

# **AGENDA**

**Public Safety Committee Meeting  
Tuesday, January 5, 2016, 10:00 A.M.  
Boardroom, 2<sup>nd</sup> Floor, City Hall**

*Committee Members: Chairwoman Pat Shelton, Joe Leonard, Wendy Sellars*

**Call to Order**

**Chairwoman Pat Shelton**

**Approval of Minutes**

**October 6, 2015**

- 1. Fire Department Update – Chief Dailey**
- 2. Update – Police Department Design**
- 3. Consideration of “No Parking Zone” by CV Products  
High Tech Blvd – Lake Road**
- 4. Consideration of Special Event Permit Application**
- 5. Police Department Update – Chief Insley**
- 6. Additions/Updates**
- 7. Adjournment**

**A quorum of the council may be in attendance and may participate in the discussion, but not vote.**

# MINUTES

## Public Safety Committee Meeting Tuesday, October 6, 2015, 8:30 A.M. Boardroom, 2<sup>nd</sup> Floor, City Hall

PRESENT: Mayor Joe G. Bennett; and Council Members: Chairwoman Pat Shelton; Ron Bratton; Neal Grimes; Jackie Jackson; Joe Leonard; Scott Styers; Raleigh York Jr.; and City Manager Kelly Craver; Public Services Director Morgan Huffman; Police Chief Jeff Insley; Fire Chief Marty Dailey; City Attorney Paul Mitchell; City Council Candidate Jane Wilder Murphy; and Barney W. Hill.

The meeting was called to order by Chairwoman Pat Shelton. Raleigh York Jr. made a motion to approve the minutes of September 8, 2015. Joe Leonard seconded the motion.

### **1. Fire Department Update – Chief Dailey**

Safety Fest – October 8<sup>th</sup> from 5:00 – 7:00 pm at Thomasville Funeral Home.  
A boys and girls bike raffle will be held.

Senior Fire Safety Day – October 12<sup>th</sup> from 11:00 am to 12:00 noon at Thomasville Medical Center in the Connections Room.  
There will be a drawing for a \$25 gift card.

The Emergency Operations Center was ready on October 2<sup>nd</sup>. Thankfully the weather was not nearly as bad as predicted but the city was ready for whatever was coming our way. Eddie Bowling did a great job on the operations center.  
There will two Lunch and Learn sessions at the center on October 13<sup>th</sup>, morning and evening.

### **2. Consideration of Amended Ordinance** **Article II Noise – Sec. 34-31 – Sec. 34-35**

City Attorney Paul Mitchell clarified Sec. 34-35 (e) regarding the property owner's responsibility in this matter. Mr. Mitchell said if the owner has no knowledge of the problem beforehand it would be unfair to assess a penalty to them and it would not hold up in court. He also said an addition had been made in Sec. 34-35 (f) stating that the Police are also authorized to issue civil citations.

The amended ordinance was moved to briefing.

### **3. Consideration of –** **Thomasville Christmas Parade Route Road Closure Ordinance** **Thomasville Light Up the Holidays Road Closure Ordinance**

Traditionally the city has sent a letter to the DOT when we have events in which we close NCDOT streets and post detour routes. The state then sends us a letter saying thank you, your event is approved. They have changed their procedure to require an ordinance by City

Council to support any application to close any DOT street or modify any use of any DOT street. The Council must approve this ordinance prior to our application for two upcoming events, the Christmas Parade and Light Up Your Holidays.

Staff is asking for approval from Council so that we may have these events in November and have DOT allow us to close their streets temporarily.

Kelly suggested that come December, staff create ordinances for the board for every known upcoming event.

Kelly was asked to check with the state and see if the range can be broadened, it seems too restrictive.

It was suggested to add a "reminder" on the application as an aid to staff so as not to let an event slip up and the ordinance not be sent in.

The ordinances were moved to briefing.

#### **4. Police Department Update – Chief Insley**

Chief distributed his monthly report to Council.

Chief reported an increase in violent crime but on the up side there has also been an increase in the arrest rate.

The Housing Authority has approached Chief requesting to enter into a contract to have an officer assigned.

The Transition Team for the new building has been formed and has met. The team reviewed the plan assessment and brought up many interesting concepts and questions. They are planning a tour of the new facilities at Mooresville and the Cabarrus County Sheriff's Department in the near future.

The designated Training Team has made some revisions to the manual in an effort to train new employees in the best way possible.

Chief said he is very proud of the Intelligence Unit; a new work group that has been formed to use or distribute certain information as it becomes available. The paperwork is designed so that as officers come across information it may be forwarded up to the unit.

There will be a Domestic Violence Vigil on October 15<sup>th</sup> at the Bandstand in the evening.

#### **5. Updates – Turner Street Property**

The asking price for the property at 20 Fisher Ferry Street is \$399,000.

The asking price for the 3 ½ acres across the street from the Public Works Building, owned by High Point Regional, is \$625,000.

Kelly informed Council of a 6.42 acre tract of land on Turner Street that the city owns which is beside the Public Works Building. He feels it would be a good location for the new Police

