



TOWN OF WEDDINGTON
TOWN COUNCIL MEETING AGENDA
2019 RETREAT
Rolling Hills Country Club
2722 West Roosevelt Blvd
Monroe, NC 28110

Friday, February 7, 2020

Welcome and Agenda Review	
Adoption of the agenda	9:00
1. Introductions	9-930
2. Planning <ul style="list-style-type: none"> a. ETJ and Donut Holes b. Unified Development Ordinance c. Stormwater/Tree Ordinance d. Possible Text Amendments <ul style="list-style-type: none"> 1. Mobile Homes 2. RV's in front yards/driveways 3. Burning Ban 4. 160D e. Rules of Procedure/PB Terms (March) 	9:30-11:00
3. Downtown Overlay <ul style="list-style-type: none"> a. Sewer to the Downtown b. Park Options c. Uses d. Medians/Other Improvements 	11:00-11:30
LUNCH BREAK	11:30-12:00
4. Transportation <ul style="list-style-type: none"> a. Transportation Planning Funds b. Forest Lawn/Potter 	12:00-12:30
5. Public Safety <ul style="list-style-type: none"> a. Deputy Contract b. Fire Agreement 	12:30-1:00
6. Administrative Items <ul style="list-style-type: none"> a. Events b. Communication c. Policies 	1:00-1:30
7. Branding <ul style="list-style-type: none"> a. Signage b. Brand Book and Logo 	1:30-2:00
8. Finance <ul style="list-style-type: none"> a. FY 2020-2021 Prelim Budget Discussion 	2:00-2:30
9. Review Key Objectives and Assignments	2:30-3:00
10. Adjournment	3:00 p.m.

TOWN OF WEDDINGTON

MEMORANDUM

TO: Mayor and Town Council

FROM: Lisa Thompson, Town Administrator/Planner

DATE: February 7, 2020

SUBJECT: ETJ/Donut Holes

Councilman Perryman started doing some research on possible solutions to the unincorporated areas within, and adjacent to, our town borders. He has provided the following information:

Objective: To ensure that any future development within or adjacent to Weddington is in conformity with our Land Use Plan and zoning regulations.

Limiting Factors: We currently have parcels within and adjacent to town limits that are only governed by Union County zoning regulations. We have no zoning authority on these parcels.

Possible Courses of Action

Voluntary Annexation: Make a direct request to the property owner to allow their parcel to be incorporated within our town limits. This is the easiest solution and does not involve any work outside of the property owner and town hall. However, in our circumstances it is probably unlikely. This is due to the property owner coming under our town taxes with no measurable change in the services (fire, police, medic) they are receiving currently.

Involuntary Annexation: Using state legislative action to involuntarily incorporate property. **No longer an option** as the state legislature effectively has ended this practice statewide.

