

**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, MAY 14, 2018 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
1924 WEDDINGTON ROAD WEDDINGTON, NC 28104**

**AGENDA**

Prayer – Sam Roach, Senior Pastor, Weddington First Baptist Church

1. OPEN THE MEETING
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. ADDITIONS, DELETIONS AND/OR ADOPTION OF THE AGENDA
5. PUBLIC COMMENTS
6. NCDOT PRESENTATION – NC16 SYNCHRONIZED STREET AT REA RD INTERSECTION AND TILLEY MORRIS ROUNDABOUT
7. CONSENT AGENDA
  - A. Call for a Public Hearing to be held Monday, June 11, 2018 at 7:00 p.m. at Weddington Town Hall to consider:
    - 1) The proposed budget for Fiscal Year 2018-2019 and set the tax rate.
    - 2) Conditional Rezoning from R-40 to R-CD for a portion of parcel number 06177015 for Wesley Chapel Volunteer Fire Department to construct a single story fire department.
    - 3) Text Amendment to Section 46-15 titled Modifications
  - B. Adopt Resolution R-2018-02 In Support of NCDOT abandoning a portion of right of way for Rea Road near Reid Dairy Road
  - C. Approval to postpone until next regular town council meeting the review and consideration of Preliminary Plat/Construction Plans for Woodford Chase Subdivision
8. APPROVAL TOWN COUNCIL MINUTES
  - A. April 9, 2018 Town Council Regular Meeting Minutes
9. OLD BUSINESS
  - A. Review and Consideration of a Proposal from Randall Arendt for Conservation Subdivision Regulations
  - B. Review of Preliminary Budget for Fiscal Year 2018-2019
  - C. Review and Consideration of Social Media Policy
10. NEW BUSINESS
  - A. Quarterly Retreat Update
  - B. Review and Consideration of a Landscape Contract for Medians and Town Hall Property
11. UPDATE FROM TOWN PLANNER
12. CODE ENFORCEMENT REPORT

13. UPDATE FROM FINANCE OFFICER AND TAX COLLECTOR

14. TRANSPORTATION REPORT

15. COUNCIL COMMENTS

16. MOVE INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11 (a)(3) To Consult with Attorney on Matters Protected by the Attorney Client Privilege Relating to Providence Volunteer Fire Department versus Town of Weddington; and to Address Personnel Matters Pursuant to NCGS 143-381.11 (a)(6)

17. ADJOURNMENT

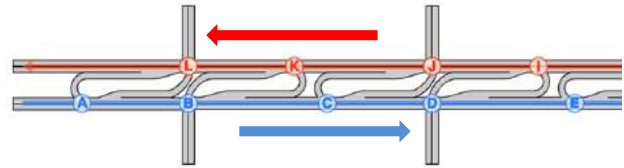


## Synchronized Streets (Superstreets)

Communities and transportation professionals strive to promote smooth and efficient travel flow that helps drivers along a street or corridor keep moving while providing safe access to and from various locations along the street for drivers and pedestrians.

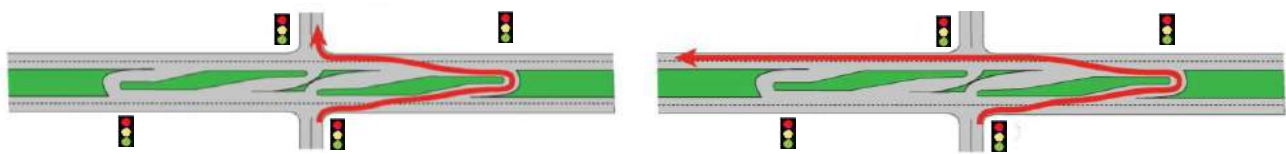
Most delays to drivers and pedestrians along a street or corridor occur at signalized intersections, and multiple turn arrows or left turn phases can exacerbate those delays by reducing the amount of time during a signal cycle available for both through travel and other movements.

"Synchronized Streets" can dramatically improve travel by *allowing simultaneous coordination of both travel directions at all times of day* – while providing reasonable access to side streets with signal control.



A Synchronized Street is sometimes known by different names – such as Superstreet, J-turn, Restricted Crossing U-turn, Reduced Conflict Intersection and Alternative Intersection – but the end result is the same: smoother traffic flow, fewer collisions, and a more efficient use of public roadways.

### Synchronized Streets – improving travel flow and safety by redirecting side street travel



Examples of how side street travelers can cross or turn left at a Synchronized Street

#### How do they work?

If a driver is approaching a Synchronized Street from a side street, he or she can't go straight across or turn left in front of approaching traffic. Instead, the driver will first turn right onto the Synchronized Street and then make a U-turn at a designated median opening a little further downstream. In general, the overall delay caused by a traditional signalized intersection is much greater than the delay associated with Synchronized Streets, even with the additional travel distance, thanks to the reduction in the number of signal phases.

#### Why do they work?

At a traditional intersection, a side street driver must look in both directions to cross a divided highway, and there are more threats to a left-turning driver. Conversely, a driver waiting to cross a Synchronized Street from a side street only needs to focus on one direction of traffic at a time. Synchronized Streets reduce the number of conflict points, which reduces the risk of severe right-angle ("T-bone") crashes, especially for side-street drivers desiring to turn left or cross all lanes.

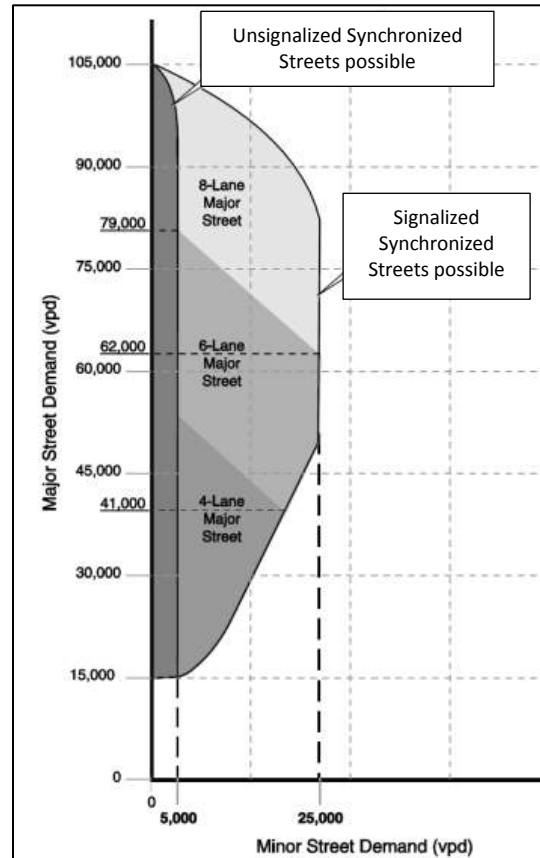
#### Where can they work?

The Synchronized Street design is well suited for urban or suburban areas with many traffic signals by enabling efficient coordination in both directions. In addition, the design can be applied to lower volume rural areas without signals, with through travel free-flow rather than synchronized.

# Synchronized Streets (Superstreets), *continued*

## Benefits of a Synchronized Street intersection or corridor

- **High capacity** – As shown in the FHWA chart at right, Synchronized Streets can serve large traffic demands for a given number of lanes.
- **Improved coordination** – The simpler, two-phase signals on either side of the major street are easy to coordinate at any speed or any intersection spacing with a Synchronized Street.
- **Reduced delay along the main street** – Fewer signal phases, shorter cycle lengths, and coordinated operation result in reduced through travel times along the Synchronized Street.
- **Reduced delay along the side street** – While side street movements are indirect, the lower number of signal phases and shorter cycle lengths often result in delays comparable to or lower than traditional intersections, especially during peak periods.
- **Flexible operation** – Different signal cycle lengths and speeds are possible for both travel directions, and signal timing can vary throughout the day.
- **Potential to further reduce delays** – While flashing yellow arrow (FYA) is not required for a Synchronized Street, FYA can further reduce overall delays.
- **Safer for vehicle travelers** – Studies show a 60 percent reduction in fatal and injury crashes and a 42 percent reduction in all reported crashes compared with traditional intersections.
- **And, safer for pedestrians** – Synchronized Streets provide for a safer and easier crossing of the street.



Courtesy Federal Highway Administration (FHWA)

## Synchronized Streets capacity (see FHWA chart above)

- **Four lane Synchronized Streets** – can serve through volumes of 40,000 – 50,000 vehicles/day
- **Six lane Synchronized Streets** – can serve through volumes of 60,000 – 80,000 vehicles/day
- **Eight lane Synchronized Streets** – can serve through volumes of 80,000 – 100,000 vehicles/day

*For the lower range of Synchronized Street volumes, side streets can approach 25,000 vehicles/day; upper ranges of Synchronized Street volumes need lower side street demands for efficient operation*

## Examples of Synchronized Streets in North Carolina

- Portions of [NC 55 Bypass in Holly Springs](#), [US 17 near Wilmington](#), and [US 15-501 in Chapel Hill](#) use Synchronized Street intersections with simultaneous signal coordination in both travel directions.



REF: Google Maps



REF: NCDOT

Synchronized Street intersections along NC 55 Bypass in Holly Springs and U.S. Highway 17 in Leland

## For more information about Synchronized Streets:

J. Kevin Lacy, PE, NCDOT State Traffic Engineer, [jlacy1@ncdot.gov](mailto:jlacy1@ncdot.gov), 919.773-2800

Meredith McDiarmid, PE, NCDOT State Systems Operations Engineer, [mmcdiarmid@ncdot.gov](mailto:mmcdiarmid@ncdot.gov), 919.825.2619

Joe Milazzo II, PE, Regional Transportation Alliance Executive Director, [joe@letsgetmoving.org](mailto:joe@letsgetmoving.org), 919.664.7065



# U-5769 & U-3467

Agenda Item 1  
NAD 83  
NSRS 2011

SCALE: 1" = 100'



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# TOWN OF W E D D I N G T O N

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Administrator/Planner

**DATE:** May 14, 2018

**SUBJECT:** Wesley Chapel Volunteer Fire Dept - Conditional Rezoning Request

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The Wesley Chapel Volunteer Fire Department requests a conditional rezoning to construct a single-story fire department at the northeast corner of Rea and Reid Dairy Road.

### **Application Information**

Date of Application: February 7, 2018  
Applicant/Owner Name: Wesley Chapel Volunteer Fire Department  
Parcel ID#: a portion of 06-177-015  
Property Location: northeast corner of Rea and Reid Dairy Road.  
Existing Zoning: R40  
Proposed Zoning: R40 (CZ)  
Existing Use: Vacant  
Proposed Use(s): Fire station (including an area to store vehicles and living facilities for fire fighters)  
Parcel Size: 1.718 acres

### **General Information**

The applicant proposes an emergency service facility in accordance with *Section 58-54 (2)e* of the *Weddington Zoning Ordinance*. All conditional uses are required to go through the conditional rezoning process in *Section 58-271* of the *Weddington Zoning Ordinance*.

The required Public Involvement Meetings for this project were held on March 5, 2018 from 2:00-4:00 on site and 5:00-7:00 PM at Town Hall. Approximately 11 people attended the meetings. Questions and comments are listed below:

- Heavy traffic during drop-off and dismissal at elementary school inhibiting Fire Department reactions to emergencies
- Effect on the Hemby Road fire station with staffing and equipment
- Sirens in the middle of the night near the residential area
- Driveway location/access: off Rea Road or Reid Dairy Road
- Additional costs to residents
- Size of the building
- What area will be served

- Water capacity
- Sewer/septic capabilities
- Future zoning possibilities-can it be commercial?
- Sufficient area for fire truck maneuvering

**Development Standards (for a Fire Station in the R40 zoning district):**

Minimum Lot Area- 40,000 sq ft.

Front Setback-75 feet

Rear Setback-40 feet

Side Setbacks-15 feet (plus 10' for corner lot)

Maximum Building Height - 35 feet

**Access and Parking:**

The site plan shows a single access point off Reid Dairy Road. The applicant will be required to obtain driveway permits from NCDOT as a condition of a conditional rezoning approval.

A parking stall is required to be 9'x 20'. The applicant is providing angled 9' x 21' parking stalls. Drive aisles shall be adequate in width to accommodate two-way traffic unless one way traffic is noted. The applicant proposes an 18' wide one way drive aisle. Fire stations require one space per employee during the shift of greatest employment. 8 parking spaces are required and 12 are provided.

Justin Carroll, the Town's traffic engineer is not requiring a TIA. Mr. Carroll provided his findings on March 16th, and they are included in your packet.

**Screening and Landscaping:**

The applicant is required to provide an 18 foot landscaped buffer in the rear, as required in *Section 58-8* of the *Weddington Zoning Ordinances*. The buffer will be planted with 4 trees and 20 shrubs per 100 linear feet. The applicant proposes to keep the existing tree line where practical and supplement plantings where needed. The parking areas along the street sides are required to be screened along with the dumpster enclosures and refueling area. CMU with a brick veneer is proposed to screen the utility areas.

**Elevations:**

Elevations depict recesses and projections, windows, patterns and textures every 100'. Windows and entryways total at least 60 percent of the facade length abutting a public street. Windows shall be clear, transparent glass. Materials include brick and fiber cement with a metal roof. The schematic elevations meet the architectural design standards in *Section 58 Article 5* of the *Weddington Zoning Ordinances*.

**Lighting**

The location of pole mounted lighting is shown, but a photometric plan and specifications of the light are not part of this submittal and it is addressed in the conditions.

## **Next Steps**

The *Weddington Zoning Ordinance* requires that all CZ Applications go through the Construction Document process per *Section 58-271*. The construction documents will include all necessary engineering plans for stormwater management. In addition the Planning Board and Town Council will review the detailed elevations, landscape plan, lighting plan, construction plans at that time. Any significant changes to the site plan due to the design or review of the construction documents may require the applicant to submit a revised CZ application.

## **Planning Board Review**

The Planning Board reviewed the rezoning plans on April 23, 2018. They unanimously recommended approval with conditions outline below and the following statement of land use plan consistency:

Rezoning the portion of property to R40 – Conditional, for a fire department use, meets the goals of the land use plan in that it maintains the residential character with high quality materials consistent with the surrounding area; and the scale and design is in keeping with the unique small-town character. It is reasonable as the zoning allows for public and emergency facilities that are necessary to serve the growing area.

## **Recommended Conditions of Approval:**

1. One-way traffic is noted on the site plan.
2. Site plan approval is conditioned on approval of the right-of-way abandonment.
3. County septic and water plans to be approved by Union County Public Works.
4. All signage must comply with *Chapter 58, Article 5* of the *Weddington Code of Ordinances* which includes Planning Board review and approval.
5. Any future proposed Lighting Plan must be approved by the Town Council and shall comply with Town Lighting Ordinance.
6. Prior to commencement of construction, Construction Documents shall be approved by the Weddington Town Council in accordance with *Section 58-271* of the *Weddington Code of Ordinances*. Any significant changes to the site plan shall cause the applicant to resubmit through the conditional rezoning process.
7. Prior to commencement of construction, the applicant must obtain approved driveway permits from DOT.
8. Applicant must align the landscape buffer requirements with the proposed stormwater management design at construction document submittal to ensure that grading within the buffers does not infringe on the buffer requirements.