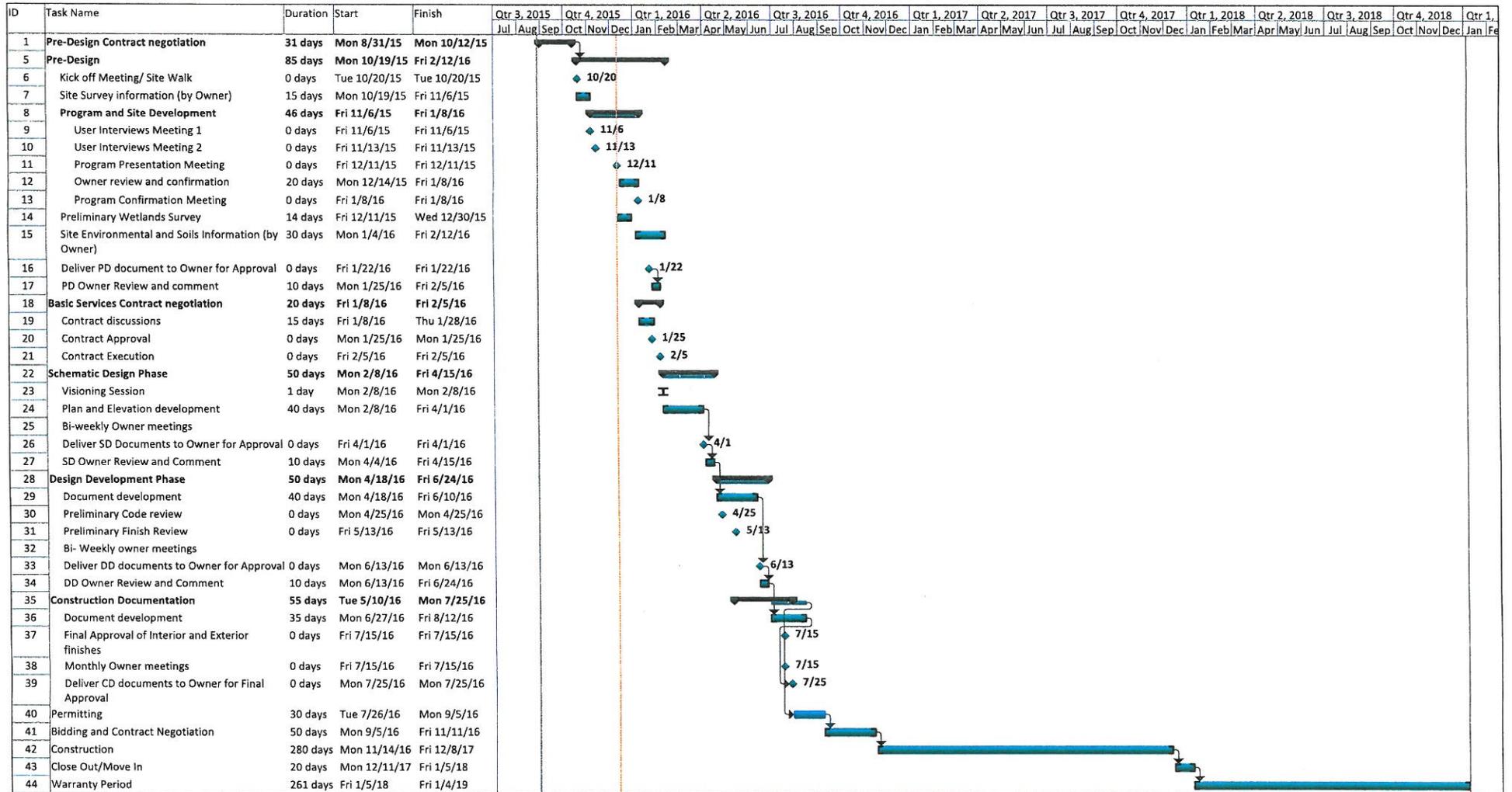
building. The property offers good access to Unity Street and National Highway. He said there is an issue with drainage that would have to be dealt with but if the building was offset like the Public Works Building and terraced with parking in the front... Kelly asked if Council thought the property was worth having a site assessment done.

There was a discussion after which Council gave Kelly their nod of approval to move forward with a site assessment to be done by Little Diversified Associates.

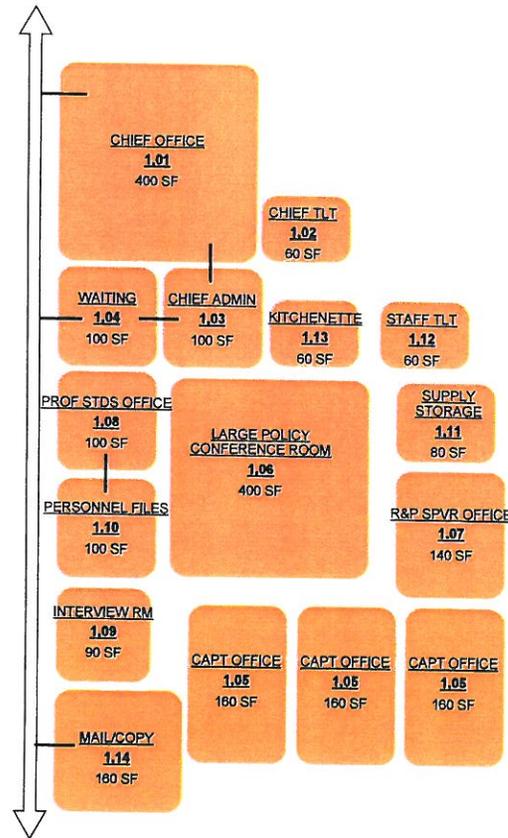
Ron expressed his ongoing concern over recreation and the need for a new gymnasium.

## **6. Adjournment**

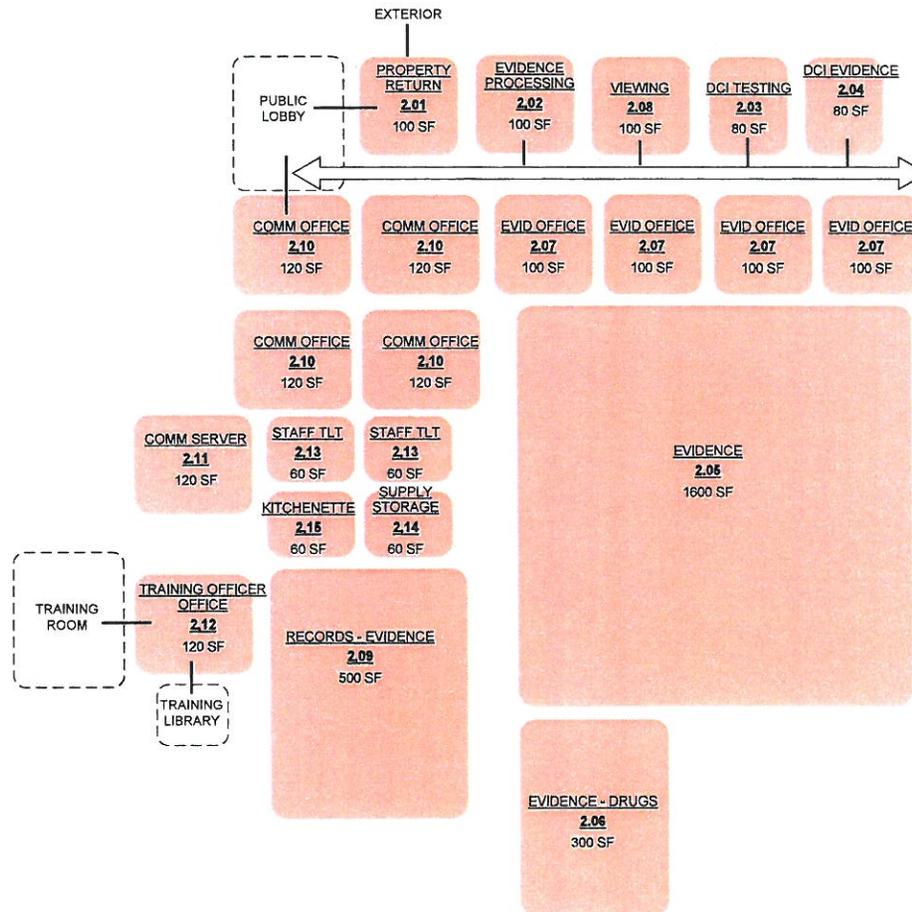
With no further business to come before committee, the meeting was adjourned.



