



UNIVERSITY/COMMUNITY RELATIONS TASK FORCE

Initial Report
to the
Chancellor, University of North Carolina Wilmington
and the
Mayor, City of Wilmington

July 28, 2004

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University Community Relations Task Force Overview

The University/Community Relations Task Force (UCRTF) was created in February 2004 to:

- (1) Examine a variety of issues related to the University of North Carolina at Wilmington's (UNCW) impact on City of Wilmington neighborhoods, and
- (2) Make recommendations to the University and City for action while developing partnerships and shared responsibility for managing these issues. A map of the University area can be found in Appendix C.

This report represents an early milestone in what the UCRTF anticipates will be a long-term process to improve the quality of life for university area residents. Although much work has to be done, much has been accomplished in that it has become apparent that while some of the problems can be addressed from a regulatory approach, many problems result from lifestyle choices.

These lifestyle choices can be better addressed through education of students and residents. The key is to make both students and residents feel like they are part of the same community. Many resident concerns have existed for years, and although there have been task forces in the past, the establishment of the UCRTF represents the first time representatives of UNCW, City of Wilmington, Cape Fear Community College (CFCC), Alcohol Law Enforcement, Wilmington Apartment Association, Wilmington Board of Realtors, Council of Neighborhood Associations, citizens, and students have developed a shared mission and process for addressing quality of life issues in a strategic and long-term manner.

Since its inception, citizen participation continues to be an integral component of the UCRTF process. On February 24, 2004, the UCRTC held a *"Listening Circle"* to provide citizens an opportunity to identify issues and concerns. This meeting resulted in an *"Opportunities List"* (see Appendix B) which consists of 49 problems identified by the public. Each concern was placed into one of four categories that include "trash and littering"; "housing density"; "parking"; and "late night parties and noise." Due to the complexity of issues explored by the task force, there was not sufficient time to address all of the identified areas of concern. The task force will examine the area of "late night parties and noise" in upcoming meetings.

UCRTF meeting agendas allow multiple opportunities for public participation so that the public can be part of the discussion rather than react to recommendations that have been made. This has been beneficial in that the public has added a valuable perspective to all UCRTF discussions. Meeting notices have been provided through UNCW press releases and the City's website. To further encourage public interest in this process, meeting minutes have been posted on the City's website for review. All meetings have been held in comfortable UNCW campus facilities, where parking is abundant. UNCW has also provided audiovisual support to increase meeting effectiveness.

The UCRTF met twelve (12) times between February 12, 2004 and July 21, 2004. The first meeting was dedicated to developing a Team Charter (see Appendix A) to identify the UCRTF's mission, deliverables, ground rules, membership, logistics, and personal meaning to reaffirm the importance of UCRTF participation for each member. Meeting facilitation has been provided by the Community Mediation Center. This service has been essential to this overall process.

The UCRTF is pleased to present this report to University and City officials and looks forward to receiving direction on recommendations in this report.



University/Community Relations Task Force

University of North Carolina Wilmington
601 South College Road
Wilmington, NC 28403

City of Wilmington
305 Chestnut Street
Wilmington, NC 28401

Jennie Royal (Co Chair)
Assistant Dean of Students
royalj@uncw.edu

G. Dewey Harris, III (Co Chair)
Director, Community Services Department
dewey.harris@ci.wilmington.nc.us

Richard (Dick) Fauson
Director Auxiliary Services
fausonr@uncw.edu

Kevin Denny
Senior Planner
kevin.denny@ci.wilmington.nc.us

Angie Roth
Associate Director of Campus Activities
and Involvement
rothar@uncw.edu

Linda Rawley
Public Information Officer
Wilmington Police Department
linda.rawley@ci.wilmington.nc.us

David Donaldson
Chief of Police
donaldsond@uncw.edu

Dave Bundick
Program Coordinator
Solid Waste Management Division
dave.bundick@ci.wilmington.nc.us

Cape Fear Community College
Carol Cullum
Vice President of Student Development
ccullum@cfcc.edu

Alcohol Law Enforcement
Diane Chapin
Assistant Supervisor
Alcohol Law Enforcement
dchapin@ncalc.org

Wilmington Board of Realtors
Patrice H. Willetts
Network Real Estate
1601 S College Road, Wilmington, NC
Patrice@patricewilletts.com

Wilmington Apartment Association
Miranda Rutledge, CAM, ARM
Broker/Owner
Cape Fear Management, LLC
mbrshort40@aol.com