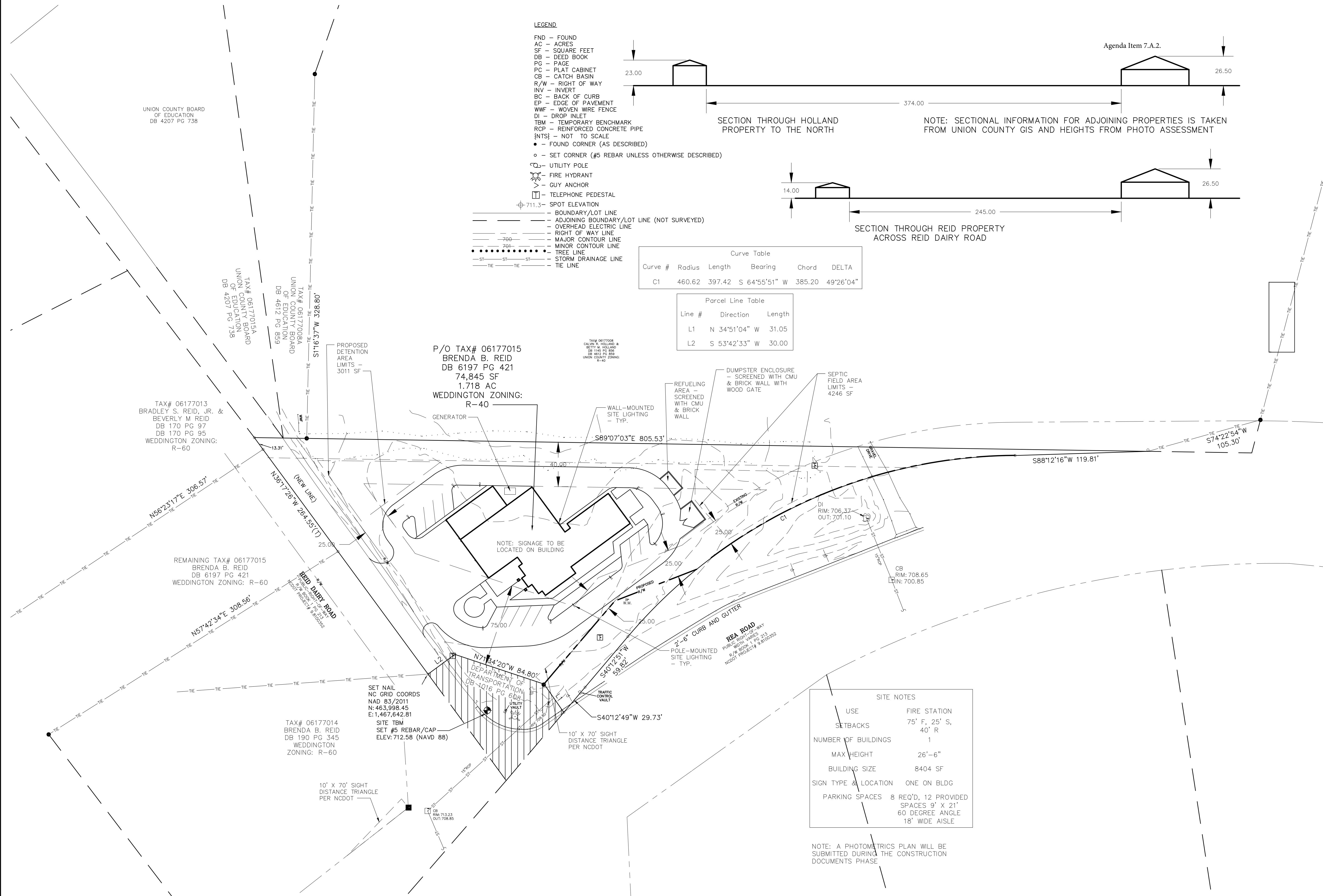
**Staff recommends calling for a public hearing to be held Monday, June 11, 2018 at 7:00 PM at Weddington Town Hall to considering the Wesley Chapel Volunteer Fire Department CZ rezoning.**

*Attachments:*

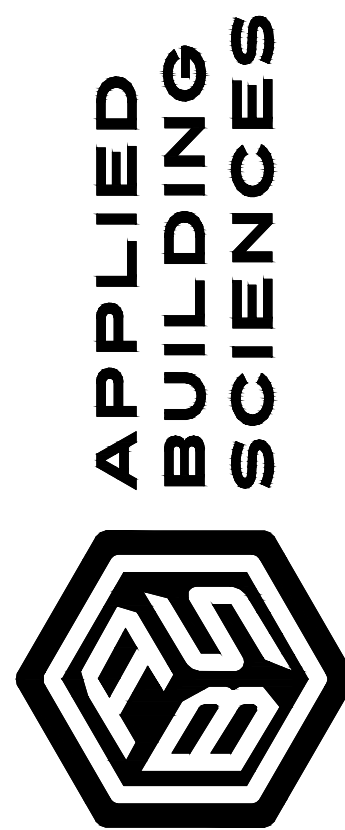
Narrative from Applicant  
Site Plan/Architectural Drawings  
TIA review letter from Justin Carroll



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1 SITE PLAN  
SCALE: 1"=40'-0"



5601 SEVENTY-SEVEN CENTER DRIVE, SUITE 225  
CHARLOTTE, NORTH CAROLINA 28217  
OFFICE: (980) 219-7084

WESLEY CHAPEL VOLUNTEER FD  
FIRE STATION #51  
BRENDA B. REID PROPERTY AT THE  
INTERSECTION OF REID DAIRY AND REA  
ROADS  
WEDDINGTON, NORTH CAROLINA

DATE:	04/05/2018
REVISION:	
OBSERVATIONS:	
DRAWING BY:	PAB
CHECKED BY:	PAB
PROJECT NO.:	650.17039

SHEET  
C101



18' LANDSCAPE BUFFER LIMIT PLANTS TO BE PER WEDDINGTON SCREENING AND LANDSCAPING REQUIREMENTS

OUTLINE OF EXISTING TREE LINE. EXISTING LANDSCAPE WILL BE REMOVED WHERE IN CONFLICT WITH HARDSCAPE AND WILL BE REPLACED AS REQUIRED PER WEDDINGTON SCREENING AND LANDSCAPING REQUIREMENTS

P/O TAX# 06177015  
BRENDA B. REID  
DB 6197 PG 421  
74,845 SF  
1.718 AC  
WEDDINGTON ZONING: R-40

SB9°07'03"E 805.53'

S86°12'16"W 119.81'

S74°22'54"W 105.30'

N56°23'17"E 306.57'

N56°17'26"W 264.55'(T)

N57°42'34"E 308.56'

N71°34'20"W 84.80'

S40°12'51"W 59.82'

S40°12'49"W 29.73'

RED DARTY ROAD  
PUBLIC RECORD # 8810352  
P & B BOOK 1 P 213  
NODOT PROJECT # 8810352

REAR ROAD  
PUBLIC RECORD # 8810352  
P & B BOOK 1 P 213  
NODOT PROJECT # 8810352

DI  
RIM: 706.37  
OUT: 701.10

CB  
RIM: 708.65  
INN: 700.85

DECIDUOUS TREES

SHRUBS

REQUIRED TREES AND SHRUBS WITHIN THE REAR BUFFER SHALL MEET THE FOLLOWING STANDARDS:

- FORTY PERCENT OF THE REQUIRED TREES WITHIN THE BUFFER SHALL BE LARGE, MATURE TREES;
- ALL TREES SHALL HAVE A MINIMUM CALIPER OF TWO INCHES MEASURED SIX INCHES ABOVE THE GROUND AT THE TIME OF PLANTING;
- SHRUBS SHALL BE EVERGREEN AND AT LEAST THREE FEET TALL WHEN PLANTED WITH THE AVERAGE HEIGHT OF SIX FEET IN THREE TO FOUR YEARS. HOWEVER, 25 PERCENT OF THE SHRUBS MAY VARY FROM THIS STANDARD. THE ALLOWED VARIATIONS ARE AS FOLLOWS:
  - SHRUBS MAY BE DECIDUOUS;
  - SHRUBS MAY BE TWO FEET TALL WHEN PLANTED, PROVIDED AN AVERAGE HEIGHT OF THREE TO FOUR FEET IS EXPECTED AS NORMAL GROWTH WITHIN FOUR YEARS; OR
  - SHRUBS PLANTED ON A BERM MAY BE OF LESSER HEIGHT, PROVIDED THE COMBINED HEIGHT OF THE BERM AND PLANTINGS IS AT LEAST EIGHT FEET AFTER FOUR YEARS.
- SHRUBS AND TREES SHALL BE ON THE APPROVED PLANT LIST IN CHAPTER 58, APPENDIX 1 OF THE WEDDINGTON CODE OF ORDINANCES.
- ALL SPECIFICATIONS FOR THE MEASUREMENT, QUALITY, AND INSTALLATION OF TREES AND SHRUBS SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARDS FOR NURSERY STOCK PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, AND SHALL BE TREE OF DISEASE, AND
- TWENTY-FIVE PERCENT OF ALL TREES WILL BE EVERGREEN.

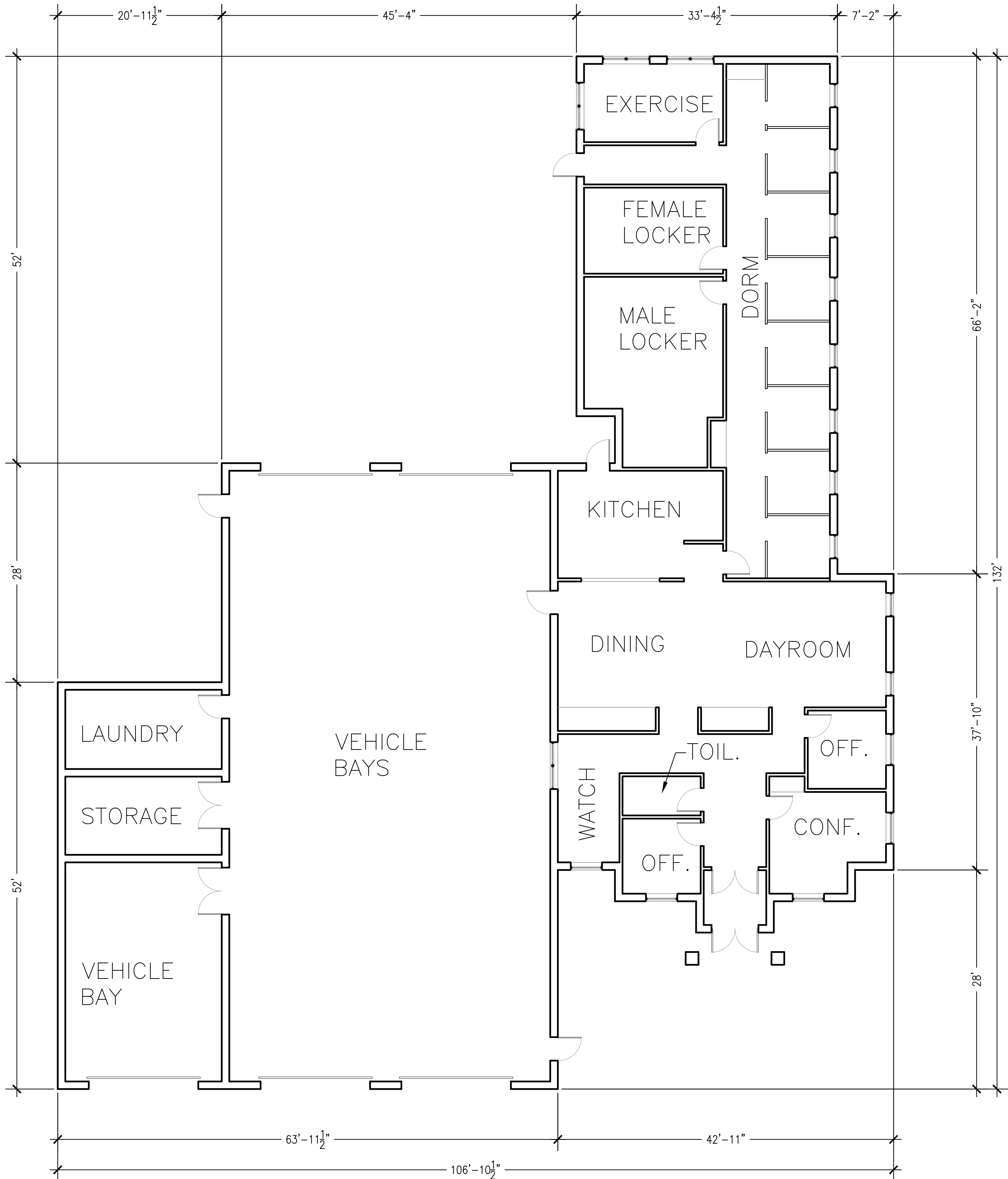
NOTE: AN OFFICIAL LANDSCAPE PLAN WITH THE DESCRIPTION OF PLANTS AND PLANT TYPES SHALL BE SUBMITTED WITH THE CONSTRUCTION DOCUMENTS

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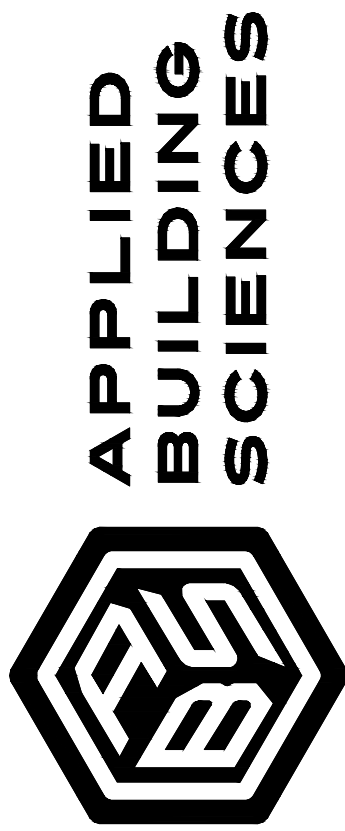
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L101



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**1 FLOOR PLAN**  
SCALE: 1/8" = 1'-0"  
0 4 8'



5601 SEVENTY-SEVEN CENTER DRIVE, SUITE 225  
CHARLOTTE, NORTH CAROLINA 28217  
OFFICE: (980) 219-7084

WESLEY CHAPEL VOLUNTEER FD  
FIRE STATION #51  
BRENDA B. REID PROPERTY AT THE  
INTERSECTION OF REID DAIRY AND REA  
ROADS  
WEDDINGTON, NORTH CAROLINA

DATE:	04/05/2018
REVISION:	03/21/2018
	04/17/2018

OBSERVATIONS:	
DRAWING BY:	PAB
CHECKED BY:	PAB
PROJECT NO.:	650.17039

NOTES  
SHEET  
**A101**



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EXTERIOR MATERIAL LIST  
ROOFING: PREFINISHED METAL  
SIDING: COMBINATION OF BRICK AND PAINTED FIBER CEMENT SIDING  
WINDOWS: PREFINISHED ALUMINUM





**APPLIED  
BUILDING  
SCIENCES**

5601 SEVENTY-SEVEN CENTER DRIVE, SUITE 225  
CHARLOTTE, NORTH CAROLINA 28217  
OFFICE: (980) 219-7084

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NOTES

SHEET  
A102





**TO:** Lisa Thompson, Town of Weddington Administrator/Planner

**FROM:** Justin Carroll, PE, STV Engineers, Inc.

**DATE:** March 16, 2018

**SUBJECT: Determination of Traffic Impact Analysis:** Wesley Chapel Volunteer Fire Department #51, Town of Weddington, Union County, NC

### Introduction

STV Engineers, Inc. has prepared this response to the request of a traffic impact analysis (TIA) for the proposed Wesley Chapel Volunteer Fire Department, located on the north corner of NC 1316 (Rea Road) and NC 1309 (Reid Dairy Road). The fire station will serve the Town of Weddington and parts of Union County. The proposed development will include an 8,300 square foot fire station building on 1.718 acres. Currently, Rea Road is a four lane median divided roadway and Reid Dairy Road which is a two lane undivided roadway. The two roadways meet at a signalized intersection.

Refer to Figure 1 for a map of the study area.

**Figure 1: Study Location**



### Data

According to the ITE Trip Generation Manual 10<sup>th</sup> edition, the land use 575 (Fire and Rescue Station) does not possess an equation due to small sample size. With assumptions based on other variables such as square footage, gross floor area (GFA), and employee population using a standard deviation of 55% or greater, the average rate is reported as 0.48 vehicles per 1000 square feet.



				SUGGESTED METHOD		
LUC	DESCRIPTION	IND VARIABLE	PEAK HOUR TYPE	WEIGHTED RATE	EQUATION	LOCAL DATA
575	Fire and Rescue Station	Square Feet	Adjacent	X	N/A	N/A

### Trip Generation Calculations

Weekday Peak Hour Traffic Generation	LUC	Rate
Fire and Rescue Station	575	0.48 (Peak hour of adjacent street 4-6 PM)

### Trip Generation

Land Use	Intensity		Peak Hour 4:00 PM- 6:00 PM		
			Total	In	Out
Fire and Rescue Station	8,300	Sq. Ft	3.98	N/A	N/A
Total Trip Generation			<b>4 vehicles</b>	N/A	N/A

As shown in the above calculations, the values from the PM peak period (4PM- 6PM) of the adjacent street equal to 4 vehicles for 8,300 square feet. According to further analysis, the AM peak period values are estimated to be consistent with PM peak values. Both of which are below required vehicle trips to require a traffic impact analysis.

