

CITY MANAGER'S WEEKLY REPORT

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CITY OF
Raleigh
MANAGER'S
OFFICE

Issue 2019-15

April 12, 2019

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Regular Council Meeting Tuesday, April 16; Lunch Work Session at 11:30

Council will meet in regular work session at **11:30 A.M.** in the **Council Chamber**. Please note the agenda for the lunch work session is included with the regular meeting agenda and may be accessed via the BoardDocs electronic agenda system:

<http://boarddocs.com/nc/raleigh/board.nsf>

The **regular** Council meeting begins at **1:00 P.M.**

Reminder: If there is an item you would like to pull from the consent agenda for discussion, please e-mail mayorstaff@raleighnc.gov by 11 A.M. the day of the meeting.

City Offices Closed in Observance of Good Friday

City offices will be **closed** next **Friday, April 19** in observance of the **Good Friday** holiday.

INFORMATION:

Dreamville Music Festival

Staff Resource: Derrick Remer, Special Events, 996-4657, derrick.remer@raleighnc.gov

As Council is aware, the [Dreamville Festival](#) took place last Saturday, April 6 from Noon to 11:00 P.M. at Dorothea Dix Park. The event played host to a sold-out crowd of 40,000 attendees. Staff is currently evaluating various aspects of the event; staff plans an after-action briefing for the City Council in late May or June.

(No attachment)

Lake Wheeler to be Closed to Public for Intercollegiate Rowing Competition

Staff Resource: Scott Payne, Parks, 996-4825, scott.payne@raleighnc.gov

From April 25 through April 27 Lake Wheeler Park will again host an intercollegiate rowing event, which is co-sponsored by UNC-Chapel Hill and the Duke University women's rowing programs. Collegiate teams from Clemson University, Georgetown University, Michigan State University, Temple University, Central Florida University, University of Miami and the US Naval Academy are scheduled to compete.

The lake will be closed to public access beginning April 25 but will reopen to public boating on Sunday April 28. Public access to Simpkins Pond will not be impacted by the event. Spectators are welcome; admission is free but there will be a \$5 per vehicle parking fee.

(No attachment)

Guidelines for Hillside and Sloped Site Development in Mixed-Use Districts

Staff Resource: Joe Michael, City Planning, 996-4639, joe.michael@raleighnc.gov

Mark Holland, City Planning, 996-2625, mark.holland@raleighnc.gov

The Planning Department is under contract with Code Studio, LLC, as the prime consultant for this project. Code Studio has completed analysis and a preliminary draft of the guidelines for public review. These guidelines will provide policy guidance to promote good urban form and connectivity, activate public streets, and minimize stark building techniques in mixed-use districts. The first of several work sessions for review of these guidelines will be held with stakeholders as follows:

Raleigh Urban Design Center
One Exchange Plaza, Suite 100
Wednesday, April 17
5:00 p.m. – 7:00 p.m.

Further meetings have not been scheduled yet.

(No attachment)

2019 Raleigh Small Business Connect

Staff Resource: Tiffany McNeill, Office of Econ. Dev. & Innovation, 996-2196, tiffany.mcneill@raleighnc.gov

In partnership with the Carolina Small Business Development Fund, Women's Business Center of NC, the Greater Raleigh Chamber of Commerce and Wake Technical Community College, the City will host the 2nd Annual Raleigh Small Business Connect on May 7, 2019 to educate start-ups, entrepreneurs, small business owners by connecting the target audience with resource providers. The event will take place at the McKimmon Center, 1101 Gorman Street and the theme for this event is "Innovation to Fuel Small Business." Registration is free at <https://raleighsmallbusinessconnect.eventbrite.com>.



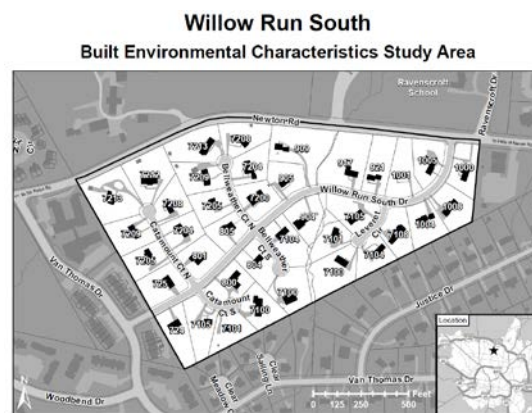
The 2018 event was a huge success, with approximately 300 attendees and 30 business resource providers sharing information on how to start, grow and diversify a business.