UNIVERSITY/COMMUNITY RELATIONS TASK FORCE

Neighborhood Representatives

Robert P. Lanouette
Neighborhood
Rlanou4096@aol.com

Bryan Galecki
Hillsdale Neighborhood
Bryanga@earthlink.net

Jayne Emma
Council of Neighborhood Associations
(CONA)
Kemma@ec.rr.com

Student Representatives

Raven Robertson, Student
University of North Carolina at Wilmington
rrr8109@uncw.edu

Jim DeLung, Student
University of North Carolina at Wilmington
jjd3429@uncw.edu

Erika Veth, Student
University of North Carolina at Wilmington
ericav7@aol.com

Resource Persons

Lillie Gray, City Community Development Department
Kate Temoney, UNCW, Assistant Dean of Students
Emily Peoples, City Code Enforcement
John Fullerton, City Zoning Administrator
Mark Johnson, Chief of Code Enforcement
Chief John Carey, Wrightsville Beach Police Department
Brad Reid, UNCW, Director of Housing and Residence Life
Ivey Graham, UNCW, Greek Affairs
Diane Badakhsh, Cape Fear Community College
Jonathan Gordon, Wilmington Police Department

Facilitation Services



**Community Mediation Center
Public Decisions Program**

140-A Cinema Drive
Wilmington, NC 28403
(910) 362-8000
www.wemediate.net

Kirsten Atkinson
Caroline Struthers

John J. Murphy
Orlando Heyliger

Methodology

The UCRTF is comprised of a variety of representatives from state and city government, UNCW administration, CFCC administration and the local business community. Each brings and shared a specific talent or area of expertise with the group. In addition, three community residents and three UNCW students were chosen to round out the perspectives of the task force and give a voice to the various constituencies. The role of the professional facilitator is to guide discussions rather than make recommendations.

The UCRTF adopted a consensus model for making decisions. While this proved to be more time consuming, it provided greater opportunity to delve deeper into the issues, and thus make more informed recommendations.

The UCRTF realized that in order to fully explore other opinions, perspectives and advice were necessary. Several resource people were invited to present issues, share expertise and offer opinions. These members of various organizations and the community provided invaluable insight to the UCRTF.

OPPORTUNITIES Trash and Littering

Citizens characterized “trash and littering” as litter in yards and streets, and trashcans and carts left on streets for an extended period of time.

The UCRTF discussed several possibilities to address these issues including the City’s current adopt-a-street program (which is patterned after the state adopt a highway program); a proposed tools sharing program, similar to Atlanta’s successful program, to allow the sharing of pooled resources to improve unkempt yards; education; trash stickers; improved education of residents for bulky item pick up procedures; enhanced enforcement practices; and more resources for City code enforcement staff as a means of addressing these issues.



Specific Issues

- What additional resources would allow City code enforcement to enhance enforcement activities within the City? (Note: A chart of City code enforcement responsibilities can be found in Appendix D)
- What incentives can the University and City create to increase the capacity of residents to improve trash and littering conditions?
- How can residents and others learn about their responsibilities related to renting property or living within the City limits?

Recommendations

Enforcement

1. Eliminate City Solid Waste Division second warning and immediately assess a \$50.00 civil fine after placing the educational door hanger at the residence. Currently there is a three-step process that includes an educational door hanger, a second warning, and a third step that assesses a fine. This will have a citywide impact.
2. Support Code Enforcement and Solid Waste Management requests for additional resources. Code Enforcement and Solid Waste Management should increase staffing levels to address compliance issues.

Capacity Building

3. Reinstate the adopt-a-street program to include students in a neighborhood cleanup day with the City providing incentives such as bags and gloves, certificates of appreciation, and light refreshments.
4. Implement community service projects (Seahawk surge, street sweep, campus sweep, etc.) through the University's Center for Leadership, Education and Service and Cape Fear Community College's Honor Society. Encourage other student groups to perform similar community service and volunteer projects through the Campus Activities and Involvement Center.
5. Allow the City's Finance Division to work with UNCW to make trash stickers more available to students through campus purchase.

Education

6. Continue UNCW efforts to educate students on their legal obligations related to living within the City limits. (see Appendix F)
7. Distribute information to landlords to educate them of their responsibilities (i.e. City water bills).
8. Update City trash & recycling information brochure to inform new accounts of the \$50.00 civil fine and list most common violations.
9. Work with students to provide information regarding proper trash disposal practices.
 - a. Provide informational handouts to UNCW, CFCC, landlord, and rental representatives to provide tenants.
 - b. Continue to speak at meetings or orientation with parents and students.
 - c. Continue University and City collaboration in the UNCW Housing Fair.
 - d. Utilize UNCW, City, and County television and websites to deliver educational information.