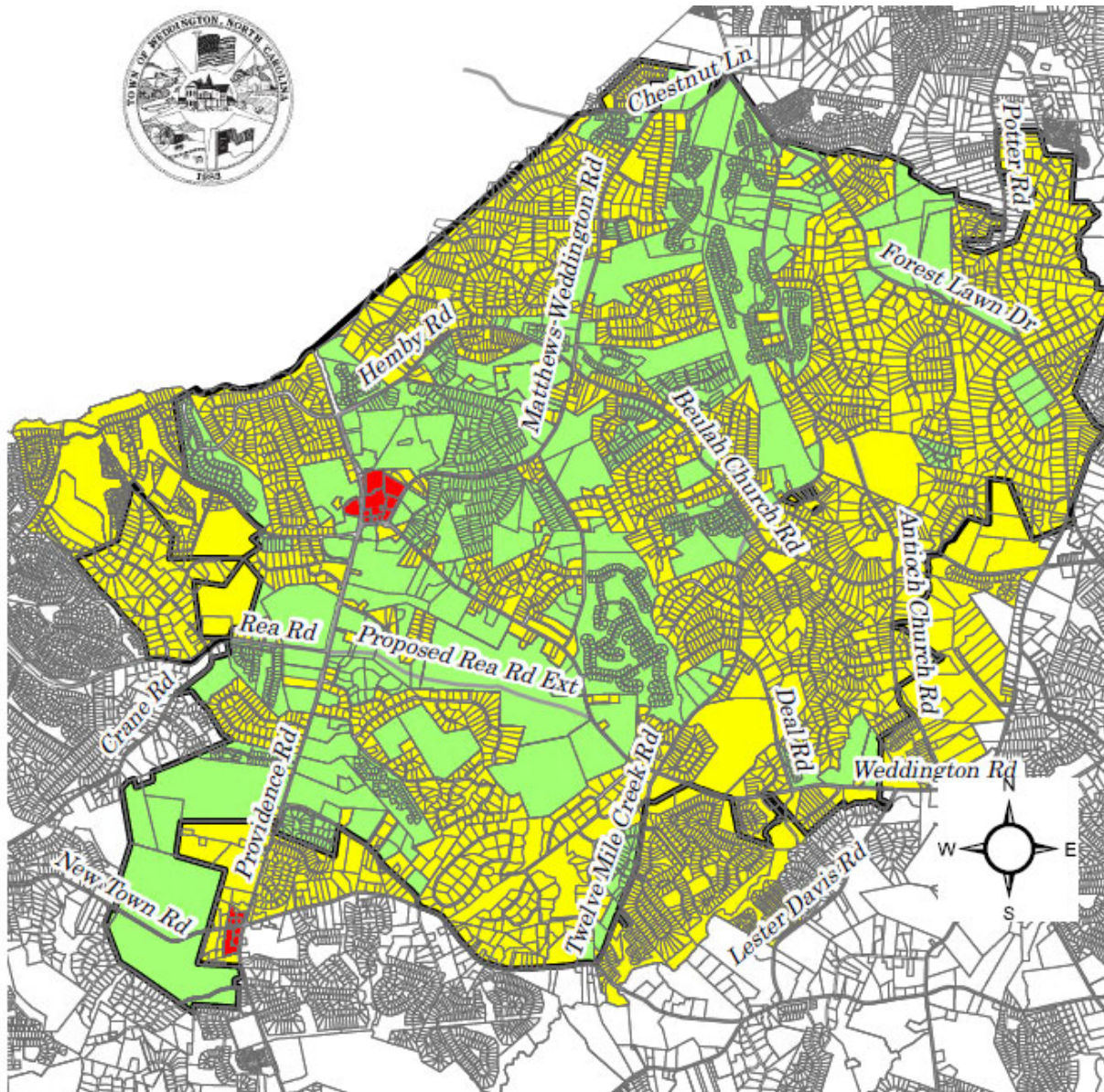
Exercise **Extraterritorial Jurisdiction (ETJ)**: Working with the county (i.e. County Commissioners) to gain approval to impose our zoning ordinances on unincorporated parcels within town limits and adjacent parcels, up to a certain distance (1 to 3 miles).

This option does not impose our town taxes on the property owner but allows the town to ensure conforming development.

Status Quo: Continue as we have and address non-conforming development on a case by case basis. Our only option is to appeal each case to the County Commission during their review and approval process.

After speaking with the Union County Planning Director, it was stated that the Board of Commissioners MAY be willing to open a discussion on donut holes and areas outside of the town border, if the land is included in our comprehensive land use plan.

A map of our land use plan study area is attached to consider for possible ETJ (areas in yellow/red outside of town limits). A large copy of this map will be provided at the meeting.



TOWN OF WEDDINGTON

MEMORANDUM

TO: Mayor and Town Council

FROM: Lisa Thompson, Town Administrator/Planner

DATE: February 7, 2020

SUBJECT: Extraterritorial Jurisdiction

Extraterritorial planning jurisdiction (ETJ) allows municipalities to apply their land development regulations to a perimeter area around the city. In a School of Government survey 85% of towns with a population over 10,000 people have adopted ETJ. This authority is described and regulated by GS 160A-193.