(No attachment)

Willow Run South Neighborhood Request for Conservation District

Staff Resource: Donald Belk, City Planning, 996-4641, donald.belk@raleighnc.gov

During the March 5 meeting Council directed staff to commence a Neighborhood Built Environmental Characteristics study for the Willow Run South neighborhood, based on the proposed study area boundary as suggested by residents. (see attached map). The petitioner requested that staff study the lot size characteristic of the neighborhood which consists of 38 parcels.



Staff will analyze additional characteristics, including front, rear, and side setbacks, corner lot standards, side street setbacks, and distance between buildings. Planning staff will present results of the analysis at a neighborhood meeting. Affected property owners will be notified by mail at least 14 days in advance of the meeting, which is scheduled as follows:

Optimist Community Center
5900 Whittier Drive
Thursday, April 25
7:30 - 8:30 P.M.

Staff anticipates that results of the study and the neighborhood meeting will be presented during a City Council meeting in May.

(No attachment)

Weekly Digest of Special Events

Staff Resource: Derrick Remer, Special Events Office, 996-2200, derrick.remer@raleighnc.gov

Included with the *Weekly Report* packet is the special events digest for the upcoming week.

(Attachment)

Council Member Follow Up Items

Follow Up to the July 3 and August 21, 2018 City Council Meetings

Repeat Violations of Erosion and Sediment Control Ordinance (Council Member Mendell)

Staff Resource: Wayne Miles, Engineering Services, 996-3964, wayne.miles@raleighnc.gov

During the meeting Council requested a report on options to address repetitive violations of the City Code through increased penalties or enhanced communications. Included with the *Weekly Report* materials is a memorandum related to improvements in the area of erosion and sediment control enforcement, which includes the issue of failed silt fences. An August 17, 2018 *Weekly Report* item and back up memo outlined the current enforcement processes and suggested areas for potential improvement. The memo also identified possible next steps that should be taken. During the August 21, 2018 meeting City Council asked staff to proceed with the next steps as outlined to address repeat violations.

Stormwater Management Division staff have worked with the City Attorney's Office to develop and propose two changes to address repeat violations. Both changes have been reviewed by and endorsed by the Stormwater Management Advisory Commission. The first change is a policy revision that will escalate violations from a Not in Compliance (NIC) report to a Notice of Violation (NOV) more quickly in some cases. This change does not require a change in the Unified Development Ordinance (UDO) and will be

implemented immediately. The second change considers the compliance history of a developer/builder in considering when an erosion and sedimentation control (ES&C) plan is needed. Typically, sites below 12,000 square feet of land-disturbing activity are exempt from requiring an ES&C plan; however, under the new proposal, applicants with a history of violation in the past two years will be required to submit an ES&C plan for all sites, even those under the 12,000 square feet threshold. This change will require a text revision in the UDO. This text revision will be brought to City Council for review and approval in conjunction with other UDO changes needed to address recent changes in state requirements for this program. Staff believes that implementation of these two changes will result in a decrease of repeat violations of the City Code related to erosion and sedimentation control.

(No attachment)

Follow Up from the December 4, 2018 City Council Meeting

On-Street Parking Spaces - Citrix Parking Deck at 100 South West Street (Council Member Crowder)

Staff Resource: Matthew Currier, Transportation, 996-4041, matthew.currier@raleighnc.gov

This was a previously held consent agenda item from the December 4 meeting regarding adjusting three spaces on the west side of South West Street to *No Parking* due to the results of a sight-line requested by Citrix. RDOT staff brought recommendations back to the February 19 meeting as a special item which consisted of consolidating passenger and commercial loading zones along the east side of South West Street and remove parking to the north of the Citrix parking deck from 6:00 A.M. to 6:00 P.M; the staff recommendations were approved. Council requested staff to reach out and speak with the owner of the parking deck that is leased by Citrix to further inquire about the potential public use of the deck during non-business hours.