In addition to the aforementioned recommendations that are of an immediate nature, the UCRTF will examine the feasibility of working with City billing and collections staff to insure landlord information is recorded on new utility accounts.

Housing Issues

Citizens characterized “housing issues” as “more than three people living in a residence”; “code enforcement not being enforced”; “building other than on approved or properly zoned lots”; “not enough campus housing; fraternity and sorority houses on neighborhood streets”; and “too much building on lots”. The UCRTF discussed resident concerns regarding development practices and concluded that developers operated within the framework of City ordinance.

Specific Issues

- What actions should be taken to address difficulties related to enforcing the “three unrelated people living in a residence” requirements under the City ordinance?
- How can UNCW contribute to increasing the supply of student housing?
- What tools exist to educate students of various housing alternatives?



Recommendations

Enforcement

1. Review effectiveness of City ordinance (definition of family) and enforcement criteria by the proper authorities within the City. This provision of City ordinance is difficult to enforce. Recommend that the City Attorney provide legal advice concerning potential code and ordinance modifications (relative to enforcement).

Capacity Building

2. UNCW should establish a clear enrollment plan that will address more than one year at a time. This will assist in determining how much housing will be needed in the future.
3. Support the recommendations of the University’s Housing Task Force, to build more on-campus housing, with current updates from Mr. Brad Reid, Director of Housing and Residence Life.

Education

4. UNCW should expand current commuter student website (Seahawk Perch) to include *hot links* to appropriate web sites to the various ordinances, city resources and appropriate off campus resources.

Encourage UNCW and CFCC to implement tools for recording local addresses of students living off-campus.

In addition the UCRTF recommends that properties that are available for rent to students be listed at UNCW. UNCW currently has a “list serve” which allows people to advertise available rental properties.

Parking

Citizens characterized parking problems as “off campus parking in yards; too many cars”; “allowing only one parked car in yard is not enough”; “preserve private property rights; want to park in my yard”; “yards torn up by cars parking on lawns”; “freshmen are not allowed to park on campus”; “friends spending the night cause too many cars parking all over”; and “damage to yard by neighbors cars”. Difficulty in quantifying the parking problem exists as evidenced by one call being made to 911 during the January 1, 2004-June 3, 2004 period. A brief chronology outlining how the parking issue has evolved can be found in Appendix E.

By resolution, City Council directed City staff to address parking issues within residential neighborhoods surrounding UNCW. The parking issue consists of two parts; excess and overflow parking on grass lawns of single family homes and excess parking in the right-of-way. City staff’s effort primarily addresses only the first item. The Code of Ordinances adequately addresses the use right-of-way (ROW) parking.



The City researched current planning literature and the zoning codes of other university towns. This issue is well documented and addressed by others. The most successful cities use a multiple-tier approach addressing the impacts of college campuses on the surrounding single-family neighborhoods. The City has identified three primary methods to address the issue: regulation of parking areas, parking permits and rental property registration. Staff pursued the regulation of parking areas as the least invasive of the methods, i.e. it has the least amount of impact on residents and City resources while still achieving the objective. This step also represents the first step in a multi-tiered approach. Staff believes that the recommended amendment is consistent with best professional practices and specifically addresses the parking concerns expressed by residents.



University towns such as Chapel Hill have used regulatory approaches to address parking issues. The Town of Chapel Hill restricts front yard parking in single-family and two-family dwellings in all zoning districts. Their ordinance requires that all front yard parking be limited to areas with an “all weather surface or gravel”. The City of Chapel Hill also has instituted a multi-tiered approach with restricted parking, parking permits and a rental registration system. The city’s approach is considered one of the most successful programs in mitigating issues associated with rental properties and their impacts on single family areas.

Specific Issues

- Need to balance preservation of property owner rights and right to quiet enjoyment.
- Parking on grass lawns of single family homes.
- Illegal parking in the right-of-way.
- Insufficient documentation of parking violations.

Recommendation

Enforcement

1. Conduct a “windshield survey” of parking violations around the University to obtain documentation/data necessary to develop parking recommendations.

Note: City Code Enforcement staff will drive through neighborhoods and count cars in yards and document problem parking in the City’s Geographic Information System (GIS). This survey will occur at different times and intervals in various areas from a one mile to one and a half mile radius from the University. Survey data would be collected through September 15, 2004.

