education and economic opportunity.



To ensure value for the client's investment, MCP collects and analyzes benchmarks and published market-by-market information on broadband pricing and competition. We then provide comprehensive reviews of wholesale competition rules, make recommendations that include innovative approaches to FCC changes, and ensure efficient collaborative allocation and use of government-owned and government-influenced assets.

BROADBAND SERVICES INCLUDE:

- Governance Development
- Network Gap Analysis
- Network Architecture Design
- Request for Proposal (RFP) Development
- Vendor Implementation Oversight
- Network Operations Framework Development with an IT Infrastructure Library (ITIL) Emphasis
- Broadband Security Gap Analysis



EMERGENCY MANAGEMENT COMMUNICATIONS SERVICES

Emergency management coordinators lead the readiness efforts of local, county and state government through planning and organization. Mission Critical Partners, Inc. (MCP) supports emergency managers with expertise in emergency operations, incident command, and the planning and systems designated to support operational integrity.

The MCP team provides communications support services by following a disciplined, well-organized approach for realizing county, regional and statewide interoperability objectives.

SERVICE PROFILE AND EXPERTISE INCLUDE:

- Communications Planning
 - Master Plans
 - TICP Plans
 - Interoperability
- Integration
 - Voice and Data
 - Resource Management Applications
 - GIS
 - Security Systems
 - Video Display
 - Public Notification
 - Alert and Warning Systems
- EOC Facility
 - Programming and Planning
 - Design Services
- Hazard Vulnerability Assessments
 - Infrastructure
 - Towers/Shelters/Connectivity
 - Security
 - Facility
 - Procedures and Operating Guidelines
 - Training
- Interoperability
 - Assessment
 - Planning
 - Design
 - Procurement Support
 - Vendor Negotiations
 - Project Management and Implementation



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FORENSICS AND SYSTEMS ANALYSIS

Proven advocacy skills for our clients are the crux of Mission Critical Partners', Inc. (MCP) forensics services. Forensics analysis can be used to locate the root cause(s) of a system failure, verify receipt of full value on a contract or purchase and assist in a formal court determination of facts.

By establishing current conditions and benchmarking against recognized communications best practices, the MCP team develops a practical solution set for improvement in service delivery. Our team provides change agent services for sustainable organizational recovery. Each forensic engagement involves a comprehensive three-step investigation: (1) Data Gathering and Fact Finding (2) Analysis and Perspective and (3) Findings and Recommendations.



CONTRACT COMPLIANCE

MCP represents our clients' interests by executing a logical information gathering process to understand contract objectives and then performing a methodical review of documents and responsibilities. If we find discrepancies, MCP recommends a corrective course of action. We establish a plan with milestones, metrics, communications and responsibilities and manage client risk to maximize return on investment.

9-1-1 INVOICE FORENSIC REVIEW

MCP has a knowledge base in tariff structure and related invoicing that often reveals overpayment for services. The MCP team specializes in 9-1-1 network, routing, database and fee collection. Applying our forensics skills, we generate findings and recommendations for cost recovery and negotiate settlements on behalf of our clients at little financial risk to the client.

9-1-1 INCIDENT FORENSICS

MCP provides assessment services to define and mitigate risk. Any system can have components (or technicians) that do not perform as intended, potentially resulting in a loss of life or property. In a pre-event environment, our team evaluates call routing, switching, database integrity, system performance, operating guidelines, and training for service optimization. Post-event, MCP assesses equipment or process failures to define causal effects. We understand the high visibility of any event where system or human error negatively impacts reliable 9-1-1 service, and we offer improvement recommendations without prejudice.



Systems analysis, design and implementation are other key services MCP provides. In today's mission critical environment, the various technologies and applications used to manage risk are integrated with one another in the successful operational environment, and no one system stands alone. By understanding the need for high reliability, low risk performance in the 24/7 world, MCP applies our extensive knowledge of technology, telecommunications, policy, operations, and accountability to achieve success on behalf of the client.

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SCOPE OF SERVICES

Mission Critical Partners, Inc. (MCP) understands that the Town of Aberdeen (Town) is planning a new Police Department (PD) facility, which may also include additional space for the Town's administrative offices and activities. We further understand that the Town already has a plot of land that is being considered for this facility, and that you would relocate the Police Department into this facility. Regardless of the size of the town, having public safety facilities meet certain secure critical public safety standards is a necessity. An integral part of any Police Department is the secure storage of equipment, files and vehicles.

The intent of this proposal would be to assist the Town and your selected Architectural firm, in discussing, analysis and implementing those standards, as they make sense for the Town of Aberdeen. The MCP team will help to evaluate the threats and hazards that exist in the environment naturally, as well as the threats and hazards that are specific to a PD facility. We would assist the Architect in understanding public safety facilities requirements and would be able to assist them in the design/review of facility drawings and specifications.

PROJECT APPROACH

We believe that it is best for the team to gather data in a "workshop" based approach. We will meet in the Town of Aberdeen with appropriate representatives to develop the basic building design.

TASK # 1 – FACILITY SPACE NEEDS

A facility space needs assessment will include multiple meetings (normally three) over six to eight weeks with the Police Chief and key staff for the purpose of collecting data relative to current and future operations and facility considerations. With this data, MCP would develop, in concert with the Town and the Architect, a space use document to include the facility major areas/space components to include:

- Access and Egress
- Staff Support
- Technology and Equipment
- Training
- Administration and Lobby
- Storage

The conclusion of this process would involve a document listing spaces, square footage allocations, and an adjacency diagram. MCP would lead this effort with the Town's Architect participating.



TASK # 2- SCHEMATIC PHASE/ASSISTANCE TO ARCHITECT

MCP will assist the Town's Architect in interpreting the document from Task 1 into a conceptual floor plan for the proposed facility. MCP will provide any specific standards for integration into the overall conceptual floor plan.

TASK #3 –DESIGN/CONSTRUCTION DOCUMENT DEVELOPMENT

MCP will assist the Architect with inside wiring of the facility to help ensure that all standards are integrated at the beginning of the project, rather at the end or worse after the completion of the project. The telecommunications/technology infrastructure design covers the requirements for connecting computers, telephone, public safety radio communications, wireless and building systems network devices in the work areas to the network equipment. This infrastructure may include connections for audio/visual equipment, security systems and life safety systems. The infrastructure design will incorporate connections to the owner's technology systems within the building and coordinate requirements for connections from the service provider to the owner's technology. MCP will also assist the Architect in reviewing the buildings drawings through design and construction development, as well as providing any specific standards wording for the construction bid documentation.

PRICING

MCP proposes that the price for the professional services listed above be provided for a fee not to exceed \$ 25,000 to include all normal expenses for those services. Not included in the fee would be any special printing or permitting fees associated with the project.

Any additional services would be performed based on the then-current fee schedule. Prior to initiating any such additional work, MCP would require a formal letter of authorization from the Town.

It is understood that successful completion of the proposed project will require the full cooperation of the officials and employees of the Town and associated entities, and such cooperation will be provided MCP. Based on the current MCP understanding of what is to be accomplished, the pricing identified above represents an estimate of the work anticipated for the project to be successful.

Please know, above all else, that MCP is flexible and agreeable to negotiate any and all SOW and associated fees established herein as our understanding of the work involved may not be yours. MCP's priority is for this project to be successful for the Town and we stand prepared to increase or decrease the amount of support necessary for success to occur.