### Conclusion

As Appendix C of the Traffic Impact Analysis Ordinance from Weddington, NC Code of Ordinances states, a TIA is required for any major subdivision, or conditional rezoning, or portion thereof, which is expected to create fifty (50) or more peak hour vehicle trips or 500 or more daily vehicle trips. Based on the information contained herein, the calculations above, and engineering judgement the proposed fire station development **does not** meet or exceed the threshold to require a traffic impact analysis.

### Attachment:

Town of Weddington Code of Ordinances: Appendix C-Traffic Impact Analysis Ordinance



## APPENDIX C - TRAFFIC IMPACT ANALYSIS ORDINANCE

### Sec. I. - Overview.

The adequacy of service levels for local, private, and state road intersections that serve or are affected by a proposed project shall be determined in accordance with the provisions of this Appendix. A Traffic Impact Analysis (TIA) required by this Appendix will be prepared by a qualified traffic engineering consultant retained by the Applicant and reviewed and approved by the Town of Weddington. All requirements and recommendations resulting from the TIA must be coordinated with and approved by NCDOT.

(Ord. No. O-2015-05, 5-11-2015)

### Sec. II. - Applicability.

#### A. *Generally.*

- 1) Except as provided in subsections 3) through 7) below, a TIA is required for any major subdivision, or conditional rezoning, or portion thereof, which is expected to create fifty (50) or more peak hour vehicle trips or 500 or more daily vehicle trips. Peak hour and daily vehicle trips are those occurring on peak days on the roadway adjacent to the proposed development, based on the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual, with the exception of public and private schools which will be based on the NCDOT's most current Municipal School Transportation Assistance (MSTA) School Traffic Calculator. For the purposes of determining the requirement to submit a TIA, no adjustments such as modal split, pass-by trips, and/or internal capture rates will be allowed to the site traffic calculation.

NCDOT Congestion Management's "Rate versus Equation" spreadsheet shall be used to guide site trip calculations and determine allowable pass-by percentages. Alternative trip generation rates/equations for non-standard uses may be utilized subject to Town approval. A "Determination of Need" for a TIA shall be made by the Town in accordance with the trip generation standards set forth in subsection II.A.1). (See the Town of Weddington TIA Process and Procedures Manual for additional information.)

- 2) The determination of the number of trips generated also shall take into account pass-by trips, internal trip capture for MX projects (e.g., roadway and/or pedestrian connectivity) and any proposed transportation demand management system where adequate guarantees are provided by the applicant to the Town, which ensure the proposed demand management system will function as proposed for the life of the project.
- 3) For redevelopment projects, including changes of use, trip generation thresholds shall be defined as the number of net new trips anticipated to be generated by the proposed development over and above the number of trips generated by the current use of the site.
- 4) No TIA shall be required for special events, which either are temporary in nature, consistent with the Town Zoning Ordinance, or which generate trips that meet or exceed the thresholds set forth in subsection 1), but which do not occur during the peak hours of the roadways adjacent to the proposed development.
- 5) Nothing herein shall prohibit the Town from requiring on-site or off-site improvements necessary to address traffic safety concerns created by a proposed development, regardless of whether the thresholds set forth above have been met.
- 6) This Appendix shall not apply to any rights that have vested prior to the effective date of this Appendix, nor shall this Appendix be applied in a manner that would result in a taking of property.



- 7) This Appendix shall not apply to any development proposal that is part of a conditional zoning plan or subdivision plan submitted prior to the effective date of this Appendix.

**B. *Consecutive or Sequential Applications.***

Proposed developments may not be phased or subdivided in piecemeal fashion to avoid application of this Appendix. Two or more developments represented as separate developments shall be aggregated and treated as a single development where the Administrator determines the developments to be part of a unified plan of development and physically proximate to one another, based on the following factors:

- 1) There is common ownership, indicated by the fact that:
  - a) The same person, company, partnership or legal entity controls the developments;
  - b) The same person, company, partnership or legal entity has ownership or a significant legal or equitable interest in the developments;
  - c) There is common management of the developments which controls the form of physical development or disposition of parcels of the development;
  - d) There is proximity in time between the completion of 80 percent or less of one development and the submission of a development proposal for a subsequent development indicating a common development effort;
  - e) The sharing of infrastructure or improvements between multiple developments;
  - f) There is a common advertising scheme or promotional effort or plan for the developments;  
or
  - g) Any other credible information gained by the Town suggesting that the project is being phased or subdivided to avoid the requirements of this Appendix.

**C. *TIA Submission and Completion Requirement.***

Once the Town has made a Determination of Need for a TIA, the applicant may proceed with the TIA study, in accordance with the terms of the most recent version of the Town of Weddington TIA Process and Procedures Manual, as approved by Zoning Administrator and all applicable Zoning Ordinance and Subdivision Ordinance requirements.

(Ord. No. O-2015-05, 5-11-2015)

**Sec. III. - Level of Service Standards; Compliance; Mitigation; Excess Capacity.**

**A. *Level of Service Standards and Compliance.***

1. The applicant must determine the existing (base) Level of Service (LOS) for all intersections within the Impact Area, as described in Section IV. The applicant shall be required to identify mitigation improvements to the roadway network if at least one of the following conditions exists when comparing base Level of Services to project conditions: (1) the total average delay at an intersection or individual approach delay increases by 25% or greater, while maintaining the same LOS; (2) the LOS degrades by at least one level; (3) or LOS is an "F". This determination shall be based on the most currently accepted Highway Capacity Manual (HCM) methodology. For turning lanes, mitigation improvements shall be identified when the SimTraffic analysis indicates that the Max Queue exceeds the storage capacity of the existing lane.

The proposed mitigation measures required to meet the LOS standards may be modified, subject to final approval of the Town Council to substantially achieve the standards, purpose and intent of this ordinance. The determination of "substantial achievement" based upon an expert opinion provided by the Town's Designated Transportation Engineer.



2. As an alternative to mitigation, the developer may elect to phase the project, reduce its intensity, or delay the project until the LOS standards have been met as a result of a transportation improvement planned by the Town, the North Carolina Department of Transportation (NCDOT) or another party.

B. *Mitigation.*

Mitigation measures shall be consistent with the Design Standards found within the Town of Weddington Roadway Standards.

Mitigation may include participation by the Town or other governmental agencies or private parties, and also may include the funding of road improvements planned by other governmental agencies. Such improvements can be advanced to mitigate the impacts of the proposed development. The nature and type of mitigation should reflect the timing and the availability of necessary right-of-way or other improvements, the existence and timing of other developments within the area, and the particular characteristics of the particular site and the needed transportation improvements. Monetary mitigation, if proposed by the applicant, may be accepted by the Town Council provided it is shown that such mitigation is a reasonable substitute for actual construction, based on the LOS standards and construction time frames set forth herein.

Proposed mitigation shall be included as a condition of approval or a binding agreement between the applicant and the Town, with the consent, as appropriate, of the NCDOT or other governmental regulatory agencies with jurisdiction.

C. *Transportation improvements.*

Transportation improvements provided through mitigation, pursuant to this Appendix, shall be completed and available within three (3) years of the Town Council's final approval of the development proposal, unless expressly provided otherwise by the Town Council. Any improvements not completed prior to the issuance of a Certificate of Occupancy, shall be bonded at 115% of the cost of the remaining required improvement(s), as reviewed and approved by the Zoning Administrator following review by the Town Designated Transportation Engineer. All necessary right-of-way for identified transportation improvements shall be acquired prior to the issuance of a Certificate of Occupancy.

D. *Excess Capacity.*

If a private party or developer chooses to build a transportation facility that provides capacity in excess of that needed to serve the proposed development, the Town and other responsible parties may enter into an agreement to facilitate the participation of subsequent developers, the Town, NCDOT, or other parties in the provision or funding of the transportation improvement.

(Ord. No. O-2015-05, 5-11-2015)

Sec. IV. - Impact Area.

The impact area designates the distance from a proposed development within which the TIA is conducted to determine compliance with the LOS standards set forth above. The following impact areas apply to any development subject to this Appendix:

- 1) Public street intersections within a half-mile radius from the proposed development property line.
- 2) Intersections where proposed development contributes seven (7) percent or more of the traffic on any intersection approach during any peak hour.

(Ord. No. O-2015-05, 5-11-2015)



## Sec. V. - Contents of TIA.

### A. *Generally.*

The TIA shall generally follow the guidelines set forth by the ITE Transportation Impact Analysis for Site Development consistent with the Town of Weddington Roadway Standards, or as required by the Zoning Administrator, and may include, but is not limited to, the following:

- 1) Traffic analysis information related to trip generation, peak hour impacts, and other factors evaluated to determine compliance with applicable LOS standards for intersections within the impact area;
- 2) Site location map and site layout;
- 3) Existing and proposed land uses;
- 4) Timing and phasing of the proposed development, by month and year;
- 5) A narrative describing the project, including any special transportation related impacts or considerations; and
- 6) Other information determined by the Town Designated Transportation Engineer to be necessary in order to determine whether the proposed project complies with the requirements of this Appendix and the requirements of the ITE guidelines for the preparation of TIAs for site development.

### B. *Demand Measures.*

TIAs shall take into account the following demand factors:

- 1) Existing traffic volumes;
- 2) Background traffic, including historical growth traffic and projected trips associated with approved, but un-built development(s); and
- 3) The trips to be generated by the proposed development.

### C. *Capacity Measures.*

TIAs shall take into account the following existing or anticipated capacity measures:

- 1) Existing road segments, intersections, and proposed development access points;
- 2) Roadway and intersection improvements planned by the Town, NCDOT, or other party, scheduled to be completed and available within three (3) years of the approval of the development proposal and which either have or are reasonably certain to have all necessary governmental approvals.

### D. *Mitigation Measures Needed.*

The TIA shall describe what, if any, transportation facility improvements within the impact area are needed for the proposed development to comply with the intersection level of service standards set forth in section III of this Appendix.

(Ord. No. O-2015-05, 5-11-2015)

## Sec. VI. - Intergovernmental Coordination.

While the Town coordinates with NCDOT and other appropriate governmental agencies on development proposals, it shall remain the responsibility of the Applicant to contact NCDOT to discuss access and traffic impact issues on state roads.



(Ord. No. O-2015-05, 5-11-2015)

Sec. VII. - Appeals and variances.

An applicant may seek a variance from the terms of this Appendix or appeal a determination by the Zoning Administrator made pursuant to the terms of this Appendix to the Zoning Board of Adjustment, as provided in Article VIII of the Zoning Ordinance.

(Ord. No. O-2015-05, 5-11-2015)



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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** May 14, 2018

**SUBJECT:** Text Amendment to Section 46-15 titled Modifications

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Section 46-15 allows the subdivision ordinance to be modified if the applicant can show there are special circumstances or conditions affecting the property that the strict application of the ordinance would deprive the applicant the reasonable use of his land. This is similar to a variance for a zoning ordinance requirement; however it gets Planning Board review and Town Council approval versus a Board of Adjustment ruling. It is not quasi-judicial.

Recent applications have needed modifications to make their yield plan or sketch plan work.

Staff is proposing language to clarify when in the review process the modification is to take place which as drafted will make sure it's completed prior to any approvals by Staff or Planning Board. Amended text is in **Bold**.

### **Sec. 46-15. - Modifications.**

(a) *Authorization.* The town council may authorize a modification of these regulations when, in its opinion, undue hardship may result from strict compliance with these regulations. Such a modification shall be granted only to the extent that is absolutely necessary and not to an extent which would violate the intent of this chapter.

(b) *Procedure.* A petition for any such modification shall be submitted in writing by the subdivider to the subdivision administrator. The petition shall include:

- (1) The precise nature of the proposed modification of this chapter.
- (2) The reasons the need of a modification has occurred.
- (3) A plat of the subject property drawn to a scale, suitable for recordation in the office of the appropriate county register of deeds, in which the property is located, indicating:
  - a. North arrow.
  - b. Dimensions of the subject property.
  - c. The precise dimensions of the modification requested.
- (4) The grounds for the modification and all facts relied upon by the subdivider.



(c) *Review and recommendation.* The subdivision administrator shall review the petition and submit his written comments and recommendations with the petition to the planning board. The planning board shall consider the modification request and make a recommendation regarding the modification to the town council. The modification request and any recommendation from the planning board may be handled simultaneously by the planning board with the **sketch plan for a conservation subdivision; however a modification shall be granted prior to the zoning administrator's approval of a sketch plan for a conventional subdivision.** ~~plat approval process for such subdivision and shall be subject to all submittal and recommendation deadlines and guidelines associated with such plat approval process.~~

(d) *Consideration by town council.* The town council shall consider the modification request once a recommendation has been received from the planning board, or the time for planning board review has elapsed with no recommendation having been forwarded, whichever comes first. In granting any modification, the town council shall make the findings required in this subsection, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No modification shall be granted unless the town council finds that:

- (1) There are special circumstances or conditions affecting said property such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his land.
- (2) The modification is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- (3) The circumstances giving rise to the need for the modification are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this chapter.
- (4) The granting of the modification will not be detrimental to the public health, safety and welfare or be injurious to other property in the territory in which said property is situated.
- (5) The modification will not vary the provisions of Chapter 58 of the Weddington Zoning Ordinance applicable to the property.

In approving modifications, the town council may require such conditions as will, in its judgment, secure substantially the objectives and standards or requirements of this chapter.

### **Planning Board review**

The Planning Board reviewed the language on April 23, 2018. They requested the following language to be added to 46-15(d) - **(6) The need for modification is not a direct result of actions taken by the applicant or property owner.** The Planning Board unanimously recommended approval with the added language.

### **Recommendation**

Staff recommends calling for a public hearing to be held June 11, 2018 at 7:00 PM to consider a text amendment to Section 46-15 titled Modifications.



# **TOWN OF W E D D I N G T O N MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** 05/14/2018

**SUBJECT:** Resolution to abandon a portion of Rea Road

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NCDOT received a petition to abandon a portion of Rea Road. Prior to abandoning maintenance NCDOT requires a resolution from the town stating that it is acceptable. The right-of-way extends along Rea Road along a portion of 06-177-015.

A map and the Resolution R-2018-02 are attached.

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Staff recommends approval of Resolution R-2018-02; a resolution requesting NCDOT to abandon a portion of Rea Rd. from the State Maintained System.





**R-2018-02**

**A RESOLUTION IN SUPPORT OF NCDOT ABANDONING A PORTION OF  
RIGHT OF WAY FOR REA ROAD NEAR REID DAIRY ROAD**

**WHEREAS**, the property owner of parcel 06-177-010 has petitioned NCDOT to abandon a portion of Rea Road right of way near Reid Dairy; and

**WHEREAS**, the portion of the Rea Road right of way that has been petitioned for abandonment is completely contained within the parcel; and

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Weddington consents to the North Carolina Department of Transportation abandon maintenance of a portion of Rea Road right of way near Reid Dairy Road at parcel 06-177-010.

Adopted this 14<sup>th</sup> day of May, 2018.

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Elizabeth Callis, Mayor

Attest:

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Karen Dewey, Town Clerk



**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, APRIL 9, 2018 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
MINUTES  
PAGE 1 OF 12**

Prayer – John David Price and Robert Shaw from Bethany Church of Weddington

**1. OPEN THE MEETING**

Mayor Callis opened the April 9, 2018 Regular Town Council Meeting at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Mayor Callis led the Pledge of Allegiance

**3. DETERMINATION OF QUORUM**

Quorum was determined with all Councilmembers in attendance: Mayor Elizabeth Callis, Mayor Pro Tem Janice Propst, Councilmembers Mike Smith, Scott Buzzard, and Jeff Perryman.

Staff Present: Town Administrator/Planner Lisa Thompson, Town Clerk Karen Dewey, Finance Officer Leslie Gaylord

Visitors: Anne Marie Smith, Walt Hogan, Bill Price, Robert Shaw, John David Price, Larry Wood, Jeremia Murphy, Barbara Harrison, Bill Deter, Pat Harrison, Chuck Rohland, Alix Phillips, Andy Stallings, John Ross, Wes Hinson, Michael Shea, Dan Barry

**4. PUBLIC COMMENTS**

Bill Deter-401 Havenchase Drive – Mr. Deter commented on the elimination of the Amanda Drive extension. His comments are hereby submitted for the record. He also thanked the Town Attorney, Mr. Anthony Fox, for his years of service to the Town of Weddington.

