

LOCAL PROGRAM CONTRACT FUNDS COMMITTEE REPORT
ADDITIONAL APPLICATION REQUEST FOR FISCAL YEAR 2008-2009
 August 4, 2008

One additional application was received from a local government. This application is to start-up a new local erosion and sedimentation control program. Attached is a copy of each of the applications received. The following is a summary of the request including Local Program Contract Funds (LPCF) Committee and staff recommendations.

New Program Request:

Town of Columbus:

The Town of Columbus requested \$12,405 to assist with the start-up of a local erosion and sedimentation control program. The funds requested will be used to purchase tools and safety equipment, GIS Software, a GPS Analyst Extension, to provide training for erosion and sediment control staff, and a vehicle. The amount requested is about 25% of the proposed operating budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request contingent on the Town of Columbus requesting and receiving delegation at the November Sedimentation Commission Meeting.

Total Funds Available	\$ 13,197.20
Total Funding Request	\$ 12,405.00
Recommended Funding	\$ 12,405.00
Recommended Uncommitted Funds	\$ 792.20

<u>Requested Budget Funding</u>		<u>Recommended Budget Funding</u>	
Total Funds Available	\$ 13,197.20	Total Funds Available	\$ 13,197.20
New Program Request	- 12,405.00	Recommended New Program Request	- 12,405.00
Balance	\$ 792.20	Balance	\$ 792.20

The Sedimentation Control Commission can choose to fund all, none, or part of the amendments and use the remaining funds as they see fit. However, the remaining funds have to be spent according to the guidelines set forth in the Contract Evaluation Guidelines for the NC SCC Local Program Assistance Contracts.



TOWN OF COLUMBUS

P.O. BOX 146
COLUMBUS, NORTH CAROLINA 28722

828-894-8236
FAX: 828-894-2797

June 25, 2008

Sonya Avant Tankersley
North Carolina Sedimentation Control Commission
Department of Environment and Natural Resources
Division of Land Resources
1612 Mail Service Center
Raleigh, NC 27699-1612



Dear Sonya:

Enclosed are seven copies of the proposed grant application for beginning a program in Columbus, North Carolina. As we discussed on the phone we are hoping to be funded from the 07-08 grant cycle with appropriations to be made as of July 1st, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim H. Holloman".

Tim H. Holloman
Town Manager
Enclosures

North Carolina Sedimentation Control Commission
Department of Environment and Natural Resources
Division of Land Resources
Mailing Address: 1612 Mail Service Center
Raleigh, N.C. 27699-1612
Physical Address: 512 North Salisbury Street
Raleigh, N.C. 27604

LOCAL PROGRAM ASSISTANCE CONTRACTS

APPLICATION FORM



Application Deadline: December 3, 2007

Applications should be complete and mailed to the above address. Proposals received by the close of business on December 3, 2007, will be considered during this funding cycle. Proposals received after December 3, 2007 will not be considered. Facsimile applications will not be accepted. Application materials should not be bound and all materials should be suitable for photocopy in black and white.

Program:

Name: Town of Columbus EIN: _____

Funds requested: 12,405

Intended use of funds requested: Begin Sedimentation and Erosion Control Program

Total program budget: 48801

Budget period: August 2008 - April 2009

Location:

County: POLK

Municipality: Town of Columbus

Applicant:

Organization name: Town of Columbus

Contact person: Tim H. Holloman

Mailing address: P.O. Box 146

City: Columbus, NC Zip Code: 28722

Phone: 828-894-8236 Fax: 828-894-2797

E-mail: tim@columbusnc.com

Note: This contract application must not exceed eight (8) pages (8 ½ x 11); single spaced excluding maps and organizational charts.

Seven (7) copies of this application must be submitted.

NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
LOCAL PROGRAM ASSISTANCE CONTRACTS
PROGRAM DESCRIPTION AND APPLICATION
TO BEGIN A PROGRAM
IN
THE TOWN OF COLUMBUS, NORTH CAROLINA
POLK COUNTY

The Town of Columbus is seeking to begin enforcement of a sedimentation and erosion control program. The need has arisen from community dissatisfaction with state enforcement action and the speed on new development in the area. The Town of Columbus has one 80-acre site that has had multiple violations, and the Town Council and citizens are demanding that the Town become involved with enforcement and oversight of all land disturbing activities. In July 2007, the Town began operation of an inspection department for all residential and commercial construction activities as regulated by the North Carolina Department of Insurance. The Town also hired its first planner and this program would be a natural fit for our existing staff.