Staff has reached out to JMC Holdings, the owner of the property, and spoken with them about this opportunity. During the discussion, the property owner seemed open to investigating ways to monetize the deck during non-business hours and spoke with staff about demand and prevailing parking rates in Raleigh. The property owner needed to look further into their lease agreement with Citrix to understand if opening the deck to the public is permissible.

Staff will be following back up with the property owner in the near future to obtain updates and we will bring those findings back to Council. Previous information regarding this issue may be found in *Weekly Report Issue 2019-06* (February 8).

(No attachment)

Follow Up from the March 5 City Council Meeting

UDO Parking Requirements/Citizen Petition (Council Member Cox)

Staff Resource: Matthew Currier, RDOT, 996-4041, matthew.currier@raleighnc.gov

During the meeting a petition of citizens was heard concerning a pending site plan (SR-114-18) on the property located at 2413 Blue Ridge Road, at the southwest corner of Blue Ridge Road and Fairmeadow Lane. The petitioner asserts that the site plan did not contain sufficient parking and that the UDO does not require adequate parking for suburban development.

Council requested staff to investigate the current on-street parking conditions surrounding the development site. Parking staff completed a three-day occupancy analysis of the streets adjacent to the development site. This included mapping the area to understand the inventory of legal on-street parking spaces as well as twice daily occupancy counts. The three-day time period of the analysis was conducted on March 13, 14, and 15 and the physical counts took place at 10 A.M. and 2 P.M. Note that there were no holidays during this review period. Staff observed no illegally parked cars during this period.

Staff's findings are summarized below:

- Maximum Corridor Occupancy – 13% (17 spaces occupied/128 total spaces available)
- Minimum Corridor Occupancy – 2% (3 spaces occupied/128 total spaces available)
- Average Corridor Occupancy – 9% (11 spaces occupied/128 total spaces available)
- Busiest Section at Peak – South Atrium Dr. 33% (12 spaces occupied/36 total spaces available)
- Slowest Section at Peak – North Atrium Dr. 0% (0 spaces occupied/24 total spaces available)

Staff presented these findings to both the petitioner and the Blue Ridge Corridor Alliance at their meeting on March 28, 2019. There was little discussion on this topic at the meeting with the petitioner agreeing that there is not currently an occupancy issue along this corridor.

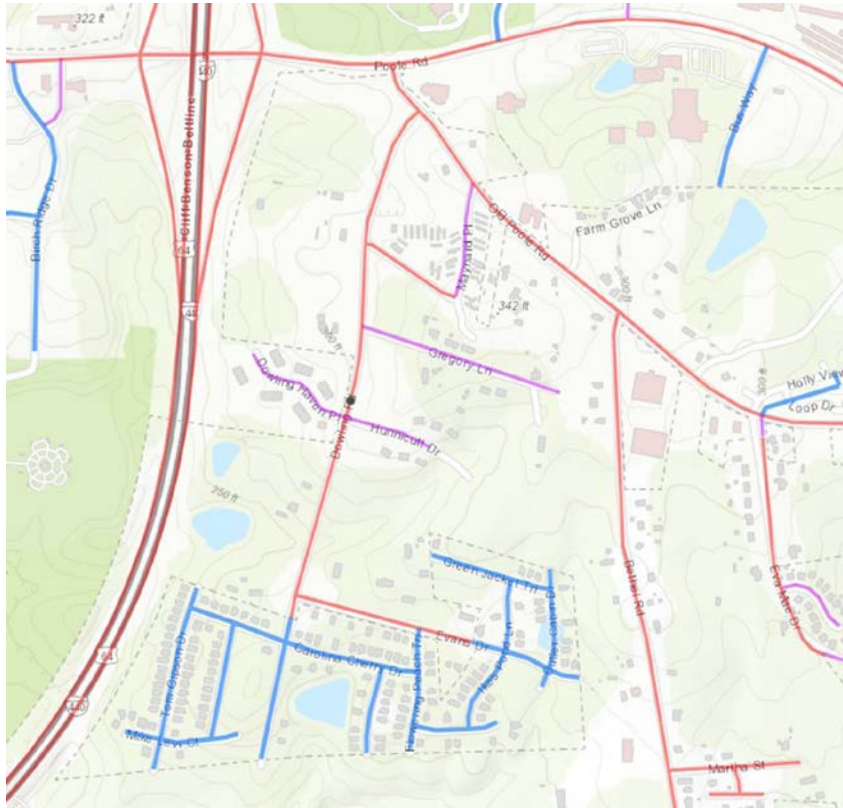
(No attachment)