**5. ADDITIONS, DELETIONS AND/OR ADOPTION OF THE AGENDA**

***Motion:*** Councilmember Smith made a motion to adopt the agenda as presented.  
***Vote:*** The motion passed with a unanimous vote.

**6. RECOGNITION OF TOWN ATTORNEY; ANTHONY FOX**

Mayor Callis presented a plaque on behalf of the Council and Staff to Anthony Fox in appreciation for his many years of hard work and dedication to the Town of Weddington.

**7. CONSENT AGENDA**

- A. Approval of Resolution R-2018-01 Authorizing Town of Weddington to engage in electronic payments as defined by NCGS 159-28**



**Motion:** Councilmember Smith made a motion to approve the consent agenda as presented.  
**Vote:** The motion passed with a unanimous vote.

## 8. APPROVAL TOWN COUNCIL MINUTES

### A. March 12, 2018 Town Council Regular Meeting Minutes

**Motion:** Mayor Pro Tem Propst made a motion to approve the March 12, 2018 Town Council Regular Meeting Minutes as presented.  
**Vote:** The motion passed with a unanimous vote.

## 9. PUBLIC HEARINGS AND CONSIDERATION OF PUBLIC HEARINGS

### A. Discussion and Consideration of Conventional Rezoning of a portion of parcel number 06177015 from R-60 to R-40

Mayor Callis opened the Public Hearing.  
No one signed up to speak.  
Mayor Callis closed the Public Hearing.

Ms. Thompson presented the staff report. The Town Council is requested to consider a rezoning application from the Wesley Chapel Volunteer Fire Department for property located at the northeast corner of Rea Road and Reid Dairy Road, (portion of parcel 06-177-015) from R-60 to R-40. The portion of the tract is 1.718 acres. The applicant is seeking a rezoning in order to construct a fire department building on the subject site. The applicant will have to proceed through a conditional rezoning process to approve the use and site plan for the subject site at a later date.

The permitted and conditional use list in both R-40 and R-60 are the same. However the districts have varying setbacks for the rear yard only. Setbacks for both districts are as follows (the setbacks listed are specifically for emergency services):

	<u>R60</u>		<u>R-40</u>
Front Yard Setback:	75'	→	75'
Side Yard Setback:	50'	→	50'
Rear Yard Setback:	60'	→	40'

State Statute requires that all zoning regulations shall be made in accordance with a comprehensive plan. When adopting or rejecting any zoning amendment, the governing board shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and briefly explain why the board considers the action taken to be reasonable and in the public interest.

#### *Proposed Land Use Consistency Statement*

Rezoning the portion of property to R-40 meets the goals of the land use plan in that it maintains the town's strong single-family residential character considering the uses permitted in the R-40 district; and, it is reasonable as the zoning allows for public and emergency facilities that are necessary to serve the growing area.

The Planning Board reviewed the rezoning on February 26, 2018 and unanimously recommended approval.



Councilmember Buzzard asked for clarification on the rear and side property lines, since the property is triangle shaped. Ms. Thompson responded that the rear setback is measured from the long line running from Reid Dairy Road to Rea Road and the front is along Rea Road and the side is along Reid Dairy Road. Mr. Fox stated that this is probably the most conservative interpretation of the property lines.

**Motion:** Councilmember Perryman made a motion to approve the conventional rezoning of a portion of parcel # 06-177-015 from R-60 to R-40 and to adopt the Land Use Plan Consistency Statement:

*Rezoning the portion of property to R-40 meets the goals of the land use plan in that it maintains the town's strong single-family residential character considering the uses permitted in the R-40 district; and, it is reasonable as the zoning allows for public and emergency facilities that are necessary to serve the growing area.*

**Vote:** The motion passed with a unanimous vote.

## **10. OLD BUSINESS**

### **A. Review and Discussion of Preliminary Budget for Fiscal Year 2018-2019**

Ms. Gaylord presented the preliminary 2018-2019 FY budget changes (*hereby submitted for the record*). The operation portion of the budget remains unchanged from prior drafts. The non operating budget has amounts entered in order to make the totals balance. The highlighted amounts will need to be reviewed. The Town has received the bill from the Union County Sheriff's Office and it has a 14% increase from the previous year. Ms. Gaylord has reached out to the Sheriff's Office for an explanation but has not received a response. Mayor Pro Tem Propst asked if this was a normal increase. Ms. Gaylord stated that this is a big increase, 3 to 4% is the usual increase.

Ms Gaylord stated that if Council has any question or changes to contact her. She also stated that Council received an email from WCWAA requested funding for artificial turf and if they wanted to contribute to that, let her know.

### **B. Review and Consideration of Eliminating the Connection to Amanda Drive**

Ms. Thompson presented staff report. The Town Council requested that staff move forward with the process to eliminate the approved road connection from existing Amanda Drive in Mandy Plantation Subdivision to the Vintage Creek Subdivision at the February 12, 2018 Council Meeting. She stated that the construction plans and final plats have been reviewed and there is no need to revise them. She also reviewed the CTP and LARTP. They will need to be updated through the CRTPO and a presentation will need to be made to remove Amanda Drive from their plan and for LARTP revisions should be adopted to show it is not connecting. There is a parcel that was never dedicated as public right of way and therefore the town doesn't have to go through the process to abandon it. Lennar Homes is the new owner of Vintage Creek and that parcel was purchased to make the connection. The options for Lennar are to deed restrict it or deed it to the two adjacent property owners. It cannot be deeded to Vintage Creek or Mandy's Plantation Home Owners' Associations because it is not part of either of those final plats. HOAs may only control what has been platted in final plats; they cannot receive land as an HOA. Ms. Thompson stated she is unsure if any consideration or vote is needed from the Council tonight, however she suggested that before the Town releases the bond for the extension, the town should require Vintage Creek HOA documents to be updated



to show maintenance of the road up to the property line because NCDOT will not accept it. She stated that the Town is waiting to hear from Lennar if they want to deed the property to adjacent owners or restrict it as conservation land and pay taxes on it.

Mr. Fox stated that this is just a remnant parcel, not a recorded right of way, nor part of final plat of either subdivision. It is owned independently by Lennar and is their right to do with it what they want. If the town wants to have it connected, it would need to go through Lennar.

Councilmember Buzzard asked how many homes are occupied in Vintage Creek. Ms. Thompson answered that about ½ of the homes are occupied; she doesn't have the exact number. Councilmember Buzzard asked if the Town has approached the home owners and let them know that they would not have that connectivity or the emergency vehicle access. Ms. Thompson responded that the town has not.

Councilmember Smith stated that he does appreciate the public safety aspect in this. However, this was supposed to be a connector road from Weddington Matthews Road to somewhere on Potter Road. This has changed from what Councilmember Smith originally signed off on. He stated that he appreciates the public safety concerns, but he has looked at maps and didn't see any emergency response issues. He also stated that he met with the fire chief and they looked at maps together. The fire chief didn't see any problems. Emergency vehicles will not go through the neighborhood to respond, it would be faster for the vehicles to go around and enter on the other side. He stated that he did thoroughly vet the public safety ramifications with the fire chief, and did not find any problems.

Councilmember Perryman stated that at the February Town Council meeting, there were many residents from that area that came out and spoke against the extension. The most compelling information that he heard was from the fire chief as far as the public safety aspect.

Mayor Pro Tem Propst stated that originally Amanda Drive was supposed to be an east west connector, but now it meanders through 3 neighborhoods and there is no logic to calling it a connector. This was discussed in depth with the fire chief, who stated that this would not concern public safety. Mandy's Plantation is paying for maintenance of their own roads and they have not put aside any money to make a major thoroughfare.

Councilmember Buzzard stated that the Council has heard from Mandy's Plantation, he asked if the Vintage Creek residents have been notified as they are affected as much, if not more.

Mayor Pro Tem Propst stated that Vintage Creek has two ways to get in and out of their neighborhood.

Councilmember Buzzard asked has the town approached the residents of Vintage Creek to let them know that the Town is changing what they bought in to when they purchased those pieces of property.

Councilmember Smith asked if the residents were informed specifically that is what they were buying into.

Councilmember Buzzard responded that he imagined they were. Councilmember Smith said that there is no way to know what they were informed of.

Councilmember Buzzard stated that the fire chief wants to say that there probably won't be an issue with emergency vehicles, but that doesn't mean that it would never be the case that the emergency entrance wouldn't be needed. Councilmember Smith stated that scenario can be applied to anything.



There was no further discussion.

## **11. NEW BUSINESS**

### **A. Discussion and Consideration of Final Plat for Harlow's Crossing Subdivision Phase 1 Map 2**

Ms. Thompson presented the staff report: M/I homes is seeking approval of their final plat application for 22 of 71 lots on 117.64 acres located at the northeast and northwest corners of Weddington-Matthews Road and Beulah Church Road/Hemby Road intersection.

Bonds have been received. Planning Board reviewed and unanimously recommended approval on March 26, 2018. Staff recommends approval with conditions that the maintenance plan and agreement and the CCRs are recorded prior to recording the final plat.

**Motion:** Councilmember Perryman made a motion to approve the Final Plat for Harlow's Crossing Subdivision Phase 1 Map 2 with the conditions that the maintenance plan and agreement and the CCRs are recorded prior to recording the final plat.

**Vote:** The motion passed with a unanimous vote.

### **B. Discussion and Consideration of Final Plat for Atherton Subdivision Phase 2 Map 4**

Ms. Thompson presented the staff report: Shea Homes is seeking approval of their final plat application for 30 of the approved 130 lots on 170.81 acres in a conventional subdivision, Atherton Estates. The Planning Board unanimously recommended approval at the March 26, 2018 meeting. The conditions from the Planning Board have all been met. Since the Planning Board meeting, Ms. Thompson was notified of a 50 ft. buffer along east edge of subdivision that was noted on the preliminary plat. She stated that the property owner, Mr. Staton, would like the buffer to be undisturbed, however the applicant is not willing to change it. Staff recommends approval of the final plat with the conditions that bond amounts be approved by the town engineer and received prior to recording the map.

Councilmember Perryman asked if the Planning Board had the opportunity to review the 50 foot buffer. Ms. Thompson stated that they did not as it was not noted on the plans they reviewed. The property owner, Mr. Staton, didn't bring the issue forward until a week ago.

Mayor Pro Tem Propst asked if an undisturbed buffer was discussed with the developer, Shea Homes. Michael Shea answered that upon preliminary plan approval, the adjacent property owner, Mr. Staton, asked for a 50 ft. buffer. It was not required, but the developer agreed and made the stipulation that anything less than 2 inches in diameter may be cleared from the buffer to keep underbrush clear from the area. Mr. Shea stated that they will stick with what was agreed to with Mr. Staton and that will be what the homeowners will abide to.

Mayor Callis thanked Mike Shea for being so considerate to the residents

**Motion:** Councilmember Smith made a motion to approve the Final Plat for Atherton Subdivision Phase 2, Map 4 with recommendation that bond amounts will be approved by the town engineer and received prior to recording the map.

**Vote:** The motion passed with a unanimous vote.

### **C. Discussion and Consideration of Preliminary Plat/Construction Plans for Woodford Chase**



## **Subdivision**

Ms. Thompson presented staff report: E. Reese Gibson submitted a preliminary plat and construction plans for a 9 lot subdivision on 13.32 acres near the southwest corner of Highway 84 and Lester Davis Road. This is a planned conventional subdivision with 40,000 sq ft lots with 10% open space requirements. Planning Board first reviewed the plat on February 26, 2018 and noted the following issues:

- The cul de sac is too long.
- The cul de sac requires a bulb at the end.
- In the past, the Town has only allowed a private access driveway easement where there is no other alternative.
- After the widening of 84, the front yard setbacks will be diminished.
- No buffering (viewshed) for the houses facing 84.
- It will require Council to grant the use of the private right of way.

The applicant requested the Planning Board table the recommendation until the March 26, 2018 meeting. At the March 26<sup>th</sup> meeting, the Planning Board unanimously recommended denial based on the noncompliant cul de sac length and the need for a private road. They believe that if those issues were brought into compliance, the subdivision would not yield 9 lots and they also believe that a conservation subdivision would be a better option for development. Staff recommends approval with the condition that the cul de sac modification is approved, which includes findings for approval.

Councilmember Buzzard asked when the Town figures density, is it rounded up or down. Ms. Thompson responded that it is rounded down. Councilman Buzzard figured the density to be 8.924 by multiplying 13.32 by .67. Ms. Thompson explained that 9 lots divided by 13.32 acres is .67 units per acre. Councilmember Buzzard thanked Ms. Thompson for the explanation.

Councilmember Smith stated that he looked at the plans and understands the lot yield.

Mayor Callis stated that she is concerned with not having a buffer between 84 and the private access drive. She stated that she would like to see a buffer on the outside of the private drive.

Councilmember Smith stated that a buffer cannot be put there because of DOT standards.

Mayor Callis asked if the town can require additional landscaping for the buffer.

Councilmember Smith stated his concerns regarding the difficulty of getting on to Highway 84 once it is widened. A portion of the entrance will be taken and getting in and out of this subdivision will be a safety issue. He stated that there was discussion about moving the front of the lots back 20 feet or moving the driveway to the center.

Mr. Ross from Eagle Engineering stated that when NCDOT widens Highway 84, a more gentle entrance can be created. They are willing to provide a 100 ft. taper to the entrance. When NCDOT is finished with the construction, they will relinquish the temporary construction easements and the property owners and developer may reestablish plantings in a buffer.

Mayor Pro Tem Propst stated that there is a grade difference between Highway 84 and the private access

driveway. Mr. Ross confirmed and stated that in the original sketch plan, there was a secondary point of access to the subdivision, but once DOT widens Highway 84, it will be too vertically challenging to make the connection at a good slope.

Mayor Pro Tem Propst stated that with the difference in grade, the headlights shouldn't be a big problem. Mr. Ross stated that in case they do, there is a provision in place. He stated that at some point in the future, DOT will come and build street, borrow right of way, give it back, and the subdivision has the provision of increasing lots 2-7 (the lots on the private access drive) by about 2400 sq ft per lot. The Applicant can make that a provision and will push common open space around the corner.

Councilmember Smith asked where the option of moving the entrance to the middle stands. Mr. Ross responded that he has not spoken to NCDOT about that, however the vertical challenge does not make that a viable alternative.

Councilmember Smith stated that he would like to see what NCDOT has to say about moving the entrance to the middle. At the center of the subdivision, it would alleviate some of the issues. He stated that there is a grading issue, but can it be worked with? He asked if it was possible. Mr. Ross stated that it's never impossible, but it would feel uncomfortable.

Ms Thompson stated that she thought it would be better to have the entrance farther away from the turnaround planned on Highway 84.

Councilmember Perryman stated that he had cul de sac concerns. He said that there are no rules limiting the length of cul de sacs in RCD subdivisions, but they are restricted in conventional subdivisions. He expressed that he wouldn't want the cul de sac to be the deal breaker to have this development with the larger lots. He's heard from many people that the RCD lots are too small.

Mr. Ross stated that the NCDOT subdivision standard is 1040 feet long for a cul de sac.

Ms. Thompson suggested going through findings for cul de sac and discussing conditions.

Councilmember Buzzard stated that he wants to wait and see how it plays out with NCDOT. He suggested table consideration until May to work through questions. He stated that the findings of fact could be moot, depending on things play out.

Mr. Ross stated that if concerns and questions haven't been adequately addressed, the applicant wouldn't mind waiting until next month.

Councilmember Buzzard asked what the grade was at the current driveway. Mr. Ross answered that it is 2 feet, a gradual fall into the site, 4% over 50 feet.

Mr. Ross showed the slope at other points of the road.

Mayor Pro Tem Propst stated that the applicant has addressed the issues at question. She asked what else needs to be addressed.

Councilmember Buzzard expressed that he would still like to hear what NCDOT has to say about moving the



driveway to the middle. If DOT would permit it, he believes that would provide a discussion point.

Councilmember Perryman stated that if Councilmember Buzzard had already emailed NCDOT, he would like to hear the answer. He stated that it is easier to make an informed decision with knowing what NCDOT will allow. He stated that he believes that larger lot sizes are the way to go. Councilmember Perryman explained that he discussed the regulations for the cul de sac with Ms. Thompson, if RCD permits any length, he can certainly see making it happen for this cul de sac. He stated that since DOT has already been contacted, he would like to know answer about the placement of the entrance.