The purpose of this program would be to regulate disturbance of areas greater than 2,500 sq. ft. This is a start up program. The ordinance under consideration is very similar to the state model with the exception of trout waters since there are none inside the corporate limits. The Town of Columbus also borrowed some detailed description and visual from the Town of Lake Lure ordinance.

The Town wishes to provide increased protection of the area's land and water resources from damage due to accelerated erosion and sedimentation from land-disturbing activities by providing:

1. Education about measures to protect our waterways.
2. Presentations to civic groups.
3. Annual reporting about program activities.
4. Accelerated plan review by an engineer.
5. Local enforcement, and many site visits.
6. Local contact for those affected by failures or potential concern over failures.
7. Fines and stop work orders as necessary.

The Town will have engineer review of projects over 10,000 sq. ft. and in-house review of projects below 10,000 sq. ft. The two building inspectors will attend training classes to become more familiar with best management practices and plan review.

The first year cost of the program will be a total of \$48,801 with the following breakdown:

Total Budget		60% Town	40% Grant
\$18,500	Truck Purchase	\$11,000	\$7,400
\$ 2,293	Software-ArcGis Modeling	1,376	917
6,099	GeoCollector subfoot	3,659	2,440
1,921	GPS Analyst Extension for ArcGis	1,153	768
1,200	Tools & Safety Equip.	720	480
14,500	Engineer Review	Fee Recovered	N/A
3,288	96 hours @34.25/hr	Fee Recovered	N/A
1,000	Training	600	400
	1		
\$48,801		\$18,508	\$12,405

The second year operating cost will be a total of \$18,788.

\$14,500	Engineer Review		
3,288	96 hours @34.25/hr		
1,000	Training		
\$18,788			

The program will be funded through fees for plan review, grants, and taxing authority.

The Town has issued five building permits since July 1, 2007. Effective July 1, 2009, we anticipate issuing 50 building permits a year that require and Erosion and Sediment control permit. For each permit issued a plan review will be required. We estimate 50 hours a year for plan review and 46 hours annually for site inspections.

Two existing building inspectors will also be assigned duties related to implement and enforce the erosion and sediment control program. A minimum of two hours weekly will be devoted to this program.

There will not be any new hires, although a consulting engineer will provide review of large projects.

The Town of Columbus feels that current staff can handle the workload due to the fact that they are going to these sites already to complete building inspections. What is not factored in is the hours for training, which we estimate to be 40 hours for each inspector the first year and 12 hours each in subsequent years. The Town currently has a consulting engineer that has performed reviews of such plans for other municipalities.

Outcomes will be objective and subjective:

Objective:

- 50 plans will be reviewed annually
- 150 site visits will be performed
- 50 permits will be issued annually

Subjective:

- Citation and enforcement will occur within 24 hours of violation.
- Residents will feel better about local control and have easier access.

SCOPE OF WORK

A. Introduction

The Town of Columbus needs to more closely monitor sedimentation and erosion inside the corporate limits and just outside of the corporate limits mandating requirements for smaller areas.

B. Background

Currently neither the county nor the Town has a sedimentation and erosion control program. Several years ago Polk County adopted one for a short time and then repealed it. There are many hillsides and steep slopes in our area. Currently we are revising a steep-slope ordinance that was adopted just last year.

The Town has had one development with significant erosion and sedimentation problems and residents are demanding that the Town take a larger role in this arena.

We have several newly annexed areas; one which is over 1,000 acres with 50 units a year to be built out. Another subdivision has 62 lots, and yet another has 45 lots. This does not include our infill. The Town would like to begin enforcement with 2,500 sq. ft., which is more restrictive than state law. We also would like to do more routine enforcement.

C. Tasks

Funding will be used to purchase a truck, software, data collecting equipment, field tools, consultant fees and salaries. Additional funds will be spent on training.

D. Timeline

The Town Council is considering an ordinance on June 19, 2008 and will adopt once the reviewing agency has approved. The truck purchase will take place by October 2008, the software and hardware purchases will take place by September 2008.

E. Deliverables

Fees will actually pay for the review of plans. Grant funding will help to purchase a vehicle to conduct site inspections, investigate complaints, carry out enforcement actions, and travel to workshops. Funding will help to secure slope measuring devices and other tools necessary to evaluate site development. The Town will also submit a final report detailing how monies were spent.