Dowling Road (Mayor Pro Tem Branch)

Staff Resource: Michael Moore, Transportation, 996-3030, michael.moore@raleighnc.gov

During the meeting Council requested information regarding the status of Dowling Road. Dowling Road extends approximately 0.7 miles from Old Poole Road to its terminus within the Dowling Ridge subdivision. The short section of Dowling near and within the subdivision is improved with curb and gutter and streetlighting. This portion of Dowling is city-maintained. The large remainder of Dowling is an unimproved two-lane road without streetlighting and is maintained by NC Department of Transportation (NCDOT). Both sections lack sidewalks, except for the east side of Dowling between Carolina Cherry Drive and its southern terminus.

Raleigh Department of Transportation (RDOT) staff have reviewed street conditions and right of way along the city-maintained right of way and found the area to be generally well kept and free of litter. RDOT requested the NCDOT to address the concerns shared along the remainder of Dowling. NCDOT staff reported that there have been requests for streetlighting on Dowling over the past few years; however, lighting for surface streets without a documented safety issue is not provided by NCDOT. Lighting could be installed at the discretion of and with the cost of installation and operation borne by the City. NCDOT policy on sidewalks is similar. The NCDOT Division Engineer indicated that he will have the Traffic Section coordinate speed limit, signing, and crosswalks with City staff, and would also alert the NCDOT Roadside staff of the trash and litter concerns.



(No attachment)

Follow Up from the April 2 City Council Meeting

Citizen Participation Plan for HUD Programs (Council Member Cox)

Staff Resource: Larry Jarvis, Housing & Neighborhoods, 996-6947, larry.jarvis@raleighnc.gov

During the public hearing on the 2019-20 Annual Action Plan for HUD programs, Council requested staff to provide a copy of the Citizen Participation Plan. The Plan currently being followed was adopted by City Council in the spring of 2015 as a part of the 2016-20 Consolidated Plan.

HUD requires a new Consolidated Plan every five years and the Citizen Participation Plan is a required component. The next Consolidated Plan will be prepared in the spring of 2020 and approved by City Council before being submitted to HUD. A copy of the current Citizen Participation Plan is included with the Weekly Report materials, as is the timeline and consultation process for the 2019-2020 Annual Action Plan.

(Attachments)

Special Events Weekly Digest

Friday, April 12 – Thursday, April 18

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Permitted Special Events

5 Factors 5K

Dorothea Dix Park, Harvey Hill

Saturday, April 13

Event Time: 8:00am - 10:30am

Associated Road Closures: Harvey Hill will be used and Umstead Drive at Cranmer Drive will be closed from 6:00am until 11:00am. Roads will be closed along the race route from 7:50am until 9:30am. [View route here](#) and see below for turn by turn details:

Start at Umstead Drive/Cranmer Drive; Continue on Umstead Drive; Right onto S. Boylan Avenue; Left onto Tate Drive; Right onto Richardson Drive; Left onto Umstead Drive; Right onto Middleton Drive; Continue onto Palmer Drive; Right onto Biggs Drive; Right onto Whiteside Drive; U-turn on Whiteside Drive; Right onto Biggs Drive; Right onto Ruggles Drive; Left onto Umstead Drive; Right onto Dawkins Drive; Left onto Umstead Drive; Right onto Ruggles Drive; Left onto Biggs Drive; Right onto Palmer Drive; Left onto Cranmer Drive to Finish.

Lebanese Festival

City Plaza

Saturday, April 13

Event Time: 11:00am - 7:00pm

Associated Road Closures: Fayetteville Street between Davie Street and the south end of City Plaza will be closed from 6:00am until 10:00pm.

Live and Local on Hillsborough Street Springfest

Hillsborough Street

Saturday, April 13

Event Time: 12:00pm - 7:00pm

Associated Road Closures: Hillsborough Street between Enterprise Street and Chamberlain Street, Logan Court between Hillsborough Street and Hope Street, and Hope Street between Enterprise Street and Logan Court will be closed from 6:00am until 11:30pm.