Project: 2015.12.11 Preliminary p Date: Fri 12/11/15	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

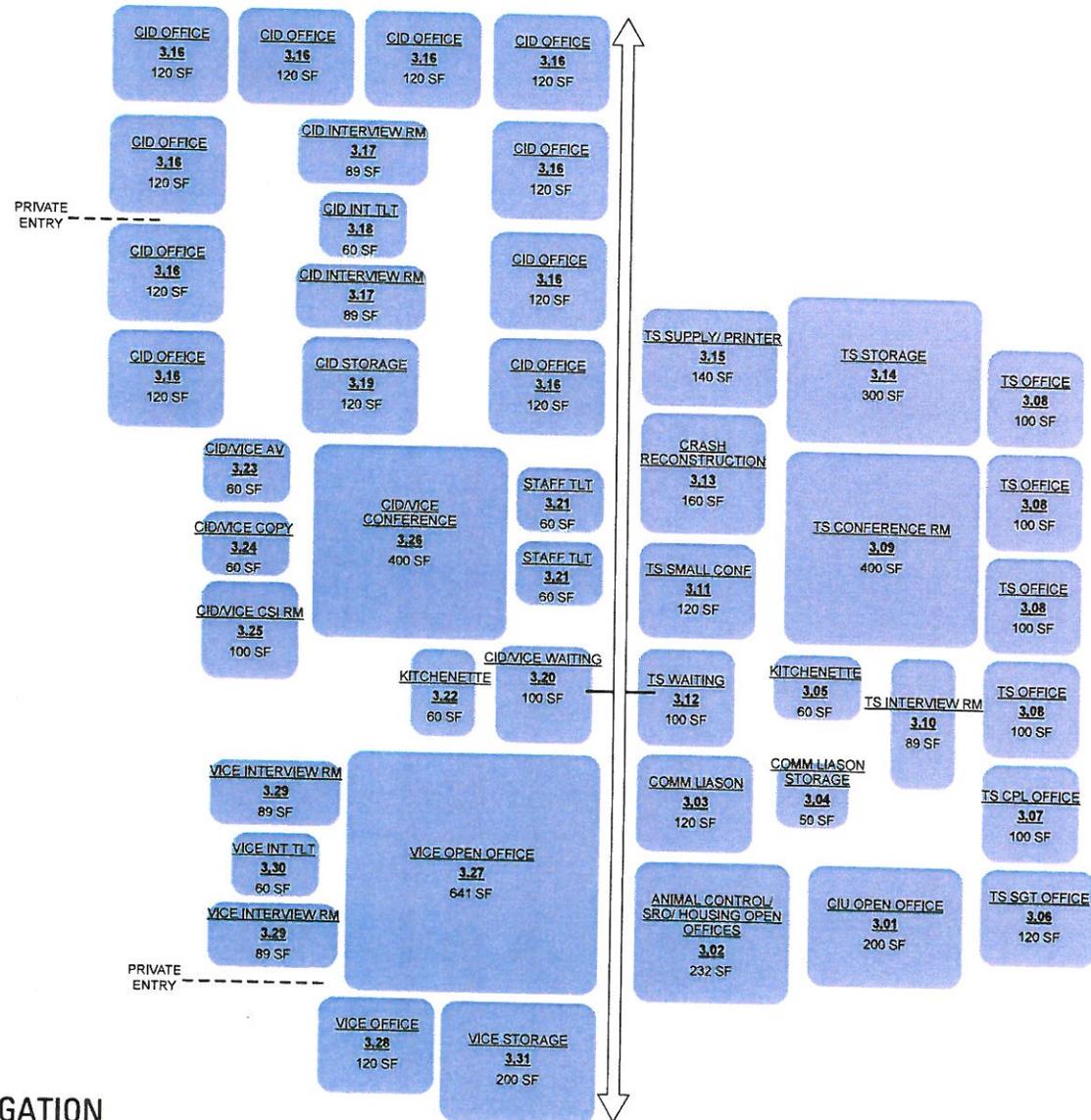


1.00 ADMINISTRATION

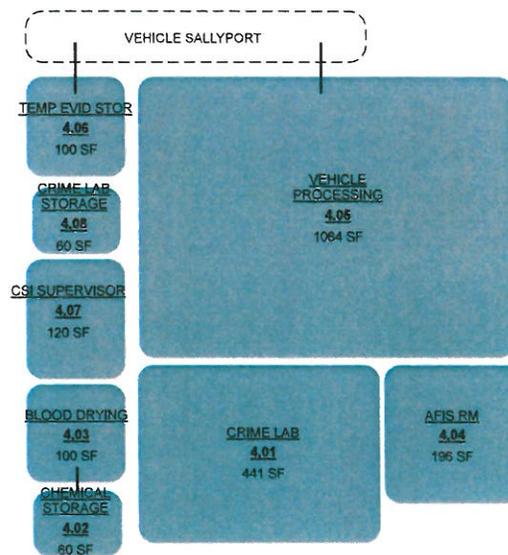


2.00 SUPPORT SERVICES & EVIDENCE

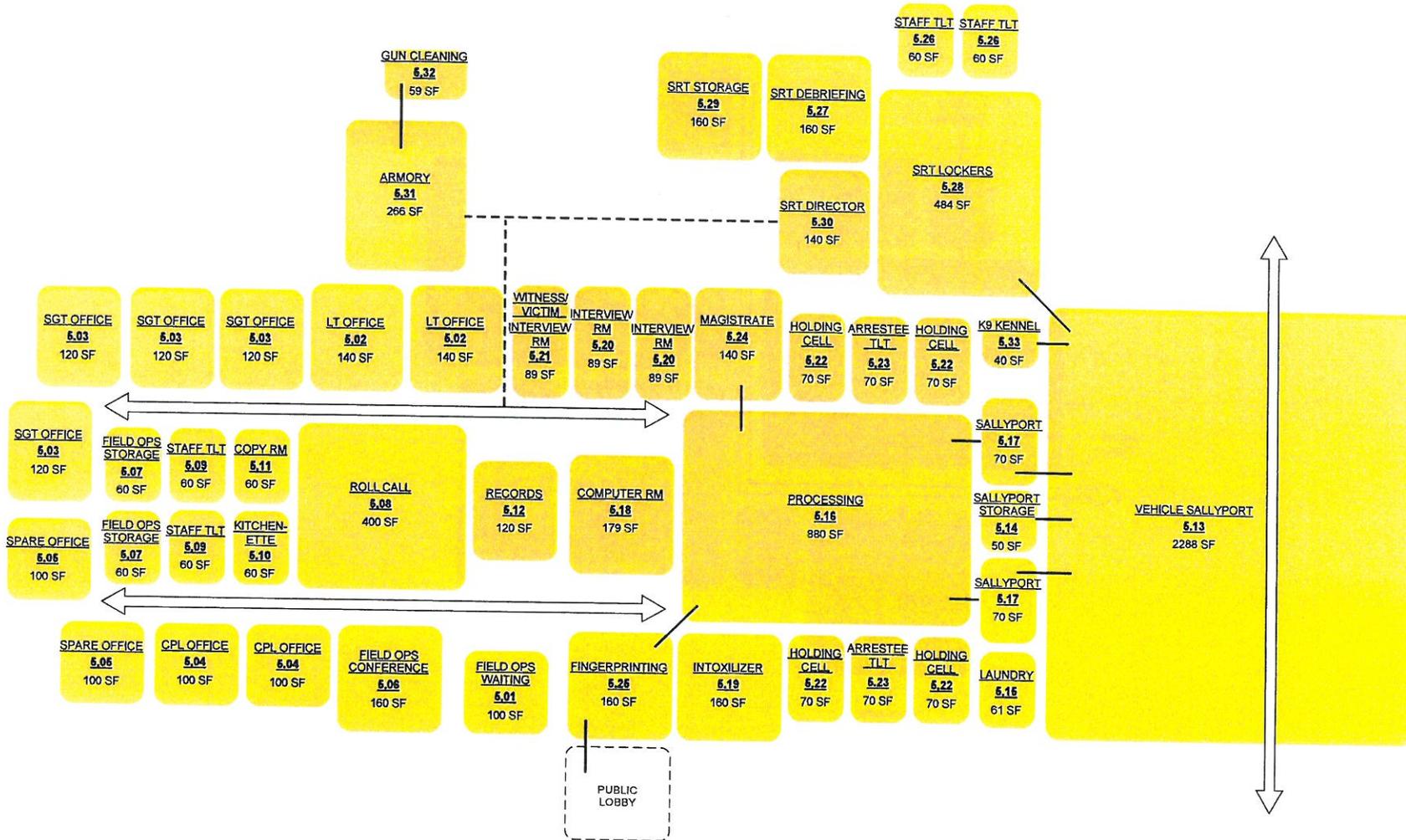
# THOMASVILLE POLICE DEPARTMENT PROGRAM - 12/11/15