F. Milestones

The Town will have an ordinance in place by August 2008. Staff is undergoing training in June and will continue training on an annual basis. Monthly reports of site visits and plan reviews will be kept. The Town will organize a sedimentation and erosion control workshop by August 2009 to inform developers about the local program.

G. Environmental or regulatory Constraints.

At this time we are unaware of any problems that will affect our local program negatively.

H. Contract time

August 2008 through April 2009

I. Payment Schedule

Invoices will be submitted immediately after purchases beginning in September 2008.

J. Ownership

If the program is terminated, the Town will reimburse the match of funds received, but not to exceed that amount.

K. Line Item Budget, total budget for the first year is \$48,801

Total Budget		60% Town	40% Grant
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- L. Map of the Town: See Attachment

Scoring Questions

- A. The Columbus Town Council will be the operating board for the program. Waters to be protected by this program are those immediately inside the corporate limits and any downstream areas affected by development inside the corporate areas.
- B. The Program will be based in the proposed ordinance brought before city council in June 2008.
- C. The Town Council will review an ordinance in June 2008. The proposed ordinance will be submitted to the State for review and approval and then the Council will fully adopt the ordinance by September 2008.
- D. The Town currently enforces zoning and building inspections and this ordinance will fit into that part of Town services.
- E. Organizational Chart

Town Council
Town Manager
Planner/Building Inspector

- F. Existing Staff
The Town of Columbus has three inspectors and two of these inspectors will be responsible for enforcement of this program. The planner will be responsible for modeling of proposed development as submitted on permit applications. The Town council will hear all appeals and routinely evaluate the ordinance to ensure compliance and effectiveness.
- G. Job Descriptions
PLANNER/INSPECTOR

General Statement of Duties

Performs professional planning and inspections work for the Town.

Distinguishing Features of the Class

An employee in this class performs planning to provide coordinated guidance and regulation of the growth and development of the Town. Work involves conducting plan review, assisting citizens and developers with various issues; conducting studies for zoning, annexation or other issues; and providing staff assistance to advisory boards and the public. Work involves providing technical guidance staff, and considerable public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. Enforcement of the North Carolina State Building Code, town ordinances to include zoning sedimentation and erosion control, tree cutting. Site inspections, issuing permits and assisting individuals with development issues are duties associated with the position. The role also includes developing a favorable relationship between the Town and the community. Work is supervised by the Town Manager and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the Town's citizens.

Duties and Responsibilities

Essential Duties and Tasks

Reviews plans for compliance with land use plans; researches and prepares recommendations for board consideration; reviews site and subdivision plans for compliance with Town codes; provides guidance in advising developers on the consistency of their interests with Town land use plans; conducts field inspections for landscape requirements.

Develops, coordinates and recommends a variety of special and continuing plans related to the growth, development, and redevelopment of the Town.

Researches and prepares planning elements necessary for decisions by management or boards regarding land use, zoning, housing, and environmental impact.

Serves as staff to Town Council, Planning Board/ Board of Adjustment.

Participates in meetings and public hearings to explain planning proposals; answers citizen questions concerning plans and problems.

Coordinates planning activities with affected federal, state, Town, regional and private agencies; performs watershed and flood studies and coordinates approval processes.

Provides research and input into the development of ordinances, policies and procedures for the Town and the department, drafts ordinances and plans.

Conducts building inspections in trade areas for residential and non-residential structures.

Administers zoning, soil erosion and sedimentation control regulations. Serves as the town's tree protection officer and flood plain administrator.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of community and economic development and public sector planning and sedimentation and erosion control practices.

Considerable knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of the Town's zoning, land use, and other ordinances and codes.

Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.

Ability to enforce codes with firmness and tact.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, Town officials, and the community regarding development.

Physical Requirements

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in planning or related field and some professional experience in public sector planning; or an equivalent combination of education and experience. GIS experience a must

H. Additional Duties

Planner/Building Inspector will have 20% of his time devoted to Sedimentation and Erosion Control. Planner /Building Inspector will have 40% of time involved in ordinance development and Planning Board projects. 15% of the Planner/Building inspector's time will be involved in building site inspections. 10% of Planner/Building Inspector's time will be involved in zoning enforcement. 10% of the Planner/Building Inspector's time will be involved in community festival planning and production. 5% of the Planner/Building inspector's time will be for other duties as assigned.