Carolina Hurricanes/Carolina Ale House Cool Bar Playoff Celebration

Tucker Street

Saturday, April 13

Event Time: 1:00pm - 7:00pm

Associated Road Closures: Tucker Street between Glenwood Avenue and the entrance to the 510 Glenwood Avenue parking deck will be closed from 9:00am until 9:00pm. Note that access will be maintained to and from the parking deck.

Spring Fling & Adult Egg Hunt

Dorothea Dix Park, Flowers Field

Saturday, April 13

Event Time: 3:00pm - 7:00pm

Associated Road Closures: Dawkins Drive will be closed and Flowers Field will be used from 12:00pm until 9:00pm.

Raleigh Half Marathon

Buffaloe Road Athletic Park & Neuse River Trail

Sunday, April 14

Event Time: 8:00am - 11:30am

Associated Road Closures: Buffaloe Road Athletic Park entrance will be used from 6:00am until 1:00pm and Neuse River Trail starting at Buffaloe Road Athletic Park and extending 6.5 miles northbound will be used from 7:45am until 11:15am. [View route here](#) for more details.

Movement at Market

Market Plaza

Tuesday, April 16

Event Time: 5:30pm - 6:30pm

Associated Road Closures: No roads will be closed for the event. Market Plaza will be used from 4:30pm until 7:30pm.

Other Events This Weekend

Debussy's La Mer - Music Inspired by the Sea - North Carolina Symphony Classical Series

Friday, April 12 – Saturday, April 13

Meymandi Concert Hall

Monet Impressions - Carolina Ballet

Friday, April 12 – Sunday, April 14

Memorial Auditorium

Shred and Recycle It

Saturday, April 13

Wilders Grove Solid Waste Services Facility

Oak City Architecture Tour

Saturday, April 13

City of Raleigh Museum

Open House Meeting for Walnut Creek Wetland Park Improvements

Saturday, April 13

Norman and Betty Camp Education Center

2019 National Physique Committee North Carolina State Championships

Saturday, April 13

Raleigh Convention Center

Death Cab for Cutie

Saturday, April 13

Red Hat Amphitheater

Zac Brown Band: Down the Rabbit Hole Live!

Saturday, April 13

Coastal Credit Union Music Park at Walnut Creek

Ashtanga Yoga School

Sunday, April 14

Pullen Park

Special Events Weekly Digest

Friday, April 12 – Thursday, April 18

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Glenwood Faire: A Taste of Glenwood South

Sunday, April 14
Saint Saviour's Center

Public Resources

Event Feedback Form: Tell us what you think about Raleigh events! We welcome citizen and participant feedback and encourage you to provide comments or concerns about any events regulated by the Special Events Office. We will use this helpful information in future planning.

Temporary Road Closures: A resource providing current information on street closures in Raleigh.

Online Events Calendar: View all currently scheduled events that are regulated by the City of Raleigh Special Events Office.

Council Member Follow Up



Raleigh

MEMO

TO: Ruffin Hall, City Manager

FROM: Wayne Miles, PE, Stormwater Manager

DEPARTMENT: Engineering Services, Stormwater Management Division

DATE: April 10, 2019

SUBJECT: July 3, 2018 City Council Meeting
Strategies to Reduce Repeat Violations of the City Code

At the July 3, 2018 City Council meeting, Council Member Mendell requested a report on options to address violations of the City Code through increased penalties or enhanced communications. This memorandum provides follow up information related to improvements in the area of erosion and sediment control enforcement, which includes the issue of failed silt fences. An August 17, 2018 City Manager's Weekly Report item and back up memo outlined the current enforcement processes and suggested areas for potential improvement. The memo also identified possible next steps that should be taken. At the August 21, 2018 meeting, City Council asked staff to proceed with the next steps as outlined to address repeat violations.

Stormwater Management staff worked with the City Attorney's Office to review current sediment and erosion control enforcement policies and procedures as well as Section 9.4 of the Unified Development Ordinance (UDO). The following two situations and potential changes were identified as areas for improvement. The first item represents a policy change, and the second item will require a change in the UDO. Both items were presented to the Stormwater Management Advisory Commission (Commission) for consideration as a means to improve compliance from repeat offenders.