Education

2. Encourage the public to use the non-emergency number [341-4255] to report parking problems, so calls can be logged into the Computer Aided Dispatch (CAD) System.

Next Steps

The University/Community Relations Task Force (UCRTF) will continue its mission to research and collaborate to identify issues and make recommendations to improve the Quality of Life for residents, students, and the broader community. In order to continue this mission the UCRTF requires feedback from University and City officials on recommendations included in this initial report, and looks forward to working with each organization on implementation.

Proposed next steps include the following:

1. Obtain direction from Chancellor and Mayor/Council. To the extent directed, work with stakeholders to implement recommendations.
2. Continue citizen involvement in UCRTF meetings. Citizen involvement has been an integral part of this process and needs to continue. Encourage continued outreach and information sharing with the community.
3. Conduct a “windshield survey” of parking violations to obtain documentation necessary to develop parking recommendations.
4. Address the remaining Opportunity List item “late night parties and noise” problems identified by residents. These problems include “parties held to sell beer in order to raise rent money”; “underage drinking”; “urinating in yards”; “parking at parties blocking streets and taking up all parking spaces”; “beer cans, fighting, alcohol, and drugs at parties”; “late night noise complaints get little action from authorities”.

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5. Talk to other University Community Relations Task Forces regarding their efforts. Members of the UCRTF have had preliminary discussions with East Carolina University and the University of Alabama. These benchmarking discussions will result in ideas that will allow the UCRTF to learn from counterpart experiences. One of the outcomes of these discussions will be to identify metrics so that the UCRTF can measure the results of its efforts.
6. Develop a budget for the UCRTF to assist in future planning. To date, the UCRTF has incurred costs for facilitation services, meeting space, audiovisual support, and light refreshments. Future expenditures may include attending conferences such as the Society for College and University Planning that has sponsored training on the dynamics of town and gown relationships.
7. Institute quarterly reports to Chancellor and Mayor/Council on UCRTF activities and progress.
8. The Task Force recommends that City Council direct staff to explore a landlord registration system to enforce all City Ordinances. Recommend that findings be forwarded to the UCRTF for analysis and recommendation.
9. Research steps that the University may take to improve the availability of on campus parking.

SUMMARY OF RECOMMENDATIONS

The following is a compilation of the fourteen (14) recommendations contained on this report. They are grouped by topic and not by priority.

Recommendations

Enforcement [4]

1. Eliminate City Solid Waste Division second warning and fine violations after placing an educational door hanger at the residence. Currently there is a three-step process that includes an educational door hanger, a second warning, and a third step that assesses a fine. This will have a citywide impact.
2. Support Code Enforcement and Solid Waste Management requests for additional resources. Code Enforcement and Solid Waste Management should increase staffing levels to address compliance issues.
3. Review effectiveness of City ordinance (definition of family) and enforcement criteria by the proper authorities within the City. This provision of City ordinance is difficult to enforce. Recommend that the City Attorney provide legal advice concerning potential code and ordinance modifications (relative to enforcement).
4. Conduct a "windshield survey" of parking violations around the University to obtain documentation/data necessary to develop parking recommendations.

Note: City Code Enforcement staff will drive through neighborhoods and count cars in yards and document problem parking in the City's Geographic Information System (GIS). This survey will occur at different times and intervals in various areas from a one mile to one and a half mile radius from the University. Survey data would be collected through September 15, 2004.

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Capacity Building [5]

5. Reinstate the adopt-a-street program to include students in a neighborhood cleanup day with the City providing incentives such as bags and gloves, certificates of appreciation, and light refreshments.
6. Implement community service projects (Seahawk surge, street sweep, campus sweep, etc.) through the University's Center for Leadership, Education and Service and Cape Fear Community College's Honor Society. Encourage other student groups to perform similar community service and volunteer projects through the Campus Activities and Involvement Center.
7. Allow the City's Finance Division to work with UNCW to make trash stickers more available to students through campus purchase.
8. UNCW should establish a clear enrollment plan that will address more than one year at a time. This will assist in determining how much housing will be needed in the future.
9. Support the recommendations of the University's Housing Task Force, to build more on-campus housing, with current updates from Mr. Brad Reid, Director of Housing and Residence Life.