- I. Town Manager/Building Inspector will have 10% of his time devoted to Sedimentation and Erosion Control. Town Manager/ Building Inspector will have 10% of his time devoted to building inspections. 80% of the Town Manager's time will be devoted to duties as defined by the General Statute and as directed by the Town Council.

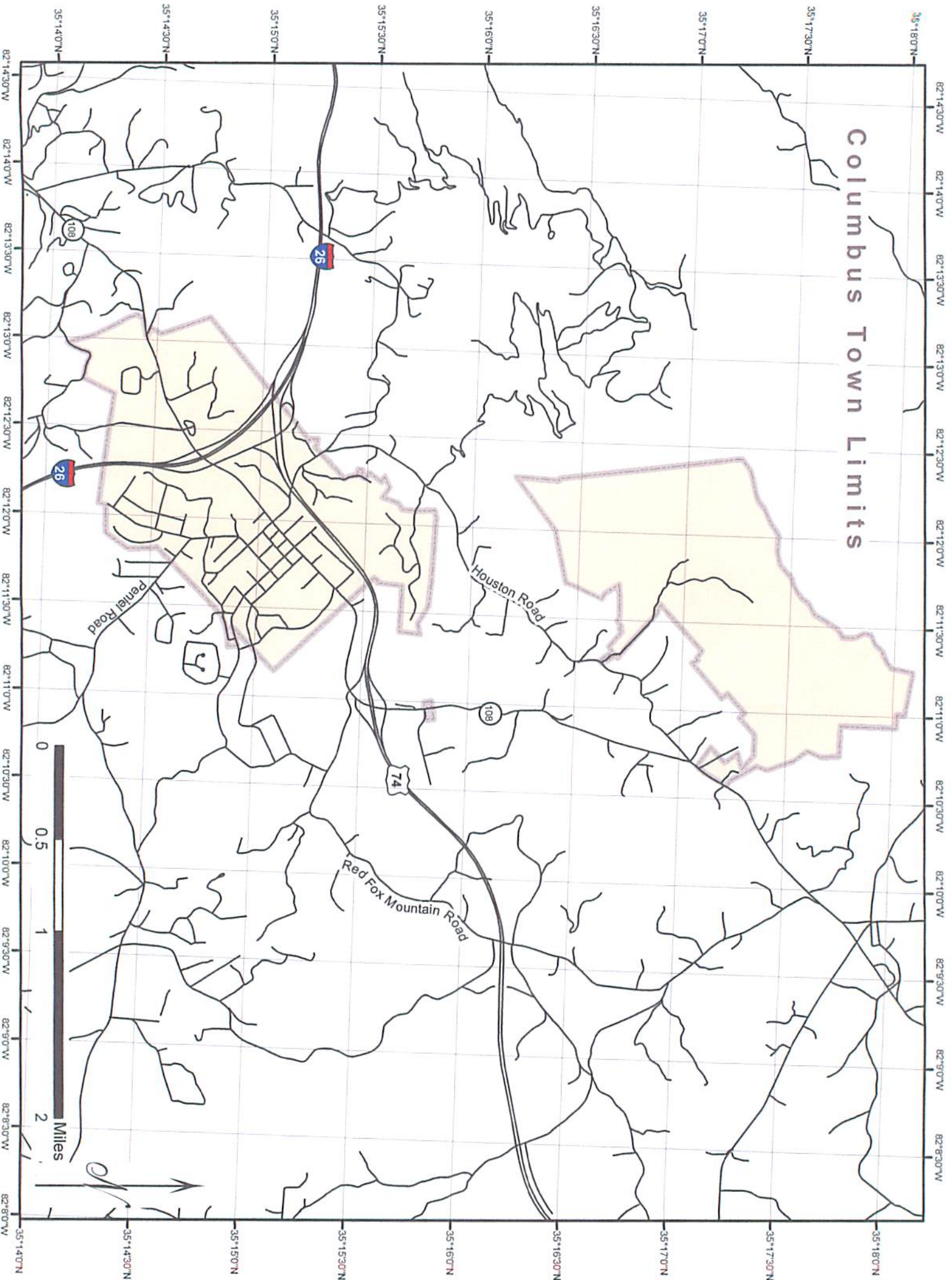
J. Fees and taxing power will fund the program partially during the first year and in total for subsequent years. Some equipment funding for the field GPS will also come from Water and Sewer because the equipment can help with locates of infrastructure.