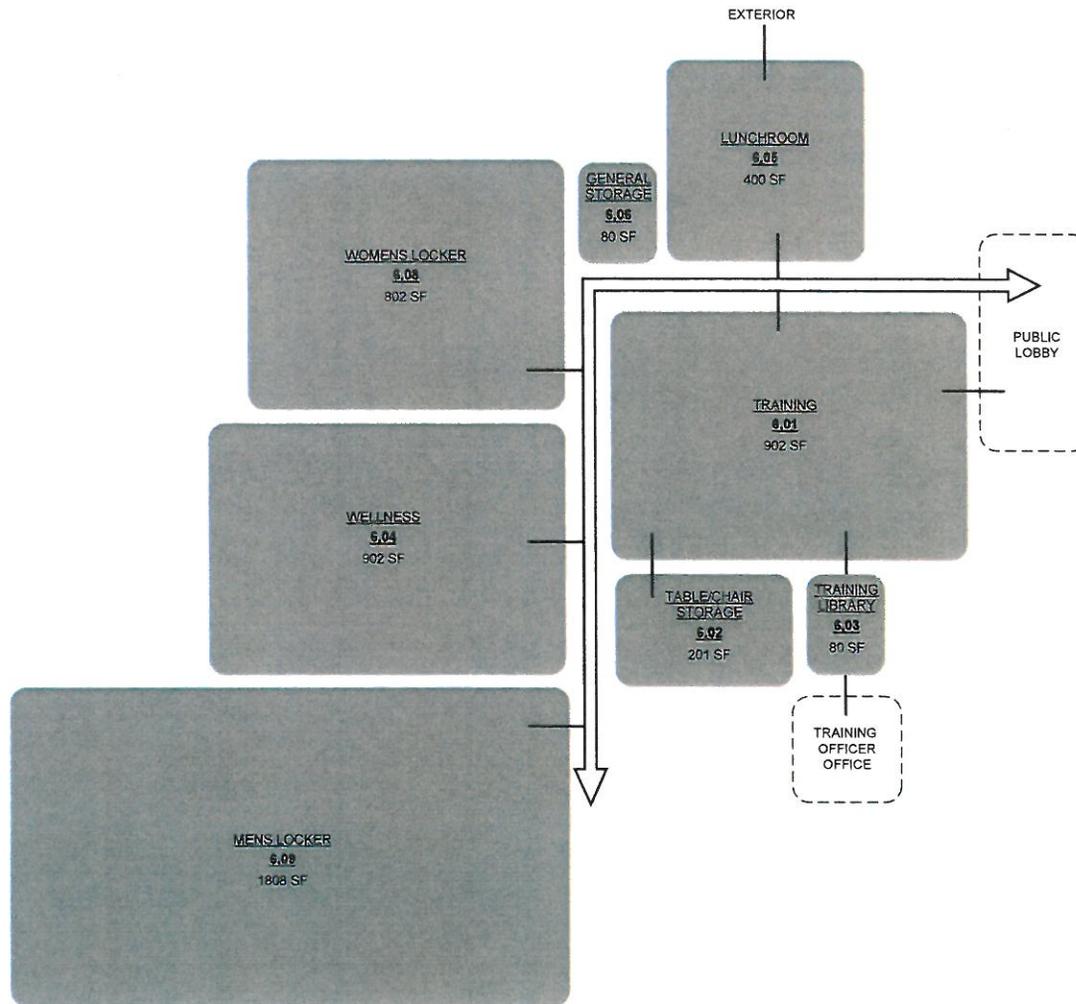
## 3.00 SUPPORT SERVICES - INVESTIGATION