Councilmember Buzzard stated that tabling the decision would allow staff to review the plans.

Ms. Thompson asked if Council had any questions for Bonnie Fisher.

Mayor Pro Tem Propst asked if the applicant would be using the cement pipe. Mr. Ross stated that they would like to use corrugated metal pipe. Lester Davis Road has a 60 inch corrugated metal pipe under it and he is proposing a 72 inch pipe installed to all NCDOT standards. He believes it is suitable for the driveway that would be serving only one house in the subdivision.

Ms. Fisher stated that corrugated metal pipe is fine if it's installed to DOT standards. Concrete pipes tend to have longer life, but if installed properly with the proper coating and compaction, corrugated metal would be fine for a driveway pipe.

Councilmember Buzzard stated that the pipe is under a private driveway and if it has to be replaced it will be the responsibility of the property owner.

Ms. Thompson stated that it can be made a condition to get that pipe maintained by the HOA and make it an easement.

Mr. Ross stated that it was a part of the original discussion to add the driveway pipe to HOA maintenance, however since it only serves one person; this pipe will be installed as a part of the original development and will become ownership of the homeowner.

Mr. Fox stated that the original discussion around the pipe was if it could sustain fire apparatus, corrugated metal pipe should not be an issue for fire truck to get down and serve that house.

Ms. Thompson stated that she spoke with the fire chief and he explained the fire department doesn't usually go down long driveways, they recommend a fire hydrant and then the fire department just uses smaller trucks. She stated that a fire hydrant can be added as condition of approval. She suggested measuring an appropriate place for a hydrant and make sure it's suitable with the fire chief.

Mr. Fox stated that in light of tabling the consideration of this preliminary plat, he looked at modifications to subdivision for cul de sac lengths, and it seems to suggest the Council can consider a modification request after the Planning Board makes their recommendation. They haven't considered the modification request for the cul de sac. Council may want to have the Planning Board weigh in on the cul de sac modification.

**Motion:** Councilmember Buzzard made a motion table consideration of the Preliminary Plat/Construction Plans for Woodford Chase Subdivision until the next council

meeting.  
**Vote:** The motion passed with a unanimous vote.

Mr. Fox stated as an editorial point for the petitioners: with the findings the Council has to make, he would advise that it's done in a quasi-judicial manner so it is an evidentiary base fact finding exercise. The applicant asked if the Council would prefer testimony be submitted in writing. Mr. Fox stated that would be even better.

#### **D. Discussion and Consideration of a Social Media Policy**

Ms. Thompson explained: Currently the Town Social Media Policy only allows staff to post events and all comments will be deleted. There is an issue with First Amendment rights if all comments are deleted. Staff drafted a policy where the town will post a statement on the Facebook page regarding when the Town will remove comments from the page:

- *Are spam or include links to other sites;*
- *Are clearly off topic;*
- *Advocate illegal activity;*
- *Promote particular services;*
- *Infringe on copyrights or trademarks;*
- *Use personally identifiable information;*
- *Contain confidential information*

The only change to the policy is what content permitted includes posts for events only, if town staff, Mayor, or Council, would like to post any other info to solicit feedback, for example the town survey, the topic or post must first be approved by the Council as a whole.

Mayor Pro Tem Propst stated that she wants to discuss the social media policy with new attorney. She suggested tabling consideration of a new policy, but getting permission from Council to proceed with posting the survey. Council agreed to allow posting of the survey on the Town of Weddington Facebook page.

Council gave staff direction to post a link to the Town Survey on the Facebook page.

Motion: Councilmember Perryman made a motion to table consideration of the social media policy until the next Town Council meeting.  
Vote: The motion passed with a unanimous vote.

#### **12. UPDATE FROM TOWN PLANNER**

Ms. Thompson presented an update: She stated that to date, the Town has received 230 responses to the survey by posting a link on the website and sending the link via email to the residents list. Staff is planning to send a post card, directly emailing the HOAs, and posting the link on the Town Facebook page. Ms. Thompson stated that the response is a good number for not having a lot of advertising.

#### **13. CODE ENFORCEMENT REPORT**

The Report is hereby submitted for the record. Ms. Thompson stated that the only new incident is some junk cars



parked on Gatewood Lane. Courtesy letters have been sent. We are also dealing with a possible car repair business on Beulah Church Road. A courtesy letter has been sent there as well. The town has not received responses from either violation.

#### **14. UPDATE FROM FINANCE OFFICER AND TAX COLLECTOR**

Ms. Gaylord presented update on financial statements (hereby submitted for the record).

#### **15. TRANSPORTATION REPORT**

Councilmember Buzzard stated that he sat down with the principal land owners of downtown overlay district to discuss moving the rear Harris Teeter driveway to a possible spot north on the Town property. The discussions included how the Town can best facilitate the move and meet the needs of the landowners in the downtown overlay district. He believes the meeting went well.

Councilmember Smith stated that he appreciates Councilmember Buzzard spearheading that effort.

#### **16. COUNCIL COMMENTS**

Councilmember Jeff Perryman: I just want to thank everybody for being here tonight. This is what being in our town is all about: having folks here and commenting when they want to. I appreciate you being here. I want to thank Anthony again, Sir, for all that you've done. I've had the privilege of hearing you when I was on the planning board for a while and now here – and I've always learned a little something and I appreciate that. Lastly, the last challenge I have for everybody here in the room is, I think it's great news getting that many responses to the survey. When I'm out walking in my neighborhood, I talked to a couple of my neighbors saying hey, if you haven't seen it, it's coming. So, let's get out there and try and let our neighbors know it's there.

Councilmember Mike Smith: My comments are pretty much the same as Jeff's. I want to thank everybody for coming out. In public comments we always appreciate hearing what you have to say. Anthony, you've taken very good care of us over the years. I just want to thank you very much and I appreciate all your counsel and we wish you luck. Thank you.

Mayor Pro Tem Janice Propst: Ditto. Thank everybody for coming out tonight. We appreciate everybody being involved. It's nice to see a lot of familiar faces. Always appreciate you coming out. Thank you to town staff. And Anthony thanks so much for everything you've done for this town. We appreciate the guidance you've provided. Everybody definitely get on your Facebook pages and post the survey and ask the people to participate because that is what it is all about. We want 100 % participation; we want people to tell us what they want the Town to be.

Councilmember Scott Buzzard: I do as always appreciate those of you who come out and sit here and listen to us try to get the Town as hopefully you see it. We know you're out there watching us to make sure we are doing it correctly. I appreciate that. Anthony for many years I have enjoyed working with you and listening to you. You've always done a very good job keeping town safe and out of trouble. One of the reasons why we have such great residents is in part because you have kept things the way we like to see things. The survey is very important. Make sure you're talking to people, fill it out yourself, get the word out.

Mayor Elizabeth Callis: Thank you to everybody for coming out and thank you to Mr. Fox for your long

dedicated service. April 21 is the litter sweep 8-11. Come on out and help us. Thank you everybody.

**17. MOVE INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(3) – To Consult with an attorney for matters protected by the attorney-client privilege including the settlement of a possible claim; And the Case Jamie Cox and Shannon Cox versus the Town of Weddington**

**Motion:** Councilmember Smith made a motion to go into Closed Session pursuant to NCGS 143-318.11 (A) (3) – To consult with an attorney for matters protected by the attorney-client privilege including the settlement of a possible claim; and the legal case Jamie Cox and Shannon Cox versus the Town of Weddington.

**Vote:** The motion passed with a unanimous vote.

The Council entered into closed session at 8:17 p.m.  
Mayor Callis called the Council back to order at 8:48 p.m.

**18. DISCUSSION AND CONSIDERATION OF ENTERING INTO AN AGREEMENT FOR LEGAL SERVICES AND APPOINTMENT OF A TOWN ATTORNEY**

Mr. Fox stated that since the new attorney is not used to taking an oath, the Council should make a motion to enter into an agreement with Bringewatt and Stover. Councilmember Smith stated that he would like to discuss the terms of the contract.

8:45 Anthony Fox departed the meeting.

Mayor Callis stated that some of the council members had issue with the difference between the hourly fee and retainer pay structures. Mayor Callis asked Ms. Wolter how billing for the transition would be handled. Ms. Wolter stated that they will learn the ordinances and review the Rules of Procedure, which would require spending time at Town Hall.

Councilmember Smith stated that he has a concern about paying for hours not being used. He stated that he is okay with using the retainer pay structure on a trial basis and evaluate after 6 months to determine if it is practical. He would entertain continuing the retainer pay structure for another 6 months and evaluate again. Ms. Thompson reviewed what is included in retainer:

- Attendance at all regular meetings of town council-regardless of number of or duration of meetings. Because the town only has one regular meeting a month, it will include one special meeting.
- Two office hour days with staff, mayor or council as needed regardless of duration.
- 16 hours per month in addition to meetings and office hours.

Ms. Wolter stated that there will be a heavier load of work initially, so the retainer is a better option for the start and maybe after 6 to 9 months consider an hourly pay structure.

**Motion:** Councilmember Smith made a motion to authorize the Mayor to enter into agreement with Bringewatt and Snover for legal services with a retainer pay structure for a period of 6 months to be reviewed after 6 months.

**Vote:** The motion passed with a unanimous vote



**Motion:** Councilmember Smith made a motion to appoint Karen Wolter from Bringewatt and Snover Law Firm as legal representative of the Town of Weddington.

**Vote:** The motion passed with a unanimous vote.

## 19. ADJOURNMENT

**Motion:** Councilmember Buzzard made a motion to adjourn the April 9, 2018 Regular Town Council Meeting at 9:05 p.m.

**Vote:** The motion passed with a unanimous vote.

\_\_\_\_\_  
Elizabeth Callis, Mayor

\_\_\_\_\_  
Karen Dewey, Clerk

Adopted: \_\_\_\_\_

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# TOWN OF W E D D I N G T O N

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** May 14, 2018

**SUBJECT:** Consideration of a Proposal on Conservation Subdivision Review

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In 2001 the Town held meetings with Mr. Randall Arendt who assisted the Town in creating the ordinances for the conservation district. Mr. Arendt is a nationally recognized planner/landscape designer and author of *Conservation Design for Subdivisions* and *Rural by Design*. After hearing Planning Board concerns on lot size requirements within recently approved conservation subdivisions and Town Council's concerns over lot width and viewshed, staff believes it may be beneficial to have Mr. Arendt back to revisit the ordinance and conduct some case studies on approved conservation subdivisions.

Staff and Mr. Arendt developed the attached scope of work, which can be amended as Council sees fit. Funds are available in the proposed FY 18/19 budget.



Randall Arendt, FRTPI, ASLA (Hon.)  
6 Sparwell Lane  
Brunswick, Maine 04011  
207-406-4242  
rgarendt@comcast.net  
www.greenerprospects.com  
*"Designing with Nature for People"*

## Proposal

**To:** Lisa Thompson  
Town Administrator / Planner  
Weddington, NC

**From:** Randall Arendt

**Date:** April 27, 2018

### **Subject: Review and Recommendations Regarding Conservation Subdivision Regulations**

Thank you for asking me to submit a proposal to review the town's zoning and subdivision regulations regarding conservation subdivisions and to prepare a technical memo containing written recommendations regarding potential changes to resolve issues identified by town officials, based on their experience with developers and on-the-ground results.

I will also review existing regulations and prepare written recommendations for potential wording improvements based on experience I have gained since providing model regulatory language to the town (via Centralina COG) about 15 years ago.

In addition to re-reading the regulations and discussing issues with town officials, another part of my review process would be to examine older and more recent conservation subdivisions through aerial photography (Google Earth), followed by site visits to selected developments to see, photograph, and evaluate them three-dimensionally. These site visits or tours could be held during the afternoon of my day of arrival, say from 2-5 pm. If desired, they could include town staff and interested planning board members (which I recommend, as it is usually a good idea for them to visit approved developments after they have been built, in order to critically examine them.) Through such a visit or series of visits, one can better appreciate what has worked well and what could have worked better, had they been designed differently, leading to recommendations for regulatory refinements.

After touring selected developments, I could, say from 7-9 pm, conduct a public presentation illustrating some of the more notable and successful conservation subdivisions in the country, so that staff, officials, developers, and the general public can see a broad range of results and better appreciate what is potentially achievable locally.

During the following morning I could lead a technical discussion with staff and planning board members focusing on my specific findings and recommendations regarding ordinance language.

After returning to my office I would update my original technical memo to incorporate ideas and knowledge that I gained during the site visits, meetings, and discussions. It would also contain recommended wording refinements to the existing regulations. I would anticipate arriving in Weddington around noon on the first day and departing at the end of the following workday, to catch an 8 pm flight.

For the above services, the fee would be \$4,750.00, plus travel expenses.

**TOWN OF WEDDINGTON  
PROPOSED BUDGET  
FYE 6/30/2019**

**Tax Rate 5.2 cents**

<b>Revenues</b>		
Ad Valorem Taxes		\$ 1,163,750
State-Collected Revenues		840,000
Zoning and Subdivision Revenues		55,000
Other Revenues		8,500
<b>Total Revenues</b>		<b>\$ 2,067,250</b>
<b>Operating Expenditures</b>		
Administrative Expenditures		\$ 442,860
Planning and Zoning Expenditures		439,330
General Government Expenditures		1,185,060
<b>Total Expenditures</b>		<b>\$ 2,067,250</b>



**TOWN OF WEDDINGTON  
NON-OPERATING EXPENDITURES**

		PROPOSED FY2019	APPROVED FY2018
ESTIMATED OPERATING REVENUES		438,840.00	
<u>Proposed non-recurring revenues</u>			
Zoning & Permit Fees		25,000.00	25,000.00
Subdivision Fees			
Currently in discussions			
Future unidentified		20,000.00	40,000.00
TOTAL ADJUSTED OPERATING REVENUES		483,840.00	
<u>Proposed non-operating expenditures to be funded</u>			
WCVFD	Fire service contract increase	10,300.00	21,346.00
	Audit	4,500.00	4,500.00
	Building maintenance (roof, generator)	25,000.00	10,000.00
Police	Increase in contract price (9.2% actual for FY19 - primarily salary adj)	24,425.00	7,175.00
Public Safety	New radar trailer (possibly 2) - \$6000-\$6500 each + software/repairs	10,000.00	1,500.00
Attorney	Litigation	25,000.00	100,000.00
	New attorney estimated annual general rep +/- \$5k/mth		
Parks & Rec	Spring Event (B30Shredding)	350.00	750.00
	Festival -- upfront money		3,500.00
	Festival -- net		3,500.00
	Historic committee	1,000.00	1,000.00
	Tree lighting/Christmas cards & decorations	7,500.00	6,500.00
	Litter sweeps	250.00	250.00
	Deputies (Food Truck Fridays)	500.00	650.00
	Contract labor (i.e. patriotic banner installation, photographer, etc.)	2,000.00	100.00
	Food trucks	4,500.00	3,000.00
Office supplies	Ipads/laptops/etc	2,500.00	2,500.00
Grounds maintenance	Landscape upgrades/medians/roundabout	10,000.00	35,000.00
	Winter maintenance & mulching (every other year)		15,000.00
	Contract adjustments (auto renew contract will expire 6/30/19)		750.00
	New property - bushhog	8,000.00	3,105.00
Building Maintenance	Renovations	50,000.00	30,000.00
	Electrical repairs	5,000.00	
	Interior painting	5,000.00	
	Eagle Scout project		
Technology	IT service contract (expires 8/31/18)	10,000.00	
Consulting/	Code Enforcement contract	8,000.00	7,815.00
Contract Labor	Code Enforcement (funds for remedies)	3,500.00	2,185.00
	Planning Conference/Retreat mediator		1,500.00
	Survey		8,500.00
	USI Inspection	28,075.00	35,000.00
	Misc projects	5,000.00	
	R-CD consultant	15,000.00	
Salary adj	COLA/Merit/Bonus/Taxes/Benefits - (3%)	6,750.00	5,125.74
	Part-time clerk (20 hrs/week @ \$21/hr)		21,850.00
	Part-time administrative assistant (19 hrs/week @ \$16.5/hr)		16,800.00
	New hire payroll expenses		6,500.00
	Retirement benefits	2,690.00	
	Family medical insurance	3,000.00	
Capital Exp	Real property		
Infrastructure	Rea Road cost share reserve	50,000.00	40,000.00
	Cost participation for DOT projects	35,000.00	
	Tilley-Morris roundabout	121,000.00	120,000.00
Total cost of non-operating expenditures		483,840.00	
FUND BALANCE ASSIGNMENTS		(0.00)	
Capital Projects			
	Town Hall -- Buildings	\$45,000	\$45,000
	Town Hall -- Sidewalks	\$18,000	\$15,000
Infrastructure			
	Rea Road Improvements	\$100,000	\$100,000
	Other	\$65,000	\$89,500