Education [6]

10. Continue UNCW efforts to educate students on their legal obligations related to living within the City limits.
11. Distribute information to landlords to educate them of their responsibilities (i.e. City water bills).
12. Update City trash & recycling information brochure to inform new accounts of the \$50.00 civil fine and list most common violations.
13. Work with students to provide information regarding proper trash disposal practices.
 - a. Provide informational handouts to UNCW, CFCC, landlord, and rental representatives to provide tenants.
 - b. Speak at meetings or orientation with parents and students.
 - c. Continue University and City collaboration in the UNCW Housing Fair.
 - d. Utilize UNCW, City, and County television and websites to deliver educational information.
14. UNCW should expand current commuter student website (Seahawk Perch) to include *hot links* to appropriate web sites to the various ordinances, city resources and appropriate off campus resources.
15. Encourage the public to use the non-emergency number [341-4255] to report parking problems, so calls can be logged into the Computer Aided Dispatch (CAD) System.

Appendix A TEAM CHARTER

Mission Statement

“Through research and collaboration, we will identify issues and make recommendations to improve the Quality of Life for residents, students, and the broader community”

Deliverables

1. Identify and prioritize the issues.
2. Recommend partnerships to fill authority gaps.
3. Ascertain what resources already exist.
4. Develop implementation strategies.
5. Consider partnerships/working together.
6. Streamline communication.
7. Create awareness/education.
8. Identify the tools to do it.

Ground Rules

1. Decisions will be made by consensus.
2. Consensus is something members can live with.
3. Members pledged their commitment to attend and actively participate in UCRTF meetings.
4. To ensure a quorum, members will designate an alternate to attend UCRTF meetings in their absence.
5. Regarding media contacts, statements to the media will reflect the positive accomplishments of the UCRTF.
6. Any Conflict of Interest will be disclosed to UCRTF members.
7. It is the consensus of the UCRTF that there will not be any confidentiality or immunity, granted or implied, to persons making statements or comments before the UCRTF.

Timeline

The University and City stated their long-term commitment to working with the community to resolve matters of mutual concern. An Interim report is due to the Mayor/Council and Chancellor by August 1, 2004.

UNIVERSITY/COMMUNITY RELATIONS TASK FORCE

Task Force Membership

1. Task Force Members will represent the interest and position of their agency or constituency.
2. The Facilitators will direct and guide group discussions, and will not participate in the Task Force's decision-making process.
3. The Task Force will consider the participation of new members after the first public forum session is completed.
4. The process for selection citizen representation was discussed. Additional membership positions will be considered as needs are identified.

Logistics

Task Force meetings will be held on the first and third Wednesday of each month utilizing conference facilities at the University. Meetings will generally be scheduled in 2-hour time blocks and will attempt to include late afternoon and early evening time frames to permit diverse groups to attend and provide input.

Personal Meaning

Task Force members offered comments on how their involvement on the Task Force has personal meaning for them. Comments were in support of the collaborative mission of the Task Force.

Appendix B OPPORTUNITIES LIST

Opportunities List- Organized by Subject Matter and Prioritized by Public Vote

		Orig.	Community
ITEM	DESCRIPTION	Line #	VOTES
	SUBJECT ONE- TRASH AND LITTERING		
1	Litter in yards and streets	12	0
2	Trash cans/carts left out at curb 24/7	21	0
3	Bulk trash pickups require call in	31	0
	SUBJECT TWO- NOISE		
4	Late night noise complaints get little action from authorities	41	1
	SUBJECT THREE- HOUSING ISSUES		
5	More than three people living in a residence- code not being enforced	2	11
6	Building other than approved or zoned on lots	34	4
7	Not enough on campus housing	39	0
8	Fraternity and sorority houses on neighborhood streets	48	0
9	Too much building on lots	45	0
	SUBJECT FOUR- PARKING		
10	Off campus parking in yards- too many cars	6	4
11	Allowing only one car parked in yard is not enough	17	1
12	Preserve private property rights- want to park car in my yard	16	0
13	Yards torn up by cars parking on lawns	18	0
14	Freshmen are not allowed to park on campus	37	0
15	Friends spending the night cause too many cars parking all over	47	0
16	Damage to yard by neighbors cars	19	0
	SUBJECT FIVE- LATE NIGHT PARTIES		
17	Parties held to sell beer in order raise rent money	44	1
18	Underage drinking	10	1
19	Urinating in yards	42	0
20	Parking at parties blocks street and takes up all the spaces	7	0
21	Beer cans, fighting, alcohol, and drugs at parties	43	0

Note: Subject #'s 2 and 5 were combined into one topic.