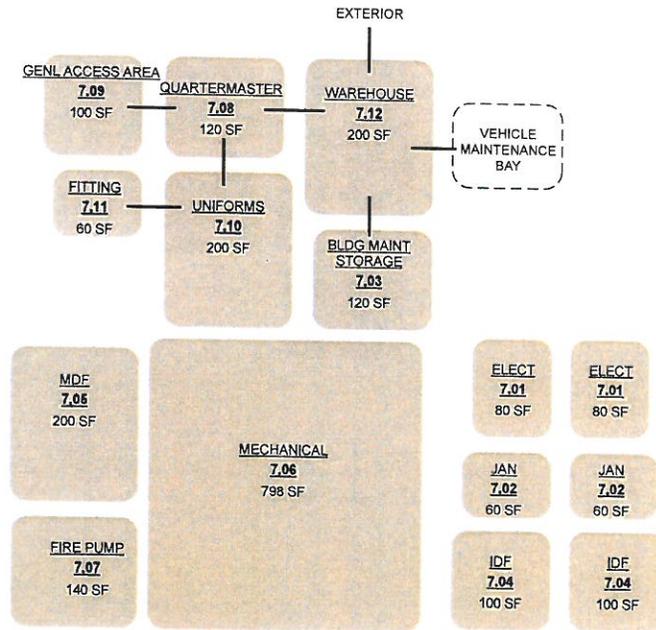
4.00 IDENTIFICATION / CRIME LAB



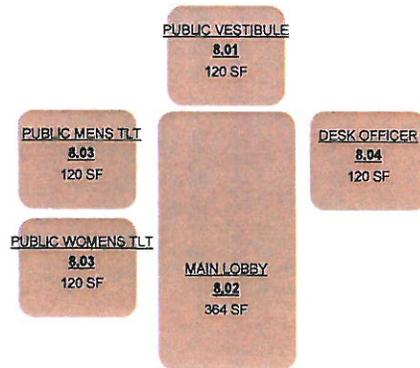
5.00 FIELD OPERATIONS



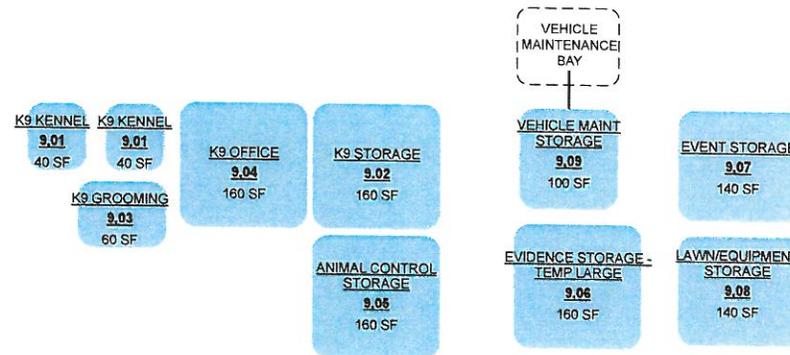
6.00 GENERAL PURPOSE



7.00 SUPPORT SERVICES



8.00 PUBLIC ENTRANCE



9.00 ENCLOSED EXTERIOR PROGRAM



9.00 OPEN CANOPY PROGRAM

# Thomasville Police Department

Program

12.11.15



#	Room	Quantity	SF	Total SF	Comments
<b>1.00 ADMINISTRATION</b>					
1.01	Chief's Office	1	400	400	Secondary exit to hallway to bypass waiting area, coat closet
1.02	Chief's Restroom	1	60	60	private
1.03	Administration Assistant	1	100	100	Individual thermostat; good acoustical isolation, view of waiting
1.04	Waiting Area	1	100	100	Table and chairs
1.05	Captains Office	3	160	480	coat closet
1.06	Large Policy Conference Room	1	400	400	War room, seating for 16; secure, controlled visibility, technology, secure, millwork for serving capabilities
1.07	Research & Planning Supervisor Office	1	140	140	(2) file cabinets, coat closet
1.08	Professional Standards Office	1	100	100	(1) 4-drawer file cabinet
1.09	Interview Room	1	90	90	Round table w/ 4 chairs, pistol locker outside
1.10	Personnel Files (Secure)	1	100	100	Adjacent to Professional Standards office, (3) file cabinets
1.11	Supply Storage	1	80	80	
1.12	Staff Restroom	1	60	60	
1.13	Kitchenette	1	60	60	
1.14	Mail Room / Copier	1	160	160	Mail room for entire facility
	<b>Subtotal</b>			<b>2330</b>	
<b>2.00 SUPPORT SERVICES and EVIDENCE</b>					
2.01	Lobby - Property Return	1	100	100	Property return; flow for public to have direct access to exterior if possible
2.02	Evidence Processing	1	100	100	Service window & counter, pass-thru lockers; separate from Lobby
2.03	DCI Computer room - Testing	1	80	80	Visible to staff during testing; locked files
2.04	DCI Computer room - Evidence	1	80	80	
2.05	Secure Evidence Room:	1	1600	1600	Bar coding, supplies; near Evidence records; access to Govt network for secure data
	- Murder Case - Long Term Storage				Combine Below - Room @ 40'X40', High density shelving (electronic) - 11 rows at 3'D X 32'L with 3 shelves each average (3,168 SF of HDS) (Existing 3 rooms approximately 480 LF with 3 shelves approximately 800 SF of shelving)
	- Temporary Evidence				Separate from other evidence
	- Temporary Large Evidence				Refrigerated lockers (blood, tissue)
	- Guns				TVs, tools
					Separate from other evidence
2.06	Secure Evidence Room - Drugs	1	300	300	Bulk, ventilated
2.07	Records & Evidence Staff	4	100	400	Float to evidence and records
2.08	Viewing Room	1	100	100	Investigators, DA, outside Agencies; counter or table
	Secure Evidence - Temporary Large	1	NA	0	See Exterior Amenities 9.00
2.09	Records	1	500	500	High density shelving (electronic), access by officers after hours
	Fingerprinting	1	NA	0	Public, access near Lobby, AFIS Terminal same as Processing for arrestees, handwash cabinets, controlled siteline to Processing; cameras; Program located under Field Ops Processing 5.24
2.10	Communications - Offices	4	120	480	Windows to lobby, fax, copier, TV, shredder, controlled siteline of public at all times, flow of public to intoxilizer and fingerprinting

**Thomasville Police Department  
Program**

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#	Room	Quantity	SF	Total SF	Comments
2.11	Communications - Server Room	1	120	120	
2.12	Training Officer Office	1	120	120	Adjacent to Training room
2.13	Staff Restroom	2	60	120	
2.14	Supply Storage	1	60	60	
2.15	Kitchenette	1	60	60	
	<b>Subtotal</b>	<b>18</b>		<b>4220</b>	
<b>3.00 SUPPORT SERVICES - INVESTIGATION</b>					
3.01	CIU Open Office - Intelligence Group	1	200	200	2 people, computers, 3 records file cabinets, 60" TV, 6' round table
3.02	Animal Control/SRO/Housing Officer - Open	1	230	230	3 workstations, 6' round table, 12 file cabinets, printer, 60" TV
3.03	Community Liason - Office	1	120	120	
3.04	Community Liason - Storage	1	50	50	
3.05	Kitchenette	1	60	60	
	Animal Control Storage	1	NA	0	See Exterior Amenities 9.00
	Animal Trap & Vehicle Wash	1	NA	0	See Exterior Amenities 9.00
3.06	Traffic Safety - Sergeant Office	1	120	120	
3.07	Traffic Safety - Corporal Office	1	100	100	
3.08	Traffic Safety - Officer Office	4	100	400	
3.09	Traffic Safety - Conference/Training	1	400	400	20 people - rows of chairs
3.10	Traffic Safety - Interview room	1	90	90	Electronic monitoring; desk + two chairs; near entry, pistol locker outside
3.11	Traffic Safety - Small Conference Room	1	120	120	4-6 people
3.12	Traffic Safety - Waiting Area	1	100	100	2-4 people
3.13	Traffic Safety - Crash Reconstruction Room	1	160	160	Drafting table for drawings, physical evidence area, large-scale plotter, board-mounting area
3.14	Traffic Safety - Storage	1	300	300	Radars, electronics, tools, measurement devices
3.15	Traffic Safety - Supply/Printer Room	1	140	140	
	Traffic Safety - Locker Rooms		NA	0	To be shared with other departments
3.16	CID - Offices	10	120	1200	coat closet
3.17	CID - Interview Room	2	90	180	Pistol locker outside
3.18	CID - Interviewee Restroom	1	60	60	
3.19	CID - Storage	1	120	120	
3.20	CID/Vice - Waiting Area	1	100	100	Interior entrance, provide exterior separate entrance for CID and Vice
3.21	CID/Vice - Staff Restroom	2	60	120	
3.22	CID/Vice - Kitchenette	1	60	60	
3.23	CID/Vice - AV Room	1	60	60	no mirrors
3.24	CID/Vice - Copy Room	1	60	60	
3.25	CID/Vice - CSI Room	1	100	100	Evidence blood drying cabinet, computer evidence room, drug drying cabinet, evidence lockers, fingerprint access