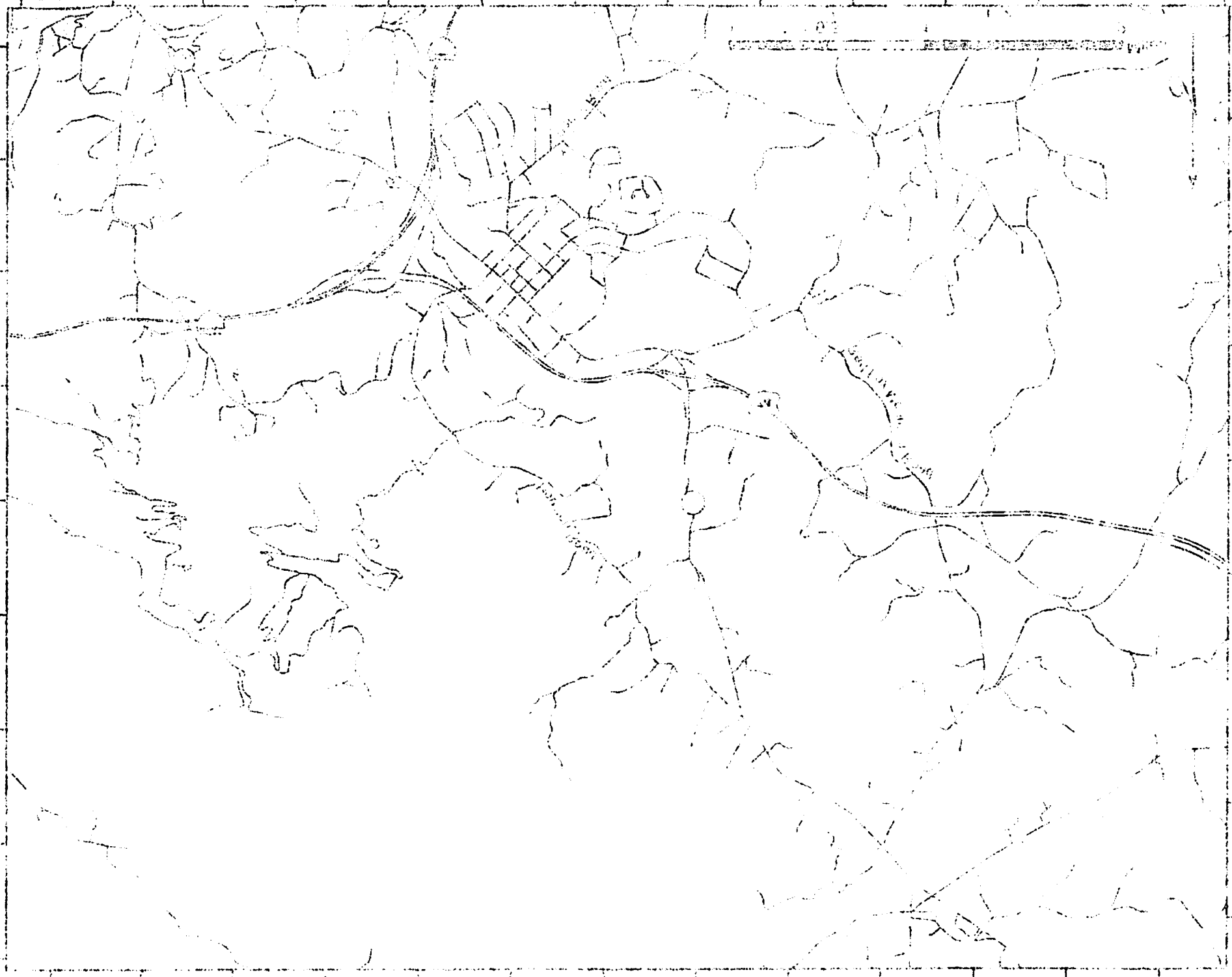
K. Projection of Land disturbance

Year 1	10 projects
Year 2	60 projects (50 are in the new subdivision)
Year 3	60 projects (50 are in the new subdivision)

These estimates are based on projections provided by developers and historical review of building permits.