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Opportunities List- Organized by Subject Matter and Prioritized by Public Vote

ITEM	DESCRIPTION	Orig.	VOTES
		Line #	
	GENERAL OBSERVATIONS/COMMENTS BY THE PUBLIC		
22	Code enforcement is understaffed	33	4
23	Property values drop when students live nearby	49	4
24	UNCW parking decals need to be bigger	4	2
25	Want representative from Barclay Hills	3	1
26	Students agree with issues, but do not follow through	8	1
27	Make-up of committee	1	0
28	Bad information about meeting times	25	0
29	Wrightsville Beach police interested in process	20	0
30	Dean visits homes of problem students	32	0
31	Everyone is going against occupancy rules	35	0
32	CFCC students also causing problems	40	0
33	What is the meaning of codes on UNCW parking stickers	5	0

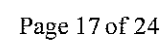
	GENERAL SUGGESTIONS BY THE PUBLIC		
34	New regulations before student housing is built	24	4
35	Patriotism and civic awareness	29	2
36	84 trees cut down for development, get input for future university development	22	1
37	Need to educate students before they are in housing	38	1
38	Code enforcement coordination with city and UNCW	13	1
39	Better follow-up to complaints	15	1
40	Have a renters license- landlord responsible for tenants acts	28	1
41	Look in mirror to see example we are setting for others	26	1
42	More strenuous follow up to code enforcement	14	0
43	Distribute 4 Important Ordinances pamphlet to students	30	0
44	University good neighbor bags need to go on doors	36	0
45	See the students side too	27	0
46	Stop problems before they occur	23	0

OUT OF SCOPE

47	East-west corridor for university traffic	46	3
48	Drug use in Sunset Park	9	1
49	Domestic violence in Sunset Park	11	0

Appendix C

MAP OF UNIVERSITY AREA



Appendix D CODE ENFORCEMENT RESPONSIBILITIES CHART

Chapter	Article #	Name	Enforcement Responsibility	By Ordinance (3-17)	By Delegation	Permit Required	License Required
3	All	<u>Fire Prevention Code</u>	WFD	X (3-17)			
4		Licenses and Business Regulation					
	II	Privilege License Taxes	Tax Collector	X (4-85)			
	III	Sales of Merchandise on Public Property – Generally	Door-to-Door sales require permit issued by WPD		X	X	
	III	Sales of Merchandise on Public Property – Sidewalk Cafés	Code Enforcement		X	X	
	IV	Massage Parlors	Tax Collector				X
	IVa	Massage and Body Work Therapy	Tax Collector				X
	V	Vehicles for Hire	WPD		X		X
	VII	Telecommunications	Need ROW Permit – City Attorney and Chief Engineer		X	X	
5		Motor Vehicles and Traffic					
	II	Traffic Control and Traffic Control Devices	WPD		X		
	III	Speed Limits	WPD		X		
	IV	Parking					
		Division 1 – General	WPD		X		
		Division 2 – Off-Street Parking	CMO – Contract (5-63) WPD – Hospitals (5-64) WPD – Fire Lanes (5-65)	X	X		
		Division 3 – Parking Meters	CMO – Contract – Tax Collector		X		
		Division 4 – Parking Decks	CMO – Contract		X		
		Division 5 – Loading Zones	WPD		X		
		Division 6 – Controlled Parking in Residential Neighborhoods	WPD		X	X	
	V	Miscellaneous	WPD		X		
	VI	Registration and License Tax					
		Division 1 – General	Tax Collector	X			
		Division 2 – Bicycles	WPD		X		
	VII	Abandoned, Junked and Health and Safety Hazard Vehicles					