1. Escalation of Notice of Violation (NOV)

If a repeat violation occurs after issuing a Not in Compliance (NIC) report where the initial violation has been resolved within the required timeframe, then staff members had been issuing another NIC report. In this case, multiple NIC reports would be issued, but a Notice of Violation would not be issued regardless of how many NICs had been previously issued. To address this situation, staff have proposed the following policy change to the Commission:

"When two (2) Not in Compliance Reports or Notice of Violations (or combination of the two) are issued for the same violation within 6 months and are resolved within the required timeframe, the third citation of the same violation will result in an immediate

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601

One Exchange Plaza
1 Exchange Plaza, Suite 1020
Raleigh, North Carolina 27601

City of Raleigh
Post Office Box 590 • Raleigh
North Carolina 27602-0590
(Mailing Address)

issuance of a Notice of Violation.” This approach will escalate violations more quickly to the stage where penalties may be assessed.

This policy change was endorsed by the Commission and, as this does not require an ordinance change, this revised policy has been put in place.

2. Consideration of Compliance History

Small developments with less than 12,000 square feet of land-disturbing area are not required to have an approved erosion and sedimentation control plan. This has led to poor compliance at these sites, often with repeat offenders causing problems at multiple sites. To address this, staff has proposed the following text change to the Commission for endorsement:

“An approved erosion and sedimentation control plan is required for land-disturbing activity below 12,000 square feet for the following:

When the applicant or a parent, subsidiary, or other affiliate of the applicant has been issued a notice of violation, within the last 2 years, for failure to comply with the provisions of this Article.”

This text change would require that an erosion and sedimentation plan be submitted to the City and approved by the City for past offenders. This would make the applicant more aware of erosion and sedimentation control requirements as it would be stated clearly in the approved plan.

This change was presented to the Commission and was subsequently supported and endorsed by the Commission. This proposed change will require a text change in the UDO, Chapter 9.4. There are several items in Chapter 9.4 requiring text revisions to be consistent with changes in North Carolina State Statutes and our delegation from the state, therefore these changes will be brought to City Council for review and approval together as one package.

To summarize, staff believes that implementation of these two changes will result in a decrease of repeat violations of the City Code related to erosion and sedimentation control.

City of Raleigh Consolidated Plan FY 2016-2020

CITIZEN PARTICIPATION PLAN

1. Introduction

The Citizen Participation Plan provides for and encourages citizens, organizations, businesses and other stakeholders to participate in the development of the Consolidated Plan, the Annual Action Plan, and any substantial amendments to the Plans. This plan describes how the City of Raleigh encourages and promotes participation through the establishment of policies and procedures for participation in the implementation of the Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) programs.

The City of Raleigh is required to adopt a Citizens Participation Plan that meets HUD's minimum requirement as set forth in the regulations for "Consolidated Submission for Community Planning and Development Programs" (24 CFR 91 Subpart B). In carrying out these requirements the City of Raleigh understands that participation on the part of its citizens, organizations, businesses and other stakeholders is vital to the effectiveness of all Consolidated Plan activities. All persons, but especially very low, low and moderate-income persons, particularly those living in slum and blighted areas and in areas where funds are proposed to be used, can actively participate in the planning, implementation, and assessment of such activities.

The Citizen Participation Plan outlines procedures by which each of the requirements set forth in 91:105 of the Federal Regulations are carried out. This Plan is effective as of May 16, 2015 and remains in effect until such time as all activities assisted are completed, or until superseded by a new Plan. This Plan also supersedes any Plan that may have been in effect prior to May 16, 2015.

2. Goals of the Citizen Participation Plan

A. To provide for involvement of citizens, organizations, businesses and other stakeholders in the identification of community development needs and housing; review of proposed activities and assessment of program performance in accordance with the schedule that is adopted each year.

B. To enable the City to respond to the needs of its citizens through community development and housing programs, policies and plans.

C. To encourage citizens, particularly very low, low and moderate income persons, residents of blighted neighborhoods, members of minority groups, non-profit agencies, public housing residents, the business and civic community, and special populations to submit their comments, questions and proposals regarding the City's Community Development Program.