# Thomasville Police Department

## Program

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#	Room	Quantity	SF	Total SF	Comments
3.26	CID/Vice - Conference/Roll Call Room	1	400	400	16 people
3.27	Vice - Open Office Area	1	640	640	8 workstations, separate secure entrance, high windows (no visibility in), 6 TVs, whiteboard, tackboard
3.28	Vice - Office	1	120	120	Partnership with Homeland Security, ATF, SBI
3.29	Vice - Interview Room	2	90	180	Pistol locker outside
3.30	Vice - Interviewee Restroom	1	60	60	
3.31	Vice - Storage	1	200	200	counter with lots of power outlets/data, upright safe (3'x3')
	<b>Subtotal</b>			<b>6250</b>	
<b>4.00 IDENTIFICATION / CRIME LAB</b>					
4.01	Crime Lab	1	440	440	Adjacent to Evidence Room, open plan w/ large center layout table; stainless steel countertops and sinks; ventilated; fume hood w/ flammable liquid cabinet; secure perimeter, 2 workstations, layout table 4' x 12', fume hood with vacuum chamber
4.02	Chemical Storage	1	60	60	TBD; rated construction?
4.03	Blood Drying Room	1	100	100	(2) Drying cabinets, Ventilated (Arrowhead A-FRD-006-6"), floor drains; one drying cabinet should be accessible to Field Ops, drying trough (stainless steel) with hanging rods and drain
4.04	AFIS Room	1	200	200	Separate quiet space, no windows, supervisor area; storage for print cards
4.05	Vehicle Processing	1	1060	1060	Adjacent to sallyport; 2 cars (sized for Suburban style vehicle); 2 exhaust plymovents, 2 lifts, conditioned (38'W X 28'D)
4.06	Temporary Evidence Storage	1	100	100	Secure, adjacent to Crime Lab & Sallyport, open shelving, compact refrigerator
4.07	Office	1	120	120	CSI Supervisor
4.08	Storage	1	60	60	Open shelving for storing evidence bags, powders, lifters
	<b>Subtotal</b>			<b>2140</b>	
<b>5.00 FIELD OPERATIONS DIVISION</b>					
5.01	Field Operations Waiting Area	1	100	100	
5.02	Lieutenant Offices	2	140	280	
5.03	Sergeant Offices	4	120	480	
5.04	Corporal Offices	2	100	200	
5.05	Spare Offices	2	100	200	
5.06	Conference Area	1	160	160	6-8 person table; central to office area
5.07	Storage Room	2	60	120	
5.08	Roll Call Room	1	400	400	16 people
5.09	Staff Restroom	2	60	120	
5.10	Kitchenette	1	60	60	Coffee bar, sink, microwave, refrigerator; adjacent to Roll Call
5.11	Copy Room	1	60	60	
5.12	Records room	1	120	120	

**Thomasville Police Department  
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#	Room	Quantity	SF	Total SF	Comments
5.13	Vehicle Sallyport	1	2300	2300	6 patrol cars (3 wide/2 deep) 44'W X 52'D; pass-thru only; no visibility from exterior; hot water hose; security cameras; use for SWAT preparation; possible adjacency to Processing vehicle bay; possible adjacency to K-9 kennel (exhaust concerns); 2 man sallyports to Processing; staff entrance
5.14	Sallyport Storage	1	50	50	
5.15	Laundry Room	1	60	60	Eye wash station, decon shower
5.16	Processing Room	1	880	880	Counter w/ 3 computers, lock benches, pistol lockers, search counter, floor drains (hopper), photo station, provide casework behind workstations for Property and Evidence Bag Storage
5.17	Man Sallyport	2	70	140	(1) man sallyport shall have decon w/ floor hopper, hot water hose outside of main vehicle sallyport
5.18	Computer Room	1	180	180	4-6 workstations for report writing; pass-thru access to Records; locker access
5.19	Intoxilizer Room	1	160	160	Desk, intoxilizer, ventilation, seating for 4-6 arrestees, floor drains (hopper), gun boxes, witness access from lobby & place to sit
5.20	Interview Room	2	90	180	Recording required, floor bolts, workstation w/in room, pistol locker outside
5.21	Witness/Victim Interview Room	1	90	90	Adjacent to Lobby, pistol locker outside
5.22	Holding Room	4	70	280	Single, manual paracentric locks; adjacent to Processing w/ visibility
5.23	Arrestee Toilets	2	70	140	Shelf/counter for private search; flush-button outside, stainless steel fixtures, CMU construction, floor drain, light switch outside
5.24	Magistrate Room	1	140	140	Adjacent to Processing; Desk, TV, cameras, computer, printer; future magistrate office or public/victim/witness access area
5.25	Fingerprint Room	1	160	160	Adjacent to Public lobby and processing; secondary door for civilian processing of fingerprints
5.26	Staff Restroom	2	60	120	
5.27	SRT - Debriefing Room	1	160	160	6 people, AV
5.28	SRT - Locker Room	1	480	480	20 officer lockers (3'x3' w/ bench), adjacent to sallyport, rated construction
5.29	SRT - Storage	1	160	160	rated construction
5.30	SRT - Director Office	1	140	140	Storage room off office
	SRT - Training Room	1	NA	0	See 6.00
	SRT - Table & Chair storage	1	NA	0	Adjacent to Training room, See 6.00
5.31	Armory	1	260	260	rifles, pistols, shotguns, ammo, workbench, secure, heavy fixed shelving
5.32	Gun Cleaning room	1	60	60	Lead air purification, fume hood; vestibule to Armory
5.33	K-9 Kennel	1	40	40	conditioned, trough w/ drain & hose/hot water
	<b>Subtotal</b>			<b>8480</b>	
<b>6.00 GENERAL PURPOSE</b>					
6.01	Training Room	1	900	900	25-30 people at tables, 50 people in chairs; projector/screen, AV podium
6.02	Table and Chair Storage	1	200	200	Adjacent to Training Room
6.03	Training Library	1	80	80	Adjacent to Records and Training Officer Office, storage of training resources, proctored testing area
6.04	Wellness Room	1	900	900	Utilize some existing fitness equipment, some new, mirrors, TV, ventilation, natural lighting