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Chapter	Article #	Name	Enforcement Responsibility	By Ordinance	By Delegation	Permit Required	License Required
		Division 1 – Generally	WPD – ROW/Streets Code Enforcement – Private Property		X		
		Division 2 – Towing and Storage Businesses	WPD	X			
6	1	Miscellaneous – Sec. 6-2 Fowl Sec. 6-2.1 Permits for wild animals and livestock	Code Enforcement Code Enforcement	X		X	
		Sec. 6.2.2 – Permits for Kennels	Code Enforcement	X			
		Sec. 6-2.3 – Animals at festivals	WPD	X			
		Sec. 6-3 – Protection of Birds	WPD	X			
		Sec. 6.3.1 – Dogs running at-large prohibited	New Hanover County Animal Control	X			
		Sec. 6-4 – Permit for Public Meeting	WPD		X	X	
		Sec. 6-5 – Discharging BB guns	WPD		X		
		Sec. 6-6 – Discharging firearms generally	WPD		X		
		Sec. 6-7 – Using sling, slingshot, throwing stones	WPD		X		
		Sec. 6-7.1 – Possession of weapons or concealed handguns prohibited in city property	WPD		X		
		Sec. 6-8 – Certain conduct prohibited in city parking decks	WPD		X		
		Sec. 6-9 – Smoking prohibited in municipal buildings and vehicles	To be Determined				
		Sec. 6-11 – Smoking in city-owned buses	WTA		X		
		Sec. 6-12 – Consumption and possession of malt beverages, unfortified wine, and alcoholic beverages	WPD		X		
		Sec. 6-13 – Picketing	WPD		X		
		Sec. 6-14 (part of sec. 6-13)	WPD				
		Sec. 6-15 – Topless entertainment	WPD				
		Sec. 6-16 – Begging	WPD				
		Sec. 6-18 – Swimming Pools	Code Enforcement		X		
		Sec. 6-19 – Loitering	WPD		X		
	II	Noise Control	WPD		X		
7	ALL	Parks and Recreation	P&R		X		

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Chapter	Article #	Name	Enforcement Responsibility	By Ordinance	By Delegation	Permit Required	License Required
10		Solid Waste					
	I	General	Solid Waste		X		
	II	Abatement of Public Nuisance	Code Enforcement		X		
	III	Emergency Collections	Solid Waste		X		
	IV	S.M.A.R.T. Recycling Program	Solid Waste		X		
11		Streets and Sidewalks					
	I	General	City Engineer				
		Sec. 11-2 – Removal of obstructions	City Engineer	X			
		Sec. 11-3 - Debris in gutters	City Engineer		X		
		Sec. 11-4 – Railing around lot	City Engineer		X		
		Sec. 11-5 – Barbed-wire fences	City Engineer	X			
		Sec. 11-6 – Vaults, basements, etc.	City Engineer		X		
		Sec. 11-7 – Maintenance of cellar doors	City Engineer	X			
		Sec. 11-9 – Temporary closing of streets	City Engineer		X		
		Sec. 11-11 – Permit to move buildings	City Engineer		X		
		Sec. 11-12 – Parades	City Manager/WPD?		X		
		Sec. 11-13 – Obstructing streets, sidewalks	WPD		X		
		Sec. 11-4 – Defacing sidewalk, roadway or curb	City Engineer		X		
		Sec. 11-15 – Playing ball in streets	WPD	X			
		Sec. 11-16 Creating conditions necessitating special cleaning or repairs	City Manager	X			
	II	Streets Generally	Engineering	X			
	III	Sidewalks Generally					
		Sec. 11-41 – Cleaning; snow removal					
		Sec. 11-42 – Grass and weeds on sidewalks	Code Enforcement		X		
		Sec. 11-43 – Removal of oil, grease, etc. from sidewalks	Code Enforcement		X		
		Sec. 11-44 – Solid waste receptacles on sidewalks and plazas	Engineering	X			
		Sec. 11-45 – Benches, chairs, planters, and other street furniture on sidewalks and plazas	Code Enforcement		X		

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Chapter	Article #	Name	Enforcement Responsibility	By Ordinance	By Delegation	Permit Required	License Required
		Sec. 11-46 – Newspaper vending racks on sidewalks and plazas	Code Enforcement		X		
	IV	Sidewalk and Driveway Construction	Engineer	X			
	V	Excavation and Embankments	Engineer				
		Sec. 11-80 – Underground Utilities	WFD		X		
	VI	Buildings Abutting Streets, Etc.	Engineer		X		
	VII	Railroads	Engineer		X		
12		Utilities	Public Utilities	X			
16		Building and Building Regulations					
	I	General					
		Sec. 16-3 – Permit for use of street during construction	Engineer	X			
	II	Building Code, Inspection and Permits	Code Enforcement	X			
	III	Div. 1 – Sec. 16-132	New Hanover County	X			
		Sec. 16-133	Engineer or New Hanover County	X			
		Sec. 16-134	New Hanover County	X			
	IV	Electricity					
	IV	Div. 2 – Poles and Wires on Streets	Engineer	X			
	V	Minimum Housing Code	Code Enforcement	X			
	VI	Abandoned Structures	Code Enforcement	X			
17		Planning and Development					
	IV	Flood Plain Management	Zoning Administrator	X			
17.5		Signs	Code Enforcement	X			
18		Subdivision Regulations	SRB	X			
19		Zoning	Code Enforcement	X			
20		Storm water Management	Storm Water	X			