3. Development of the Consolidated Plan

The Citizen Participation Plan requires that before adoption of the Consolidated Plan the City will provide the following information:

- A. The amount of assistance the City expects to receive from any grant funds and program income
- B. The range of activities that may be undertaken including the estimated amount that will benefit very low, low and moderate income persons
- C. The City's plans to minimize displacement
- D. The City's specific action steps to end chronic homelessness
- E. The City's long-term and short-term objectives for neighborhood revitalization strategies
- F. The City's public hearing calendar and process for developing and submitting the Consolidated Plan
- G. Provisions for receiving public comments on the proposed Plan

4. The Participation Process

The participation process is conducted both at a community wide level and in neighborhoods where revitalization activity is proposed or under way. The community wide process involves consultations with businesses, developers, community and faith based organizations, and other interested citizens concerning housing and redevelopment issues.

A. Agency Consultation Process: Agency consultations are a part of the ongoing process that includes service providers, advocacy groups and coordinating bodies responsible for providing services, especially to populations with special housing needs. City staff meet throughout the year with a number of local housing, social service, homeless, and economic development agencies to determine the housing needs of specific populations and groups.

B. Public Housing Authority Consultation: The City consults with the Raleigh Housing Authority (RHA) to facilitate city understanding of public housing needs and planned RHA activities, which will provide the basis for local certification of RHA's annual plans. Such consultation also helps ensure coordination between ConPlan activities and RHA activities in addressing issues of joint concern.

C. Neighborhood Based Citizen Committees: The City meets with citizens' groups such as Citizens Advisory Councils, primarily in redevelopment areas. The City may also meet with neighborhood associations and other citizen groups as needed.

5. Consolidated Plan/Annual Action Plan Public Hearings

Each year the City conducts two (2) public hearings for the development of an Annual Action Plan for the City's housing and community development programs at a City Council meeting. The State of North Carolina's Open Meeting Law is followed.

A. Public Hearing #1: The first hearing occurs at the beginning of the planning process to review past program performance, to obtain views on community development and housing needs and to identify general strategic priorities for projected funding. The purpose of this hearing is to let very low, low and moderate income persons and residents of blighted neighborhoods offer their perceptions of problems within their neighborhoods and in the community at large and present proposals aimed at solving the problems. This public hearing is held in the City Council Chambers.

B. Public Hearing #2: The public hearing is held after staff has drafted the proposed annual budget and Consolidated Plan (or annual Action Plan) but prior to City Council approval of the Plan. This public hearing is held in the City Council Chambers.

C. Public Notice: Notices of all hearings will be advertised in accordance with state law 12-14 days prior to the hearing. Public notices indicate the date, time and location of the hearing, and the topics to be covered. Mailings (electronic where appropriate) are sent to interested persons and entities and the public hearing notices are posted on the City of Raleigh's web site at www.raleighnc.gov

D. Accessibility: All public meetings are held at locations providing accessibility for persons with physical disabilities and take place in locations convenient to residents.

6. Public Comment Period

The Consolidated Plan and each Annual Action Plan are made available in draft form to receive public comments for at least thirty (30) days. Before the Plan is sent to HUD it will be approved by City Council. Copies of the draft Plan are available at the Housing and Neighborhoods Department office. The draft plan is also posted on the City's website at www.raleighnc.gov and accessible through the City's automated e-mail delivery system.

The proposed plan includes public comments made either orally at a public hearing or in writing. A summary of these comments or views and a summary of any comments or views not accepted and the rationale for not accepting the comments is attached to the final Consolidated Plan. Written responses are provided to all comments including complaints and grievances and/or proposals submitted during the Citizen Participation Planning process. The City makes every reasonable effort to provide a written response to all written comments within fifteen days of receipt of the comment. A concise summary of citizen participation and consultation process, including efforts to broaden public participation, is included in the Plan.

7. Adequate and Timely Information

All aspects of citizen participation in the City of Raleigh government are conducted in an open manner, with freedom of access for all interested persons or groups. Information pertinent to the activities of the Housing and Neighborhoods Department is circulated to the public and made available for review in the Community Development Division (CDD) during normal business hours of the City. This information is made public subject to all applicable laws regarding confidentiality and personal privacy in the CDD office. Access to all documents is open except where prohibited by law. There may be reproduction costs charged to persons requesting personal copies of CDD documents. Every attempt is made to respond to written requests for information within 15 days of receipt.