**Thomasville Police Department**

Program

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#	Room	Quantity	SF	Total SF	Comments
6.05	Lunch Room	1	400	400	Adjacent to large Training Room, corridor and exterior; sink, refrigerator, microwave, stove, ice machine, vending (2 drinks/1 food)
6.06	Storage	1	80	80	Adjacent to Lunch Room
6.07	Men's Locker Room	1	1800	1800	100 lockers, 24" x 24" officer locker with interior pistol locker on top and vented boot locker below with bench seat and full hanger rod (sized at 16 SF per locker), 20 double stack staff lockers for city, vanity, showers, changing areas and toilets
6.08	Women's Locker Room	1	800	800	30 lockers, 24" x 24" officer locker with interior pistol locker on top and vented boot locker below with bench seat and full hanger rod (sized at 16 SF per locker), 20 double stack staff lockers for city, vanity, showers, changing areas and toilets
<b>Subtotal</b>				<b>5160</b>	
<b>7.00 SUPPORT SPACES</b>					
7.01	Electrical Closet	2	80	160	
7.02	Janitors Closet	2	60	120	
7.03	Building Maintenance Storage	1	120	120	Adjacent to Warehouse
7.04	IDF Room	2	100	200	
7.05	MDF Room	1	200	200	
7.06	Mechanical Room	1	800	800	
7.07	Fire Pump Room	1	140	140	
7.08	Quartermaster Office	1	120	120	Adjacent to Uniform Room
7.09	General Access Area	1	100	100	Service area for recruiting, sponsorship, applications, employment, etc.
7.10	Uniform Room	1	200	200	Casework down side walls + hanging racks down center of room (retail look)
7.11	Fitting Room	1	60	60	Trying on uniforms, pistol locker
7.12	Warehouse	1	200	200	Adjacent to exterior with garage door, adjacent to vehicle maintenance bay, area for deliveries, workbench, tool closet
<b>Subtotal</b>				<b>2420</b>	
<b>8.00 PUBLIC ENTRANCE AREA</b>					
8.01	Vestibule	1	120	120	Lobby phone (911 Communications)
8.02	Lobby	1	360	360	Branded graphics (officers killed in line of duty, officers serving over 20 years, past police chiefs, historic items, flags/seals/monuments/trophies)
	- Service Window - Property				
	- Service Window - Operations				Window to desk officer
	- Service Window - Communications				
	- Waiting Area				5 -10 people
8.03	Public Restrooms	2	120	240	
8.04	Desk Officer	1	120	120	Window to Lobby
<b>Subtotal</b>				<b>840</b>	
<b>1.00 - 8.00 SUBTOTAL</b>				<b>31840</b>	
	Gross Area Factor	35%		11144	
<b>MAIN BUILDING TOTAL GROSS AREA</b>				<b>42984</b>	

Thomasville Police Department

Program

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#	Room	Quantity	SF	Total SF	Comments
<b>9.00 EXTERIOR AMENITIES &amp; EXTERIOR ACCESS PROGRAM</b>					
<b>Enclosed Exterior Program</b>					
9.01	K-9 Kennels	2	40	80	Adjacent to sallyport, conditioned, secure, trough w/ drain & hose/hot water
9.02	K-9 Storage	1	160	160	Conditioned, bite suits, food
9.03	K-9 Dog grooming Area	1	60	60	Full size raised tub, hot & cold water, hose bib, drain, conditioned
9.04	K-9 Office	1	160	160	One room with two workstations
9.05	Animal Control Storage	1	160	160	Trap storage
9.06	Secure Evidence - Temporary Large	1	160	160	Large bulk items (bikes, lawn mowers, etc...)
9.07	Exterior Event Storage Room	1	140	140	Secure, coolers, tents, water, ice machine
9.08	Lawn Mower/Equipment Storage	1	140	140	Secure (determine equipment size to validate SF)
9.09	Vehicle Maintenance Storage	1	100	100	Secure
<b>Enclosed Exterior Program Sub-Total</b>				<b>1160</b>	
	Gross Area Factor	15%		174	
<b>Enclosed Exterior Program Total</b>				<b>1334</b>	
<b>Open Canopy Program</b>					
9.10	Vehicle Wash / Animal Trap Wash	1	380	380	Single Vehicle, air compressor, water pressure (hot & cold), vacuum, power, steam, drains; steam clean/sanitize traps to prevent cross-contamination
9.11	Full-size Vehicle Bay	2	380	760	Ambulance (power needed), armored vehicle
9.12	Trailer Bay	3	320	960	24' trailers
9.13	Future Vehicle Bay	2	320	640	TBD
9.14	Motorcycle Bay	4	100	400	4 Motorcycles
9.15	Vehicle Maintenance Bay	1	320	320	Repair patrol cars, power, compressed air
<b>Open Canopy Program Sub-Total</b>				<b>3460</b>	
<b>Other Site Amenities</b>					
9.16	Staff & Officer Parking	1	TBD	0	Secure entrance, secure parking, non-visible, staff and officer, 150 spaces
9.17	Monuments/Pavers/Flagpoles	1	TBD	0	Relocate, approximately 200 SF
9.18	Incinerator	1	TBD	0	Clearances, used to burn evidence, 4'X8'
9.19	Generators	1	TBD	0	As required by the project
9.20	Chiller / Cooling Tower	1	TBD	0	As required by the project
<b>EXTERIOR AMENITIES &amp; ACCESS PROGRAM</b>				<b>4794</b>	
<b>BUILDING TOTAL GROSS AREA</b>				<b>47778</b>	



**2. Site Information:**

- a) K. Bark reviewed the Due Diligence report with the group.
  - i) The Use Class- would like for it to be a business/office class rather than holding. May require rezoning if we need to move to C3 or C4
  - ii) There is an approximately 20'-0" fall from rear yard to swale, and 8'-0" fall from front to swale
- b) K. Craver indicated that the 40% Maximum Lot Coverage only applies to building square footage (footprint) and not parking lots, or other development.
- c) The City may be able to purchase the residential property to the north. Kelly knows owner. (Baptist Children's home?)
- d) A radio tower is not planned to be built on this property at this time.
- e) In order to allow a secondary access to the site besides Turner Street, there is the possibility of purchasing a residential property to exit to the east of the site or to connect to the Public Works building to the south.