# Agenda Item 9.B.

## TOWN OF WEDDINGTON PROPOSED BUDGET FY2019

	<u>FY2017 ACTUAL</u>	<u>FY2018 AMENDED BUDGET</u>	<u>ACTUAL AS OF 4/30/18</u>	<u>PROJECTED 6/30/2018</u>	<u>PRELIMINARY BUDGET FY2019</u>
REVENUE:					
10-3101-110 AD VALOREM TAX - CURRENT	1,016,025.07	1,025,000.00	1,047,492.74	1,048,000.00	1,065,000.00
10-3102-110 AD VALOREM TAX - 1ST PRIOR YR	2,836.76	3,000.00	2,620.31	2,675.00	3,000.00
10-3103-110 AD VALOREM TAX - NEXT 8 YRS PRIOR	2,865.32	1,000.00	280.64	500.00	1,000.00
10-3110-121 AD VALOREM TAX - MOTOR VEH CURRENT	87,715.45	89,000.00	72,492.73	93,000.00	92,500.00
10-3115-180 TAX INTEREST	3,381.50	2,250.00	1,963.22	2,250.00	2,250.00
10-3231-220 LOCAL OPTION SALES TAX REV - ART 39	326,988.99	320,000.00	233,893.19	340,000.00	335,000.00
10-3322-220 BEER & WINE TAX	46,728.11	45,000.00	0.00	45,000.00	45,000.00
10-3324-220 UTILITY FRANCHISE TAX	459,898.01	460,000.00	332,538.56	456,000.00	460,000.00
10-3340-400 ZONING & PERMIT FEES	42,813.00	35,000.00	41,002.50	42,000.00	35,000.00
10-3350-400 SUBDIVISION FEES	44,180.00	40,000.00	26,395.00	30,000.00	20,000.00
10-3830-891 MISCELLANEOUS REVENUES	36,457.24	1,000.00	1,619.81	1,750.00	1,000.00
10-3831-491 INVESTMENT INCOME	6,760.40	5,000.00	4,702.28	9,500.00	7,500.00
TOTAL REVENUE	2,076,649.85	2,026,250.00	1,765,000.98	2,070,675.00	2,067,250.00
GENERAL GOVERNMENT EXPENDITURE:					
10-4110-126 FIRE DEPT SUBSIDIES	711,710.04	737,560.00	610,880.00	737,560.00	747,860.00
10-4110-127 FIRE DEPT CAPITAL/BLDG MAINTENANCE	65.00	5,000.00	65.00	500.00	25,000.00
10-4110-128 POLICE PROTECTION	257,001.00	264,175.00	264,174.00	264,175.00	288,600.00
10-4110-192 ATTORNEY FEES - GENERAL	68,132.05	85,000.00	74,163.44	89,000.00	60,000.00
10-4110-193 ATTORNEY FEES - LITIGATION	15,560.14	135,000.00	139,177.16	140,000.00	25,000.00
10-4110-195 ELECTION EXPENSE	0.00	10,000.00	9,899.29	10,000.00	3,500.00
10-4110-340 PUBLICATIONS	5,075.46	9,000.00	4,907.15	5,400.00	12,000.00
10-4110-341 WEDDINGTON FESTIVAL	(3,868.02)	0.00	0.00	0.00	
10-4110-342 HOLIDAY/TREE LIGHTING	4,265.38	6,500.00	7,874.99	7,875.00	7,500.00
10-4110-343 SPRING EVENT	0.00	3,750.00	552.22	3,750.00	4,500.00
10-4110-344 OTHER COMMUNITY EVENTS	1,524.73	1,000.00	241.20	500.00	600.00
10-4110-495 PUBLIC SAFETY	0.00	1,500.00	0.00	250.00	10,500.00
TOTAL GENERAL GOVT EXPENDITURE	1,059,465.78	1,258,485.00	1,111,934.45	1,259,010.00	1,185,060.00
ADMINISTRATIVE EXPENDITURE:					
10-4120-121 SALARIES - CLERK	53,659.81	22,000.00	17,868.38	22,000.00	22,500.00
10-4120-123 SALARIES - TAX COLLECTOR	43,399.50	47,250.00	35,767.85	45,000.00	48,500.00
10-4120-124 SALARIES - FINANCE OFFICER	19,319.28	14,500.00	8,716.11	12,000.00	12,500.00
10-4120-125 SALARIES - MAYOR & TOWN COUNCIL	25,200.00	25,200.00	21,000.00	25,200.00	25,200.00
10-4120-181 FICA EXPENSE	10,830.02	8,500.00	6,181.81	7,975.00	8,500.00
10-4120-182 EMPLOYEE RETIREMENT	13,211.26	10,930.00	6,696.39	10,275.00	8,250.00
10-4120-183 EMPLOYEE INSURANCE	17,162.96	12,780.00	10,146.50	12,175.00	12,750.00
10-4120-184 EMPLOYEE LIFE INSURANCE	259.84	175.00	126.00	150.00	175.00
10-4120-185 EMPLOYEE S-T DISABILITY SALARY ADJUSTMENTS	192.00	175.00	120.00	150.00	175.00
10-4120-191 AUDIT FEES	8,300.00	8,750.00	8,300.00	8,300.00	8,750.00
10-4120-193 CONTRACT LABOR	31,924.97	9,000.00	4,650.00	9,000.00	7,000.00
10-4120-200 OFFICE SUPPLIES - ADMIN	8,895.03	10,000.00	5,065.90	10,000.00	10,000.00
10-4120-210 PLANNING CONFERENCE	512.16	1,500.00	245.04	750.00	500.00
10-4120-321 TELEPHONE - ADMIN	2,465.33	3,500.00	1,411.27	2,500.00	3,000.00
10-4120-325 POSTAGE - ADMIN	1,751.76	2,000.00	1,599.03	2,000.00	2,000.00
10-4120-331 UTILITIES - ADMIN	4,578.05	4,725.00	3,920.10	4,725.00	6,000.00
10-4120-351 REPAIRS & MAINTENANCE - BUILDING	27,318.00	37,500.00	2,000.00	18,750.00	67,500.00



**TOWN OF WEDDINGTON  
PROPOSED BUDGET  
FY2019**

	<u>FY2017 ACTUAL</u>	<u>FY2018 AMENDED BUDGET</u>	<u>ACTUAL AS OF 4/30/18</u>	<u>PROJECTED 6/30/2018</u>	<u>PRELIMINARY BUDGET FY2019</u>
10-4120-352 REPAIRS & MAINTENANCE - EQUIPMENT	56,313.76	60,000.00	53,617.75	60,000.00	75,000.00
10-4120-354 REPAIRS & MAINTENANCE - GROUNDS	53,632.85	93,250.00	74,705.50	87,850.00	58,000.00
10-4120-355 REPAIRS & MAINTENANCE - PEST CONTRL	1,410.00	1,000.00	666.80	1,000.00	1,500.00
10-4120-356 REPAIRS & MAINTENANCE - CUSTODIAL	5,460.00	6,000.00	4,300.00	5,820.00	6,000.00
10-4120-500 CAPITAL EXPENDITURES	593,250.00				
10-4120-370 ADVERTISING - ADMIN	777.44	1,000.00	333.93	750.00	1,000.00
10-4120-397 TAX LISTING & TAX COLLECTION FEES	-404.03	250.00	-357.66	0.00	250.00
10-4120-400 ADMINISTRATIVE:TRAINING	1,851.50	4,000.00	3,577.50	4,000.00	4,000.00
10-4120-410 ADMINISTRATIVE:TRAVEL	5,572.60	5,000.00	4,371.20	5,000.00	5,000.00
10-4120-450 INSURANCE	13,533.28	15,750.00	13,261.75	14,000.00	15,000.00
10-4120-491 DUES & SUBSCRIPTIONS	18,520.92	16,000.00	14,626.97	18,625.00	19,500.00
10-4120-498 GIFTS & AWARDS	1,102.81	3,000.00	587.84	2,000.00	3,000.00
10-4120-499 MISCELLANEOUS	7,388.41	5,000.00	6,244.60	7,600.00	8,000.00
TOTAL ADMINISTRATIVE EXPENSE	<u>1,027,389.51</u>	<u>428,735.00</u>	<u>309,750.56</u>	<u>397,595.00</u>	<u>442,859.99</u>
PLANNING & ZONING EXPENDITURE:					
10-4130-121 SALARIES - PLANNER/ADMINISTRATOR	50,036.04	71,500.00	59,351.77	71,500.00	70,000.00
10-4130-122 SALARIES - ASST ZONING ADMINISTRATOR	4,019.18	2,950.00	530.40	750.00	2,500.00
10-4130-123 SALARIES - ADMINISTRATIVE ASSISTANT	15,985.32	17,000.00	12,782.46	15,425.00	16,750.00
10-4130-124 SALARIES - PLANNING BOARD	4,850.00	5,200.00	4,100.00	5,000.00	5,200.00
10-4130-125 SALARIES - SIGN REMOVAL	2,923.48	3,500.00	2,541.64	3,500.00	4,000.00
10-4130-181 FICA EXPENSE - P&Z	5,938.14	7,750.00	5,776.31	7,375.00	7,500.00
10-4130-182 EMPLOYEE RETIREMENT - P&Z	9,330.41	11,200.00	8,653.26	13,325.00	14,690.00
10-4130-183 EMPLOYEE INSURANCE - P&Z	14,206.00	12,780.00	10,143.50	12,175.00	15,750.00
10-4130-184 EMPLOYEE LIFE INSURANCE - P&Z	192.64	250.00	196.00	250.00	250.00
10-4130-185 EMPLOYEE S-T DISABILITY - P&Z	84.00	175.00	120.00	150.00	175.00
SALARY ADJUSTMENTS					3,440.00
10-4130-193 CONSULTING	16,066.23	32,000.00	13,652.25	26,000.00	61,075.00
10-4130-194 CONSULTING - COG	4,405.00	10,000.00	7,915.00	8,000.00	11,500.00
10-4130-200 OFFICE SUPPLIES - PLANNING & ZONING	8,422.80	5,000.00	4,158.42	5,000.00	5,000.00
10-4130-201 ZONING SPECIFIC OFFICE SUPPLIES	0.00	2,500.00	175.00	1,000.00	2,500.00
10-4130-215 HISTORIC PRESERVATION	249.46	1,000.00	73.08	250.00	1,000.00
10-4130-220 INFRASTRUCTURE	0.00	145,000.00	0.00	121,000.00	206,000.00
10-4130-321 TELEPHONE - PLANNING & ZONING	2,465.47	3,500.00	1,601.43	2,500.00	3,000.00
10-4130-325 POSTAGE - PLANNING & ZONING	1,706.67	2,000.00	1,576.94	2,000.00	2,000.00
10-4130-331 UTILITIES - PLANNING & ZONING	4,623.30	4,725.00	4,029.01	4,725.00	6,000.00
10-4130-370 ADVERTISING - PLANNING & ZONING	735.82	1,000.00	266.14	750.00	1,000.00
TOTAL PLANNING EXPENSE	<u>146,239.96</u>	<u>339,030.00</u>	<u>137,642.61</u>	<u>300,674.99</u>	<u>439,330.00</u>
TOTAL EXPENDITURES	<u>2,233,095.25</u>	<u>2,026,250.00</u>	<u>1,559,327.62</u>	<u>1,957,279.99</u>	<u>2,067,250.00</u>
NET OPERATING REVENUES/(EXPENDITURES)	<u>(156,445.40)</u>	<u>0.00</u>	<u>205,673.36</u>	<u>113,395.00</u>	<u>0.00</u>

1 cent tax = approximately \$195,000

## Facebook Policy

All government related communication through social media outlets should remain professional in nature and should always be conducted in accordance with the organization's communications policy, practices, and expectations. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action per the Personnel Handbook.

Content of posts and comments:

Communication should include no form of profanity, obscenity, or copyright violations.

Confidential or non-public information may not be shared.

Content permitted includes posts for Events only. If the Town Staff, Mayor or Town Council would like to post any other information to solicit feedback i.e. a town survey, the topic or post must first be approved by the Council as a whole.

Posts and comments are public records:

Communication via government related social networking sites is a public record. The Town of Weddington will include the following statement on their social media sites:

The purpose of social media usage is to present matters of public interest in the Town of Weddington. Please note this is a moderated page and not a public forum. Once posted, the Town of Weddington reserves the right to delete submissions that contain vulgar language or material, personal attacks of any kind or offensive comments that target or disparage any individual based on their race, color, religion, gender, sexual orientation, national origin, physical or mental disability, genetic information, age, military or veteran status, or any other status protected by federal, state, or local law. The Town of Weddington reserves the right to remove comments that:

- Are spam or include links to other sites;
- Are clearly off topic;
- Advocate illegal activity;
- Promote particular services;
- Infringe on copyrights or trademarks;
- Use personally identifiable information;
- Contain confidential information

The Town records retention schedule shall be followed when comments are required to be removed.



- Continue to get car counts and speed data to be able to give to NCDOT to support the Town's transportation needs
- Complete the Town Survey **In progress**
- Review the Town's roadway priorities to determine if they are on the LARTP or if they need to be added or removed
- Identify other areas in Town to consider streetlights
- Consider expanding the loop from the downtown area down 84 to Rea Road Extension and back down Providence Road (future consideration)
- Town to be a facilitator between neighborhoods wanting water and the County, but Town will not serve as funding agent. Mayor Callis to communicate with County to determine options to help facilitate.
- Engage landowners in the downtown overlay district to discuss the vision of downtown area. Review if a single developer can work with various property owners to develop a coordinated plan (sewer is an issue). **In progress**
- Strengthen vision encompassed in the downtown overlay district for cohesiveness and coordinate with Planning Board to make sure ordinances appropriately convey that vision.
- Town Administrator/Planner to get price for excess right of way in front of the gymnasium. Not a priority. **In progress**
- Install sink for staff use in the current deputy office **In progress**
- Continue working on electrical and plumbing inspections of Town Hall
- Ongoing review of Minimum Lot Size requirements **In progress**
- The Council discussed the need to inform each other of any meetings involving a Council member and other officials being held at town hall. **In progress**
- Consider changes to the Facebook policy to allow additional posts on the Town's page. **In progress**
- Revisit office policies
- Consider updating the LARTP to include Antioch Church Road as a major thoroughfare
- Continue discussion of road priorities with Union County and get their position on the process of updating their maps and coordinate with them.
- Councilmember Propst to communicate with Wesley Chapel and Marvin to work with prioritizing Newtown Road.
- ~~◦ Check with Scott Cole from NCDOT about Tilley Morris agreement payout options.~~
- ~~◦ Calculate monthly hours and litigation charges over the past 3 years and interview law firms for attorney services.~~
- Obtain 3 or 4 estimates on the cost to make the Matthews house structurally sound and possibly add a room to the upstairs. They discussed prioritizing making the house structurally sound before deciding what to use it for. **In progress**
- ~~◦ Council member Buzzard will meet with the property owners, to discuss closure of the access road behind Harris Teeter, the Providence Rd and Weddington Matthews Connector Road, and what they envision for that area.~~
- ~~◦ Councilmember Smith stated that he would get a cost and timeframe for mold cleanup and electrical repairs in Town Hall. He also requested 2 new radar trailers be considered.~~
- RFP for IT contract
- RFP for Landscaping services **In progress**
- Consider getting a land development professional to come and consult on effects changes to lot size and width and viewshed buffers would have on a subdivision. **In progress**
- Readopt the Land Use Plan with changes after seeing the results from the Town Survey.
- Check with Union County on probability of ETJ being approved.

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# **TOWN OF W E D D I N G T O N**

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## **MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** May 14, 2018

**SUBJECT:** Consideration of a Proposal for Landscaping Services

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Staff sent out an RFP for landscaping services. The contract includes lawn care and maintenance of the Town Hall Property and the medians and right(s) of way in Exhibit A and B. The proposals were due Monday, May 7, 2018. Staff received one proposal from our current company Unity Lawn and Landscape in the amount of \$2,962.00 per month. Our current contract is \$3,602.50 per month.