Appendix E
PARKING CHRONOLOGY

Parking Chronology

- **March 4, 2003-Regular City Council Meeting:** Mr. Jim Medlin addressed the Council regarding excess and overflow parking occurring in the area surrounding the University of North Carolina at Wilmington. City Council directed the City Manager to bring back a report defining the issues and potential solutions within thirty days. Staff was also directed to form a Parking Task Force and meet with community residents. The City Manager assigned this task to the Community Services Department.
- **March 11, 2003-First Parking Task Force Meeting-** The Mayor convened a meeting on March 11, 2003. Attendees included a College Acres subdivision representative, staff from the City Attorney's Office, Police Department, Code Enforcement, Development Services and Mr. Terry Curran, Dean of Students for UNCW. The initial discussion included neighborhood concerns: garbage, noise, number of tenants and parking on residential lawns.
- **March 19, 2003-A second Task Force meeting** was held responding to comments from City Manager and to include Zoning Staff. The City Manager requested additional clarification of the potential remedies, excepted costs and staff responsibilities. Revised solutions were discussed and forwarded to the City Manager. The group requested additional time to produce a report to the City Council.
- **April 22, 2003-Final report forwarded to City Manager.** The group recommended a three-tiered approach addressing the neighborhood concerns.
- **May 6, 2003- City Council Workshop:** The City Manager presented staff's recommendations regarding this issue. The first "tier" of actions included enforcement of current ordinances (noise, definition of family, public nuisance) and the creation of a one year pilot program that included a parking overlay district to address the only neighborhood issues not addressed by the current Zoning Code. The remaining "tiers" included more staff intensive and intrusive actions such as parking permits and renter registration. Staff was directed to proceed with a text amendment regarding the parking overlay district.
- **July 2, 2003-Planning Commission Public Hearing-**The Planning Commission unanimously voted to approve the proposed text amendment and overlay zoning.
- **July 18, 2003-City Manager Memorandum** to City Council summarizing the results from the July 2, 2003 Planning Commission meeting.

University/Community Relations Task Force

Parking Chronology (continued)

- **August 12, 2003-Regular City Council meeting:** Staff presented the text amendment to City Council. The City Council expressed concerns regarding the entire “renter” issue and their impact on neighborhoods. Staff was directed to study all of the issues regarding renters in the City. The Mayor committed to bring the University of North Carolina at Wilmington to the table.
- **August 22, 2003 and August 25, 2003-University Overlay Issues Task Force:** The task force met to discuss coordination issues, reviewed the proposed text amendment and the overall report regarding renter issues to be presented October 8, 2003 to the City Council.
- **October 2003:** City Staff revised the text amendment to exclude rear yards, to better define driveways and to exclude Duck Haven Golf Course as recommended by the Planning Commission.
- **January 2004:** Chancellor and Mayor hold press conference announcing establishment of UCRTF to review a myriad of quality of life issues including parking.
- **February 2004 to present:** Implementation of UCRTF.
- **July 2004:** After several presentations and discussions periods, the taskforce agrees that excess parking, both in the right-of-way and in front yards, is a problem around UNCW. The taskforce will address the types of parking controls and the geographic extent of the overlay district in future meetings. City Code Enforcement staff will conduct a windshield survey that will provide the UCRTF with data to examine this issue. The windshield survey will be conducted when students are in school and will be completed by September 6, 2004 (Labor Day).

Appendix F
EDUCATIONAL OPPORTUNITIES

UNCW Educational Opportunities

- Off-campus Living Guide (includes a letter from Dean Terrence Curran about off-campus responsibilities, tips for successful off-campus living and ordinances)
- Presentation for all off-campus students at Freshman and Transfer Orientations
- Website (includes PDF version of Off-campus Living Guide)
- Annual Housing Fair which includes University Police, Wilmington Police and the City of Wilmington/Code Enforcement
- Distribution of “Seahawks in the Neighborhood” pamphlet
- Door-to-door visits by Office of the Dean of Students staff to Dixon Acres with a packet (includes letter from Dean, ordinance information and “Top 10 ways to be a good neighbor”).
- Presentations in the residence halls for students living off-campus the following semester
- Community Development Assistant (CDA) program
- Off-campus letter distributed by apartment manager for Community Development Assistant and non-Community Development Assistant apartment communities
- Town and Gown meetings at Homeowners Associations and University sites
- Commuter and Non-Traditional Student Listserv