**3. Schedule:**

- a) Thomasville PD will review diagrams internally over the holidays.
- b) The team will meet again after the holidays then finalize the document and complete the contract. Date proposed is January 8, 2016.
- c) This timing will allow a start into Schematic Design and Visioning in February after contract completion.
- d) Little will send an email proposal to K. Craver to get formal approval to do the Wetlands preliminary study. Verbal go-ahead given.**
- e) Little recommended moving forward with a Phase I environmental and preliminary soils data testing- Little will assist with RFP.**
- f) Additional survey information will be needed to move forward, including topo, utilities, etc. Large trees may be identified. The City does not anticipate any contamination (UST, etc.) in site however there may be a septic field on site from the previous residence. **K. Bark will provide a list of additional information required.**

**4. Little will send presentation package to K Craver and the Chief Insley electronically for record and distribution.**

This concludes the meeting minutes. If you have any additional comments or corrections to these minutes, please do not hesitate to contact our office within five (5) days.

Submitted by:

LITTLE

Shannon Peek Crane, AIA  
Civic Studio

CC: All attending  
Encl: Project Schedule, Program

Client:  
**LITTLE**  
DIVERSIFIED ARCHITECTURAL CONSULTING

Project:  
**THOMASVILLE  
 POLICE STATION  
 SITE**

Title:  
**PRELIMINARY  
 JURISDICTIONAL  
 WATERS OF THE U.S.  
 DETERMINATION  
 MAP**

Notes:  
 1. The boundaries of potential jurisdictional waters of the U.S. were approximated by STV during a field review conducted on December 22, 2015. Jurisdictional boundaries were approximated using a Trimble GeoXH hand-held GPS unit capable of subfoot accuracy.  
 2. Jurisdictional boundaries of waters of the U.S. should be delineated with subsequent verification by the U.S. Army Corps of Engineers.  
 3. This map is intended for planning purposes only.

Drawn By: <b>JLK</b>	Checked By: <b>BJP</b>
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Approved By: <b>MAI</b>	Date: <b>12/23/2015</b>
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STV Engineers, Inc. Project No.  
**4017908**

**EXHIBIT**



**Legend**

- Project Study Area
- Streams
- Wetlands

0      100      200      400

Feet

William Jones – Safety Mgr.  
37 High Tech Blvd  
Thomasville, NC 27360  
November 4, 2015

Kelly Craver – City Mgr.  
10 Salem Street  
Thomasville, NC 27361

Dear Kelly Craver – City Mgr.:

We at CV Products have concern for the safety of our employees when entering and exiting from and to Lake Road and High Tech Blvd. when East Davidson High School events are held. That intersections safe vision is blocked by cars parked on the edge of the roadways.

We request signs be placed at that intersection as a no parking zone to prevent the potential of vehicle accidents.

Our team at CV Products greatly appreciates any attention you can give towards a solution to this concern.

Sincerely,

A handwritten signature in black ink that reads "William Jones". The signature is written in a cursive style with a large, looped initial "W".

# Special Event Permit Application

## Guidelines for Special Events

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Thomasville. Event sponsors should submit applications 60 days prior to the proposed event.

### Some key points:

- **Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.
- **Hours:** Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems regulated by noise ordinance.
- **Alcohol:** If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Thomasville public parks. The only City property that alcohol can be allowed is the Farmer's Market and PACE Park.
- **Restrooms/Trash/Cleanup:** The City may require portable restrooms at its discretion. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.
- **Traffic & Parking:** The City will designate parking areas for each event if applicable. The Fire Marshall requires that all entries, exits and fire lanes be maintained.
- **Signs:** Must comply with City sign ordinance. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.
- **Smoking:** Smoking is only restricted in public buildings by ordinance.
- **Fireworks:** Fireworks are NOT permitted without prior approval from the City of Thomasville Fire Department.

**Draft Oct 19th**

- **Tents:** Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. require an inspection and permit by the Fire Marshal. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please contact the Thomasville Fire Dept. to ensure compliance.
- Fire inspections may be scheduled by calling (336) 475-5527, or by visiting our website at [www.thomasville-nc.gov](http://www.thomasville-nc.gov). Please schedule inspections at least one business day in advance.
- **Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control. The number required will be determined by the City during its permit review.
- **Insurance:** In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.

**Contact Numbers:**

Davidson County Health Department – 242-2300

City of Thomasville

City Manager’s Office – 475-4222

Police Department – 475-4260

Fire Department – 475-5524

Inspection Department – 475-4249

Information on ABC permits – 475-4260

**Event Information**

Type of Event:      Run       Walk       Bike Tour       Parade       Street Fair   
Parade       Triathlon       Other

Name of Event and Sponsoring Organization:

Who is your point of contact for this event? Name:Click here to enter text. Phone:Click here to enter text.

Purpose of Event:

Click here to enter text.

Location of Event: Click here to enter text.

Address of Producer: Click here to enter text.

Phone Number: Click here to enter text.

Event Dates(s): Click here to enter a date.

Actual Event Hours: Click here to enter text. a.m. / p.m. until Click here to enter text. a.m. / p.m.

Setup / Assembly Date: Click here to enter a date. Start Time: Click here to enter text. a.m. / p.m.

Please describe the scope of your setup/assembly work (specific details): Click here to enter text.

Dismantle Date: Click here to enter a date. Completion Time: Click here to enter text. a.m. / p.m.

Projected Attendance: Click here to enter text.

Will this event require the use of fireworks?  yes /  no

Will alcohol be served?  yes /  no If yes, please provide required documentation.

Will a tent be installed?  yes /  no If yes, What size? Click here to enter text. ft. x Click here to enter text. ft.

Total number of tents: Click here to enter text.

Will this event require signs/banners?  yes /  no

If yes, please provide the location, size, height and number of signs/banners on your site plan for the event.

Click here to enter text.

Description of Traffic and Parking Plan (attach copy): Click here to enter text.

Will your event require the closing of any City streets or parking lots?  yes /  no

(The application must be provided 60 days prior to the event if the event requires closing or modified use of a NCDOT maintained street. This is to allow for time for the city to apply and receive permission from NCDOT.)

If yes, please list any street(s) and parking lots to be closed as a result of this event.

Include street name(s), day, date, and a proposed time of closing and time of reopening. Click here to enter text.

*Requirements In addition to the nonrefundable \$50 application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the*

**Draft Oct 19th**

*Special Event Permit. The fee schedule on the following page will be completed by our City staff, who will assess appropriate charges based on your application.*

Please attach two copies of drawings with dimensions accurately depicting proposed location of Special Event. Sketches must include traffic patterns, curb cuts, and proposed parking plan. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

As a condition to the issuance of a temporary Special Event License, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

Applicant Signature

Date



**Office Use Only:**

**Forwarded To:**

**Police Dept:** Click here to enter text.  
**Date:** Click here to enter a date.

**Public Works:** Click here to enter text.  
**Date:** Click here to enter a date.

**Fire Dept:** Click here to enter text.  
**Date:** Click here to enter a date.

**Inspections:** Click here to enter text.  
**Date:** Click here to enter a date.

**NCDOT**