Attachments  
RFP  
Unity Price Proposal

# **REQUEST FOR PROPOSALS FOR LANDSCAPE & GROUND MAINTENANCE SERVICES**

**March 28, 2018**



## **TOWN OF WEDDINGTON NORTH CAROLINA**

The Weddington Town Council is accepting proposals from experienced and qualified companies to enter into a contract for landscape and grounds maintenance services.

Those wishing to be considered for the contract should submit a proposal to Town Administrator, Town of Weddington, 1924 Weddington Rd., Weddington, NC 28104. The deadline for applications is **Monday, May 7, 2018 by 1:00 PM.**



## **SCOPE OF SERVICES, DUTIES AND RESPONSIBILITIES**

During the Term the Contractor shall care for and maintain the Town Hall property, medians, and right(s) of way as set forth on Exhibit A and Exhibit B. All Services rendered shall be completed with the highest standard of care and workmanship prevailing in the field of landscape maintenance in the general geographic area in which the Town is located.

Equipment: Contractor shall provide all equipment and tools required to fulfill the terms and conditions as outlined in these specifications. The contractor shall operate the equipment in a safe manner so as not to create a hazard to the public and keep all work equipment wheels off travel ways during grounds maintenance operations. All equipment used must be commercial grade equipment for the entire term of this agreement.

## **MINIMUM QUALIFICATIONS**

Proposals will be considered only from companies normally engaged in performing the type of work specified within this Request for Proposal. In the determination of the evidence of responsibility and ability to perform the required services by the Proposer, the Town in its discretion shall determine whether the evidence of responsibility and ability to perform is satisfactory. The Town reserves the right to reject any or all proposals.

Proposer must be licensed to do business in the State of North Carolina.

Proposer warrants that he/she is fully qualified, with adequate personnel, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting contract within a reasonable time.

Proposer shall be an equal opportunity employer and shall adhere to all applicable local, state, or federal affirmative action requirement

## **SUBMITTAL INFORMATION**

In addition to the completed "Contractor's Price Proposal," all proposals must provide the following:

1. Reference list of at least three (3) clients to whom the Proposer has provided similar services as prime contractor within the past five years. References must include the name of client, address, contact person and title, telephone number, and date(s) of service.
2. Evidence of general liability insurance with minimum limits of \$500,000 per occurrence combined single limit for bodily injury liability and property damage liability. Certificates of Insurance shall be filed with the Town and shall list the Town as additional insured.

3. Evidence of workers' compensation insurance for all employees for statutory limits in compliance with applicable state and federal laws.

## **TERMS AND CONDITIONS**

1. Term of Contract: The contract resulting from this RFP shall be for a period of one (1) year from July 1, 2017, to June 30, 2018. This agreement shall automatically renew for an additional one (1) year term, up to a maximum of two additional years.

2. Hours of Work: The Contractor's operations will be restricted to daylight hours and no work may be performed on Sundays. Work shall only be performed when visibility conditions allow safe operations. The hours shall meet all Town ordinances as they pertain to noise.

3. Billing and Payment: The Contractor shall submit a monthly bill for services rendered to Town of Weddington, 1924 Weddington Road, Weddington, NC 28104. The Town will make payment within thirty (30) days of receipt of an accurate invoice. Invoices should include a description of services provided during the billed month.

4. Modifications of Work: The Town may at any time change the scope of work in the contractor by written notice to the Contractor, giving therein a date upon which the change shall become effective. On such effective date, the Contractor shall make the required changes in operations. Upon receipt of a change notice, the Contractor shall submit to the Administrator an estimate of the change in working hours or increase in cost resulting from said change. The Town shall then provide notice to the Contractor that it consents to the change in scope and increase in costs or that it has determined not to change the scope of work whereby the contract price would remain the same or the parties may negotiate any such changes.

5. Performance of Extra Services: The Contractor shall, upon written or oral request from the Town, perform extra services. The Contractor shall be entitled to charge for such services at a negotiated price. Requests for payment for additional services shall be submitted no later than the next regular monthly invoice and should be specifically identified as services rendered over and above contract provisions.

6. Price Increases: The prices bid in this proposal shall remain intact for the entire first year of this agreement. Adjustments, if needed, are to be made annually on the anniversary date of this agreement and cannot exceed the CPI percentage adjustment for the previous year based on the month of June.

7. Personnel: Contractor represents and warrants to the Town that Contractor has, or shall secure at its own expense prior to the commencement of services hereunder, all necessary personnel required to perform the services under this Contract. All services required of Contractor hereunder shall be performed by Contractor or under its supervision, and all personnel engaged in performing such services shall be fully qualified, and if necessary, authorized under applicable law to perform such services. Contractor represents and warrants to the Town that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

8. Non-discrimination: Contractor represents and warrants that all of its employees are and shall be treated equally during employment by Contractor without regard to race, color, religion, physical handicap, sex, age, or national origin.

9. Safety: Contractor understands and acknowledges that it will be working in a roadside area. Contractor shall be responsible for the conduct and actions of all of its employees and subcontractors.

10. Liability and Indemnity: Contractor agrees that s/he shall be responsible for all damages and all liability to both public and private property in the performance of its duties under the Contract, and shall report such damages to the Town as soon as possible. Contractor agrees to indemnify and save harmless the Town of Weddington, its officers, agents, monitors, representatives, employees and attorneys from and against any and all losses and claims, demands, payments, suits, actions and judgments of every kind, including, without limitation, attorneys fees and expenses for the total cost of review and defending same, that may be brought or recovered against them by reason of any action or omission of the Contractor, its agents or employees (including those of any of his sub-contractors) in the performance of work under this Contract.

11. Liability Insurance: The Contractor agrees to and shall procure and maintain during the duration of this Contract, Contractor's general public liability and property damage insurance, including auto liability and employer's liability coverage, insuring Contractor from all claims from personal injury, including death, and claims for destruction or damage to property arising out of or in connection with any operations under this Contract, whether such operations are by the Contractor or a subcontractor of the Contractor, and said insurance shall name as additional insured, waive and hold harmless the Town of Weddington.

12. Workers Compensation Insurance: Contractor shall provide Workers Compensation Insurance and maintain at its expense during the term of this Contract, in accordance with workers compensation laws of the State of North Carolina, including occupational disease provisions, for all of the Contractor's employees, and in case any work is sublet, Contractor shall require any such subcontractor similarly to provide Workers Compensation Insurance, including occupational disease provisions, for all of the subcontractor's employees unless such employees are covered by the protection by the Contractor.

13. Termination: The Contractor may terminate this Contract upon sixty (60) days written notice to the Town, provided, however, that during such sixty (60) days (or until earlier release by the Town), Contractor shall continue to diligently perform all of its duties hereunder. The Town may cancel this Contract at any time for any reason, with or without cause, upon sixty (60) days written notice to the Contractor. If this Contract is terminated by the Town with written notice to Contractor, the Contractor shall be paid for the eligible work performed to the time of termination. The termination of this Contract by the Town for inadequate performance shall not relieve Contractor of any obligations and liabilities that have accrued at the time of such termination. If this Contract is so terminated, the Town shall be liable only for goods or services then delivered by Contractor and accepted by the Town.

14. Severability: If any term or provision of this Contract shall be held to be invalid or unenforceable, the remainder of this Contract, or the application of such term or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

15. Default: Either party shall be in default hereunder upon the failure to perform any material provision hereof. In the event of a default by the Town, Contractor shall be entitled to exercise any and all rights and remedies available under the laws of the State of North Carolina. In the event of a default by Contractor, the Town shall be entitled to exercise any or all of the following remedies, alone or in conjunction with others: (a) the termination of this Contract; (b) the withholding of the retainage specified herein to be applied to damages incurred by reason of



such default; and (c) the exercise of all other rights and remedies available under the laws of the State of North Carolina.

16. Successors and Assigns: This Contract shall be binding upon the parties and their respective successors and assigns; provided, however, that this Contract may not be assigned by Contractor without the prior written consent of the Town, which consent may be withheld at the sole and absolute discretion of the Town. No provision hereof shall be deemed to create any personal liability on the part of any officer, agent for the town, nor shall this Contract be deemed to create any rights or benefits to any person other than the Town or Contractor.

17. Performance: Contractor shall perform its obligations hereunder in a manner so as not to interfere with the normal operations of the Town, such performance by Contractor shall comply with all applicable local, State, and federal laws and regulations. Contractor shall have periodic communications with the council member in charge/and or staff to maintain satisfaction for both parties.

18. Inspection: All work shall be subject to inspection by the Town at any time.

19. Entire Agreement: This Contract constitutes the entire agreement between the parties, and there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Contract may be added to, deleted from, modified, superseded, or otherwise changed, except by written instrument executed by the parties hereto.

20. Non-Exclusive Contract: This Contract shall be non-exclusive and the Town may procure the services contemplated hereby from other sources at the Town's discretion.

## Contractor's Price Proposal

This price proposal form must be completed, signed, and submitted. No substitute forms will be accepted. Proposals submitted without this completed price proposal will be rejected. Proposal of

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(Name of Proposer)

---

(Address of Proposer)

---

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(Business Phone)

---

(Fax Number)

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(E-Mail Address)

The Proposer (hereinafter called "Contractor"), in compliance with your invitation for proposals for: Proposal for the Town of Weddington Landscape & Grounds Maintenance Services, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the work of the proposed project, including availability of equipment and labor, hereby proposes to perform in accordance with this Request for Proposal, and at the prices stated.

These prices shall cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Contractor's Price Proposal:

\_\_\_\_\_ per month for Services outlined in Exhibit A

\_\_\_\_\_ per month for Services outlined in Exhibit B

Respectfully submitted:

Name of Company \_\_\_\_\_

Signature of Officer \_\_\_\_\_

Name of Officer \_\_\_\_\_

Title of Officer \_\_\_\_\_

## **Exhibit A – Town Hall Property**

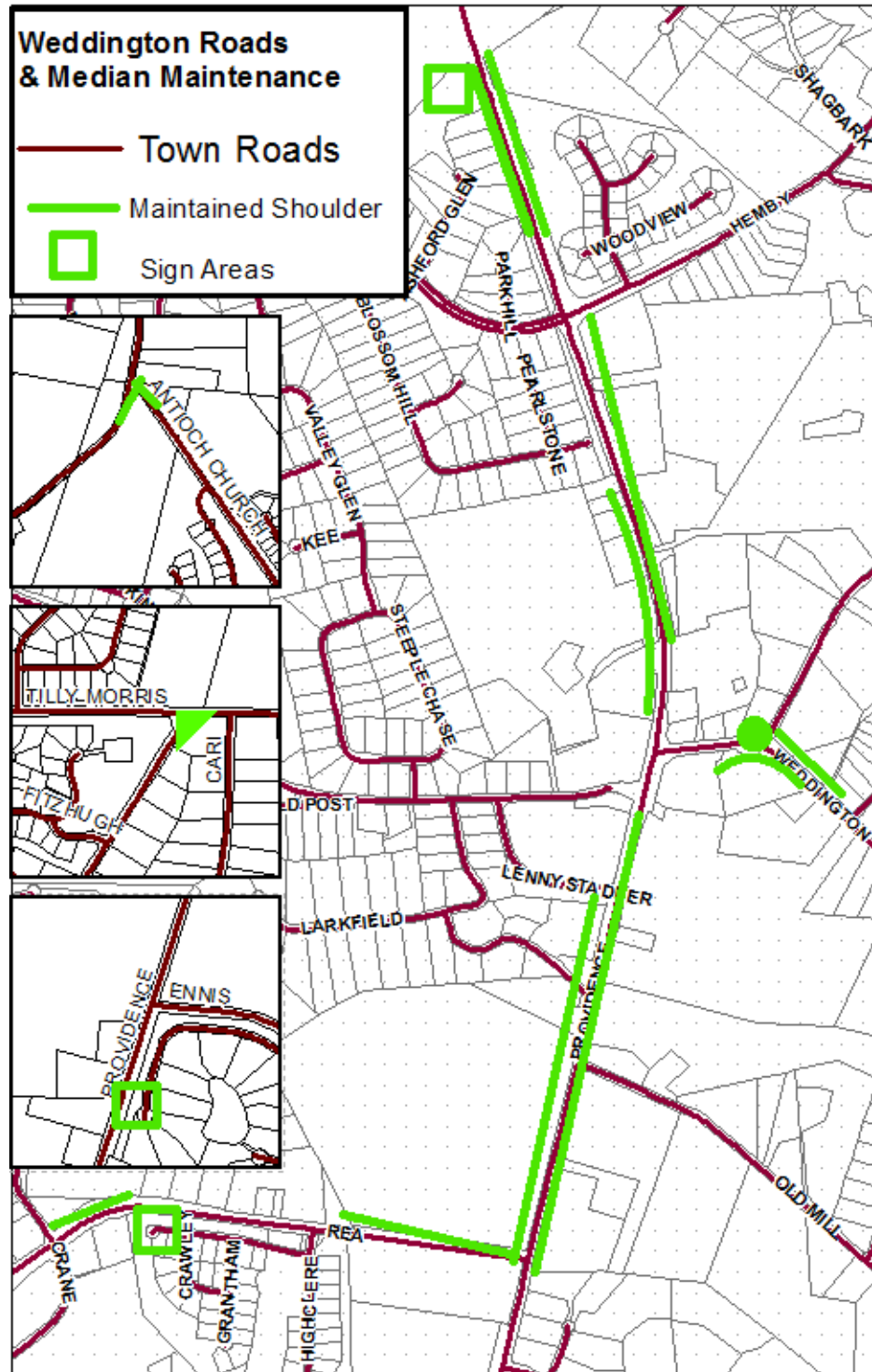
1. Cut all grass areas as needed or as deemed necessary to maintain a high degree of curb appeal. Grass will be cut weekly during the accepted normal growth period except when weather dictates otherwise.
2. Edge all walkways, curbs, driveways, and or streets as needed during the growing season. Normally twice monthly edging will suffice to maintain a manicured appearance.
3. Clean all grass and debris from walkways curbs, driveways, and or streets after mowing and edging operations.
4. Police grounds to remove trash, limbs, litter prior to mowing.
5. Keep shrubbery, flower beds and mulched areas weeded and groomed at all times. Weed control will be accomplished with herbicides when possible and by hand pulling when danger to desirable plant material may exist.
6. Mulch all shrubbery, flower beds, and tree areas with hardwood mulch on an annual basis. Annual mulching is to occur between January 1, and February 28, any extra mulching to be additionally charged on a monthly basis.
7. Keep all shrubbery trimmed as needed on a year round basis. Shrubby trimming will be performed a minimum of two times per year.
8. Aerate all established grass areas in the fall before over seeding.
9. Fertilize all grassed areas four times annually with 2- slow release applications, 1-Crab Grass Pre-Emergent, 1-Crab Grass Pre-Emergent with Broadleaf Weed Killer Fertilize Application. Fertilize all trees and shrubbery at least once annually.
10. Control all vegetation in paved areas with the herbicides.
11. During the fall season, leaves will be blown from the grassed areas and removed from maintained ground area.
12. Debris will be removed from Gutters four times per year.
13. During winter months, grounds will be policed periodically for trash and debris. Paved areas will also be blown clear.
14. Remove all dead plants, shrubs, and trees less than 6” in diameter within the primary maintenance area. All contract tree removal will occur between November 1 and March 30, unless otherwise jointly agreed.