Columbus Town Limits

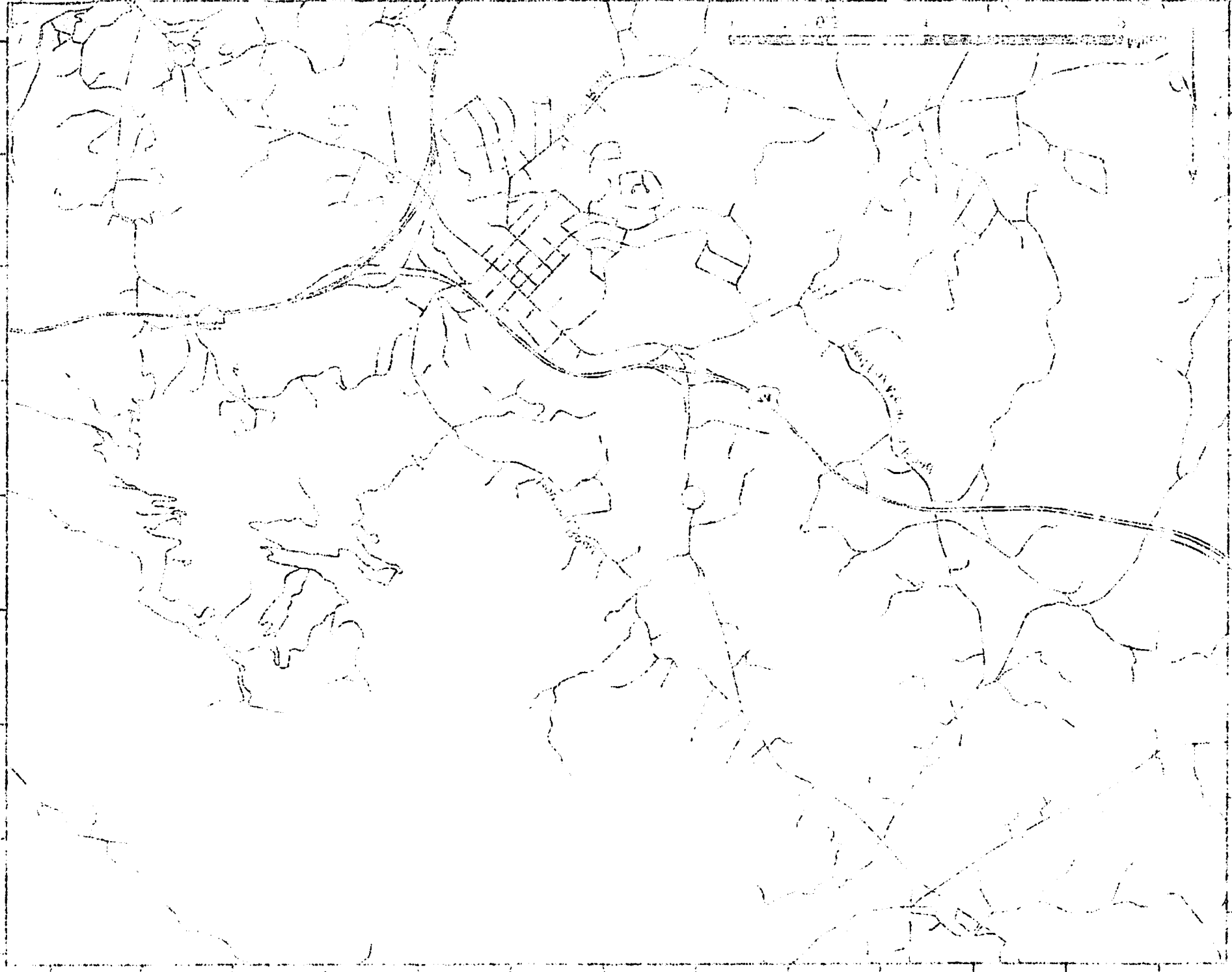




Scale: 1:50,000

Map of [Region Name]

Latitude: 10° 00' N, 10° 15' N, 10° 30' N, 10° 45' N, 11° 00' N, 11° 15' N, 11° 30' N, 11° 45' N, 12° 00' N



Scale: 1:50,000

Map of [Region Name]

Latitude: 10° 00' N, 10° 15' N, 10° 30' N, 10° 45' N, 11° 00' N, 11° 15' N, 11° 30' N, 11° 45' N, 12° 00' N