8. Non-English Speaking Persons

Where a significant number of very low, low and moderate income residents of blighted neighborhoods speak and read a primary language other than English, public hearing notices and basic information summaries are produced and made available in the appropriate language(s). The Community Services Division of the Housing and

Neighborhoods Department has resources to help with this requirement but a qualified interpreter inventory is maintained by the City of Raleigh's Public Affairs Department, which also has a responsibility to promote public awareness of this service. It is the responsibility of the Housing and Neighborhoods Department to request this service when needed.

Informational material is sent as appropriate to non-profit and social services organizations that serve non-English speaking residents.

9. Persons with Disabilities

The City of Raleigh has taken steps to ensure that individuals with disabilities are able to participate in the public hearings held in City Council Chambers.

Audio enhancements have been installed in the City Council Chamber. Assistive listening devices are available upon request. Interpreters for deaf and hearing impaired persons are available. Citizens in need of such assistance should provide a 24-hour notice by calling 919-996-3100 (voice) or 996-3107 (TDD).

10. Annual Performance Assessment and Reports

The Consolidated Annual Performance and Evaluation Report (CAPER) is a summary of Community Development Block Grant, HOME, ESG, and other housing program accomplishments for the past fiscal year. The CAPER is sent to HUD ninety days after the completion of the program year. Prior to its submission, the Housing and Neighborhoods Department will inform the public of the CAPER's availability for comment through a local newspaper, the City's web page (www.raleighnc.gov), and electronic notices.

Citizens have 15 days to examine the report and provide comments prior to its submission to HUD. A summary of all comments or views are attached to the CAPER submitted to HUD.

11. Program Amendments

From time to time, the Consolidated Plan or Annual Action Plan may be substantially amended to reflect changes in program activities and priorities. The following are considered substantial changes:

- A. Addition of a new activity or new priority not previously described,
- B. Cancellation of an activity category or deletion of a priority,
- C. A change in the purpose, scope, location, or beneficiaries of an activity, and
- D. A substantial change in the allocation or distribution of funds is defined as when the dollar amount of that change is equal to or greater than 25% of the City's current fiscal year federal budget by source (e.g., CDBG is undergoing a substantial change when 25% or more of that year's CDBG allocation is affected).

Prior to amending the Consolidated Plan, citizens will be given reasonable notice of, and opportunity to comment on, such proposed changes and the re-use of funds. The process

to substantially amend the plan includes a 12-14 day public notice prior to a public hearing (held in accordance with section 5c above) and a thirty day (30) comment period to receive citizen comments on the proposed amendment prior to implementation. Citizens' comments, orally or in writing, will be considered. A summary of the comments and the rationale for not accepting any comments will be attached to the substantial amendment of the Consolidated Plan.

12. Technical Assistance

Technical assistance is provided to citizen organizations and very low, low and moderate-income persons who live in CD areas through a number of city departments. Staff support is provided through Community Specialists in the Community Services Division of the Housing and Neighborhoods Department who provide technical assistance to the Citizen Advisory Councils. Assistance consists in part in helping to organize meetings, explaining City policies and referring questions and concerns to appropriate City departments and other agencies. Within the Housing and Neighborhoods Department, there are staff persons who are available to answer questions related to the CDBG, HOME, and ESG programs, as well as to offer technical assistance to groups representative of LMI citizens in developing proposals for assistance under these programs.

13. Complaint Procedure

Written or oral complaints or grievances concerning the Consolidated Planning process or the CDBG, HOME, and ESG programs should first be directed to the City's Housing and Neighborhoods Department. It is the policy of the City to provide a procedure for the acknowledgment, presentation, consideration, investigation and disposition of complaints received concerning Community Development programs.

The Housing and Neighborhoods Department makes every effort to respond to all complaints within fifteen (15) days of receipt by sending a written response. Should the complainant not be satisfied, the complainant may arrange a meeting with the Housing and Neighborhoods Director or the Assistant City Manager for Community to discuss the complaint. If the complaint can still not be satisfied, a written complaint may be submitted in writing to the City's Compliance Officer located in the City Manager Office. Any citizen may make an oral or written petition to the City Council to discuss problems not resolved at the staff level.

14. Relocation Plan and Anti-Displacement Policy

Displacement will be minimized but when it is unavoidable, any person(s) displaced due to the activities of the Consolidated Plan Programs receive(s) relocation assistance and relocation payments in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The Relocation Staff provides information and assistance one-on-one to prospective displaced persons.



Annual Action Plan Timeline