## **Exhibit B - Medians and Right(s)-of-way**

1. Cut grass along shoulders 10' – 15' behind sidewalks and medians/round about as marked on the attached map (exhibit C). Grass will be cut as needed or as deemed necessary to maintain a high degree of curb appeal.
2. Edge all curbs, sidewalks and medians as needed during the growing season. Normally, once monthly edging will suffice to maintain a manicured appearance.
3. Weed eating around tree beds, signs, and along banks will be done after each mowing.
4. Clean all grass and debris from walkways, curbs, driveways, and / or streets after mowing and edging operations.
5. Police grounds to remove trash, limbs, litter prior to mowing.
6. Weeds in joints of concrete and in mulched median beds and beds around trees will be treated with herbicides.
7. During the fall season, leaves will be blown from the grassed areas and removed from the maintained ground area.
8. During winter months, grounds will be policed periodically for trash and debris. Paved areas will also be blown clear.
9. Remove all dead plants, shrubs, and trees less than 6" in diameter within the primary maintenance area. All contract tree removal will occur between November 1 and March 30, unless otherwise jointly agreed.
10. Shrubs and trees will be trimmed one time per year. Shrubbery trimming will include dead heading daylilies, but not include ornamental grasses.
11. Fertilize all trees and shrubbery once annually. This will occur in early spring.
12. Mulch all medians and tree beds one time bi-annually. Mulching will be done December 2017 to February 28, 2018. Mulching will be applied at a minimum of 4" depth.
13. Maintain town entry monuments (3 locations) and the landscaping beds surrounding it.
14. Maintain medians at intersections of Matthews-Weddington Road and Tilley Morris Road and Matthews-Weddington Road and Antioch Church Road intersection. This would include weed control with herbicide.

## Exhibit C



### **Contractor's Price Proposal**

This price proposal form must be completed, signed, and submitted. No substitute forms will be accepted. Proposals submitted without this completed price proposal will be rejected. Proposal of

Duane Johnston, President, Unity Lawn & Landscape  
(Name of Proposer)

1102 Technology Dr, Suite A, Indian Trail, NC, 28079  
(Address of Proposer)

704/993-7020  
(Business Phone) (Fax Number)

duane@unitylawns.com  
(E-Mail Address)

The Proposer (hereinafter called "Contractor"), in compliance with your invitation for proposals for: Proposal for the Town of Weddington Landscape & Grounds Maintenance Services, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the work of the proposed project, including availability of equipment and labor, hereby proposes to perform in accordance with this Request for Proposal, and at the prices stated.

These prices shall cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Contractor's Price Proposal:

\$490.00 per month for Services outlined in Exhibit A

\$2472.00 per month for Services outlined in Exhibit B

Respectfully submitted:

Name of Company Unity Lawn & Landscape

Signature of Officer \_\_\_\_\_

Name of Officer Duane Johnston

Title of Officer President



## **WEDDINGTON CODE ENFORCEMENT REPORT**

**April, 2018**

- 1. 404 Cottonfield Cir., James & Shannon Cox**
  - 2/28/18—Legal action successful. Illegal use to discontinue.
  - 4/30/18---Legal action still underway.
  
- 2. 4005 Ambassador Ct., Inez B. McRae Trust**
  - 12/31/17—Deterioration continues, building still vacant and closed.
  - 4/30/18---Deterioration continues, building vacant and closed.
  
- 3. 4716 Weddinton Matthews Rd.**
  - Existing residence under remodel/expansion. New owner has permit, but needs to acquire permit for 2<sup>nd</sup> story expansion for Union County
  - 6/30/17---Per owner, he will use this as his residence only. Will continue to monitor.
  - 7/31/17—Dumpsters (5) on property. Owner instructed to remove them.
  - 8/31/17—All dumpsters except 1 removed. Additional permit issued for 2<sup>nd</sup> living unit and meter attached at rear of house.
  - 9/30/17—Monitoring this one.
  - 10/31/17—Monitoring.
  - 3/31/18---Construction is continuing
  - Notice of Violation & Citation issued 4/18/18; fines began 4/23/18. Violation continues.
  
- 4. 2027 Brook View Ct.**
  - Utility building w/out permit and possible side yard encroachment; letter sent to owner
  - 12/31/17--Permit obtained for building. Resolved.
  - 2/28/18—Side yard issue?
  - 3/31/18---Building has been moved over to meet required side yard requirement.
  - 4/30/18---Case closed.
  
- 5. 4915 Beulah Church Rd.**
  - Junk vehicles, old camper, old lawn mower and piles of limbs in yard; sent owner letter on 1/30/18. (town does not have over grown lot or cleanliness of land ordinance but am trying to use broad standards of zoning ordinance to get some clean up)
  - No response from owner.
  - No response from owner, except to mow yard.
  - Monitoring

**6. 401 Gatewood Ln.**

- 2 junk vehicles in front yard of house. Sent property owner notice to remove vehicles on 4/3/18.;
- 4/30/18---vehicles removed.

**7. 416 Gatewood Ln.**

- Boat and camper parked in right of way of street; sent owner notice to remove vehicles 8.
- Ordinance does not address boats and campers.

**8. 408 Gatewood Ln.**

- Suv parked in right of way of street; sent owner notice to remove vehicle 4/3/18.
- 4.30/18---vehicle removed.

**9. 3708 Beulah Church Rd.**

- Rental house-tenant repairing wrecked vehicles in driveway; owner sent notice to discontinue this illegal use 4/3/18.
- Notice of Violation & Citation sent to owner 4/18/18; fines began 4/23/18. Still monitoring this one.

TOWN OF WEDDINGTON  
BALANCE SHEET

Agenda Item 13

FY 2017-2018

PERIOD ENDING: 04/30/2018

10

ASSETS

ASSETS

10-1120-000	TRINITY CHECKING ACCOUNT	1,069,663.18
10-1120-001	TRINITY MONEY MARKET	1,117,322.42
10-1170-000	NC CASH MGMT TRUST	536,099.98
10-1211-001	A/R PROPERTY TAX	14,890.23
10-1212-001	A/R PROPERTY TAX - 1ST YEAR PRIOR	7,442.25
10-1212-002	A/R PROPERTY TAX - NEXT 8 PRIOR YRS	9,676.06
10-1214-000	PREPAID ASSETS	2,935.63
10-1232-000	SALES TAX RECEIVABLE	2,533.60
10-1610-001	FIXED ASSETS - LAND & BUILDINGS	2,346,268.11
10-1610-002	FIXED ASSETS - FURNITURE & FIXTURES	20,583.08
10-1610-003	FIXED ASSETS - EQUIPMENT	118,306.60
10-1610-004	FIXED ASSETS - INFRASTRUCTURE	26,851.01
TOTAL ASSETS		5,272,572.15

LIABILITIES & EQUITY

LIABILITIES

10-2120-000	BOND DEPOSIT PAYABLE	75,002.25
10-2151-000	FICA TAXES PAYABLE	87.24
10-2152-000	FEDERAL TAXES PAYABLE	-549.67
10-2154-001	NC RETIREMENT PAYABLE	-813.71
10-2620-000	DEFERRED REVENUE - DELQ TAXES	7,442.25
10-2625-000	DEFERRED REVENUE - CURR YR TAX	14,890.23
10-2630-000	DEFERRED REVENUE-NEXT 8	9,676.06
TOTAL LIABILITIES		105,734.65

EQUITY

10-2620-001	FUND BALANCE - UNASSIGNED	2,199,653.14
10-2620-003	FUND BALANCE-ASSIGNED	249,500.00
10-2620-004	FUND BALANCE-INVEST IN FIXED ASSETS	2,512,011.00
CURRENT FUND BALANCE - YTD NET REV		205,673.36
TOTAL EQUITY		5,166,837.50

TOTAL LIABILITIES & FUND EQUITY	5,272,572.15
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**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

Agenda Item 13.

FY 2017-2018

04/01/2018 TO 04/30/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>REVENUE:</b>				
10-3101-110 AD VALOREM TAX -	5,883.00	1,047,492.74	1,025,000.00	-2
10-3102-110 AD VALOREM TAX - 1ST	318.71	2,620.31	3,000.00	13
10-3103-110 AD VALOREM TAX - NEXT 8	296.54	280.64	1,000.00	72
10-3110-121 AD VALOREM TAX -	8,115.95	72,492.73	89,000.00	19
10-3115-180 TAX INTEREST	403.85	1,963.22	2,250.00	13
10-3231-220 LOCAL OPTION SALES TAX	26,135.68	233,893.19	320,000.00	27
10-3322-220 BEER & WINE TAX	0.00	0.00	45,000.00	100
10-3324-220 UTILITY FRANCHISE TAX	0.00	332,538.56	460,000.00	28
10-3340-400 ZONING & PERMIT FEES	3,435.00	41,002.50	35,000.00	-17
10-3350-400 SUBDIVISION FEES	0.00	26,395.00	40,000.00	34
10-3830-891 MISCELLANEOUS REVENUES	32.15	1,619.81	1,000.00	-62
10-3831-491 INVESTMENT INCOME	0.00	4,702.28	5,000.00	6
TOTAL REVENUE	44,620.88	1,765,000.98	2,026,250.00	13
AFTER TRANSFERS	44,620.88	1,765,000.98	2,026,250.00	
<b>4110 GENERAL GOVERNMENT</b>				
<b>EXPENDITURE:</b>				
10-4110-126 FIRE DEPT SUBSIDIES	61,088.00	610,880.00	737,560.00	17
10-4110-127 FIRE DEPARTMENT	0.00	65.00	5,000.00	99
10-4110-128 POLICE PROTECTION	66,043.50	264,174.00	264,175.00	0
10-4110-192 ATTORNEY FEES - GENERAL	7,190.23	74,163.44	85,000.00	13
10-4110-193 ATTORNEY FEES -	276.08	139,177.16	135,000.00	-3
10-4110-195 ELECTION EXPENSE	0.00	9,899.29	10,000.00	1
10-4110-340 PUBLICATIONS	1,992.17	4,907.15	9,000.00	45
10-4110-342 HOLIDAY/TREE LIGHTING	0.00	7,874.99	6,500.00	-21
10-4110-343 SPRING EVENT	552.22	552.22	3,750.00	85
10-4110-344 OTHER COMMUNITY EVENTS	180.00	241.20	1,000.00	76
10-4110-495 COMMITTEE & OUTSIDE	0.00	0.00	1,500.00	100
TOTAL EXPENDITURE	137,322.20	1,111,934.45	1,258,485.00	12
BEFORE TRANSFERS	-137,322.20	-1,111,934.45	-1,258,485.00	
AFTER TRANSFERS	-137,322.20	-1,111,934.45	-1,258,485.00	
<b>4120 ADMINISTRATIVE</b>				
<b>EXPENDITURE:</b>				
10-4120-121 SALARIES - CLERK	1,533.00	17,868.38	22,000.00	19
10-4120-123 SALARIES - TAX COLLECTOR	3,434.34	35,767.85	47,250.00	24
10-4120-124 SALARIES - FINANCE OFFICER	393.00	8,716.11	14,500.00	40
10-4120-125 SALARIES - MAYOR &	2,100.00	21,000.00	25,200.00	17
10-4120-181 FICA EXPENSE	570.72	6,181.81	8,500.00	27
10-4120-182 EMPLOYEE RETIREMENT	699.75	6,696.39	10,930.00	39
10-4120-183 EMPLOYEE INSURANCE	1,014.50	10,146.50	12,780.00	21

**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2017-2018

04/01/2018 TO 04/30/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4120-184 EMPLOYEE LIFE INSURANCE	12.60	126.00	175.00	28
10-4120-185 EMPLOYEE S-T DISABILITY	12.00	120.00	175.00	31
10-4120-191 AUDIT FEES	0.00	8,300.00	8,750.00	5
10-4120-193 CONTRACT LABOR	0.00	4,650.00	9,000.00	48
10-4120-200 OFFICE SUPPLIES - ADMIN	799.35	5,065.90	10,000.00	49
10-4120-210 PLANNING CONFERENCE	0.00	245.04	1,500.00	84
10-4120-321 TELEPHONE - ADMIN	168.11	1,411.27	3,500.00	60
10-4120-325 POSTAGE - ADMIN	549.03	1,599.03	2,000.00	20
10-4120-331 UTILITIES - ADMIN	325.01	3,920.10	4,725.00	17
10-4120-351 REPAIRS & MAINTENANCE -	0.00	2,000.00	37,500.00	95
10-4120-352 REPAIRS & MAINTENANCE	2,325.10	53,617.75	60,000.00	11
10-4120-354 REPAIRS & MAINTENANCE	677.50	74,705.50	93,250.00	20
10-4120-355 REPAIRS & MAINTENANCE	0.00	666.80	1,000.00	33
10-4120-356 REPAIRS & MAINTENANCE	520.00	4,300.00	6,000.00	28
10-4120-370 ADVERTISING - ADMIN	37.40	333.93	1,000.00	67
10-4120-397 TAX LISTING & TAX	12.85	-357.66	250.00	243
10-4120-400 ADMINISTRATIVE:TRAINING	225.00	3,577.50	4,000.00	11
10-4120-410 ADMINISTRATIVE:TRAVEL	163.56	4,371.20	5,000.00	13
10-4120-450 INSURANCE	0.00	13,261.75	15,750.00	16
10-4120-491 DUES & SUBSCRIPTIONS	0.00	14,626.97	16,000.00	9
10-4120-498 GIFTS & AWARDS	125.61	587.84	3,000.00	80
10-4120-499 MISCELLANEOUS	828.36	6,244.60	5,000.00	-25
TOTAL EXPENDITURE	16,526.79	309,750.56	428,735.00	28
BEFORE TRANSFERS	-16,526.79	-309,750.56	-428,735.00	
AFTER TRANSFERS	-16,526.79	-309,750.56	-428,735.00	

**4130 PLANNING & ZONING**

EXPENDITURE:

10-4130-121 SALARIES - ZONING	5,833.34	59,351.77	71,500.00	17
10-4130-122 SALARIES - ASST ZONING	0.00	530.40	2,950.00	82
10-4130-123 SALARIES -	1,340.63	12,782.46	17,000.00	25
10-4130-124 SALARIES - PLANNING	375.00	4,100.00	5,200.00	21
10-4130-125 SALARIES - SIGN REMOVAL	278.43	2,541.64	3,500.00	27
10-4130-181 FICA EXPENSE - P&Z	596.57	5,776.31	7,750.00	25
10-4130-182 EMPLOYEE RETIREMENT -	911.76	8,653.26	11,200.00	23
10-4130-183 EMPLOYEE INSURANCE	1,014.50	10,143.50	12,780.00	21
10-4130-184 EMPLOYEE LIFE INSURANCE	19.60	196.00	250.00	22
10-4130-185 EMPLOYEE S-T DISABILITY	12.00	120.00	175.00	31
10-4130-193 CONSULTING	1,558.32	13,652.25	32,000.00	57
10-4130-194 CONSULTING - COG	0.00	7,915.00	10,000.00	21
10-4130-200 OFFICE SUPPLIES -	760.71	4,158.42	5,000.00	17
10-4130-201 ZONING SPECIFIC OFFICE	0.00	175.00	2,500.00	93
10-4130-215 HISTORIC PRESERVATION	0.00	73.08	1,000.00	93
10-4130-220 INFRASTRUCTURE	0.00	0.00	145,000.00	100

**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2017-2018

04/01/2018 TO 04/30/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4130-321 TELEPHONE - PLANNING &	168.12	1,601.43	3,500.00	54
10-4130-325 POSTAGE - PLANNING &	526.94	1,576.94	2,000.00	21
10-4130-331 UTILITIES - PLANNING &	325.01	4,029.01	4,725.00	15
10-4130-370 ADVERTISING - PLANNING	-30.40	266.14	1,000.00	73
TOTAL EXPENDITURE	<u>13,690.53</u>	<u>137,642.61</u>	<u>339,030.00</u>	<u>59</u>
BEFORE TRANSFERS	<u>-13,690.53</u>	<u>-137,642.61</u>	<u>-339,030.00</u>	
AFTER TRANSFERS	<u>-13,690.53</u>	<u>-137,642.61</u>	<u>-339,030.00</u>	
GRAND TOTAL	<u><u>-122,918.64</u></u>	<u><u>205,673.36</u></u>	<u><u>0.00</u></u>	



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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Kim Woods, Tax Collector

**DATE:** May 14, 2018

**SUBJECT:** Monthly Report –April 2018

<b>Transactions:</b>	
Penalty and Interest Payments	\$(410.29)
Interest Charges	\$258.79
Adjustments Under 5.00	\$(12.08)
Balance Adjustments	\$(22.17)
<b>Taxes Collected:</b>	
2015	\$(318.71)
2016	\$(318.71)
2017	\$(6265.96)
<b>As of April 30, 2018; the following taxes remain Outstanding:</b>	
2007	\$83.43
2008	\$808.16
2009	\$598.83
2010	\$575.29
2011	\$100.56
2012	\$921.46
2013	\$1640.99
2014	\$2295.34
2015	\$2652.00
2016	\$7442.25
2017	\$14890.23
<b>Total Outstanding:</b>	<b>\$32008.54</b>