SUMMARY OF PROCEDURAL REQUIREMENTS FOR ETJ

- 1. Prepare adequate boundary description.** There is no requirement to have a surveyed line, but the boundary must be precise enough that a landowner can tell if they are included without hiring a surveyor. Tax maps may be used as a base for drawing the lines.
- 2. Publish notice of a public hearing in the newspaper.** The notice must appear once a week for two successive weeks, with first notice at least ten but not more than twenty-five days before hearing.
- 3. Mail notice to individual property owners in affected area.** Mailed notice is required for the hearing on adoption of the extraterritorial boundary map. This notice must be sent four weeks prior to the hearing. A second hearing on application of zoning is also required, and this must be mailed in the 10 to 25 day period prior to the hearing.
- 4. Secure county agreement if the county is exercising zoning power, regulating subdivisions, and enforcing building code in the area affected or if the area extends more than one mile from the city.** A written, formal county resolution is required in either instance.
- 5. Adopt ordinance by city governing board** setting extraterritorial planning jurisdiction and its boundary.
- 6. File copy of boundary map with city clerk and register of deeds.**
- 7. Amend city-zoning ordinance** to add area to zoning maps. Also, other city land use regulations – subdivision, building codes, housing codes, etc. – being applied in the extraterritorial areas should be amended to reflect this as well.

- 8. Appoint extraterritorial members to planning board and board of adjustment.**
Appointments are made by the county board of commissioners, after a hearing on the appointments. The number of “outside” members relative to the number of “inside” members must be proportional to the population of the ETJ area relative to the city population. City appointments are allowed if the county fails to act.

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

MEMORANDUM

TO: Mayor and Town Council

FROM: Lisa Thompson, Administrator/Planner

DATE: February 7, 2020

SUBJECT: Unified Development Ordinance

What is a UDO? A **Unified Development Ordinance (UDO)** is a local policy instrument that combines traditional zoning and subdivision regulations, along with other desired town regulations, such as design guidelines, sign regulations, lighting ordinance, floodplain and stormwater management, and erosion control into one document.

What are the advantages? By combining all these regulations in a single document, the UDO is intended to streamline and coordinate the development process of permits and approvals for development projects by removing inconsistencies and eliminating outdated policies. The required permits, processes, and regulations for the development process are outlined in one place, making it easier for developers, the public, and public entities to understand the requirements. Along with the compiling of regulations and policies, UDOs use clear, consistent language and definitions, with many illustrations and tables, often in attractive, easy-to-read formats to further help stakeholders understand the regulations.

What are some concerns? The creation of the UDO can be a slow and expensive process. The process of gathering input, preparing, drafting, and adopting the final document requires a great deal of cooperation among stakeholders, time, and money.

Union County -

http://www.co.union.nc.us/application/files/4115/4404/1572/UDOWithAmendments_through_10-1-2018.pdf

Indian Trail

<https://www.indiantrail.org/DocumentCenter/View/959/Unified-Development-Ordinance-PDF>

Waxhaw

<https://www.waxhaw.com/DocumentCenter/View/3531/UDO-Consolidated-10232018>

Stallings

<https://www.stallingsnc.org/Portals/0/Departments/Planning%20%26%20Zoning/Documents/Development%20Ordinance%20%28Amended%20October%208%2C%202018%29.pdf>

Staff is requesting Council to browse the example UDOs above and consider going out for bid for this upcoming fiscal year. Staff estimates this to be a \$50,000 project and will take approximately 6 months to complete.

Tree Save and Stormwater – How they can work together

A discussion about needing a tree ordinance started when Planning Board asked to save a few 50" oak trees in the Hemby Place Subdivision;

Urban Forester Bill Smith spoke with the Planning Board about tree ordinances and stated that our Conservation subdivision saves forested land better than any tree ordinance could.

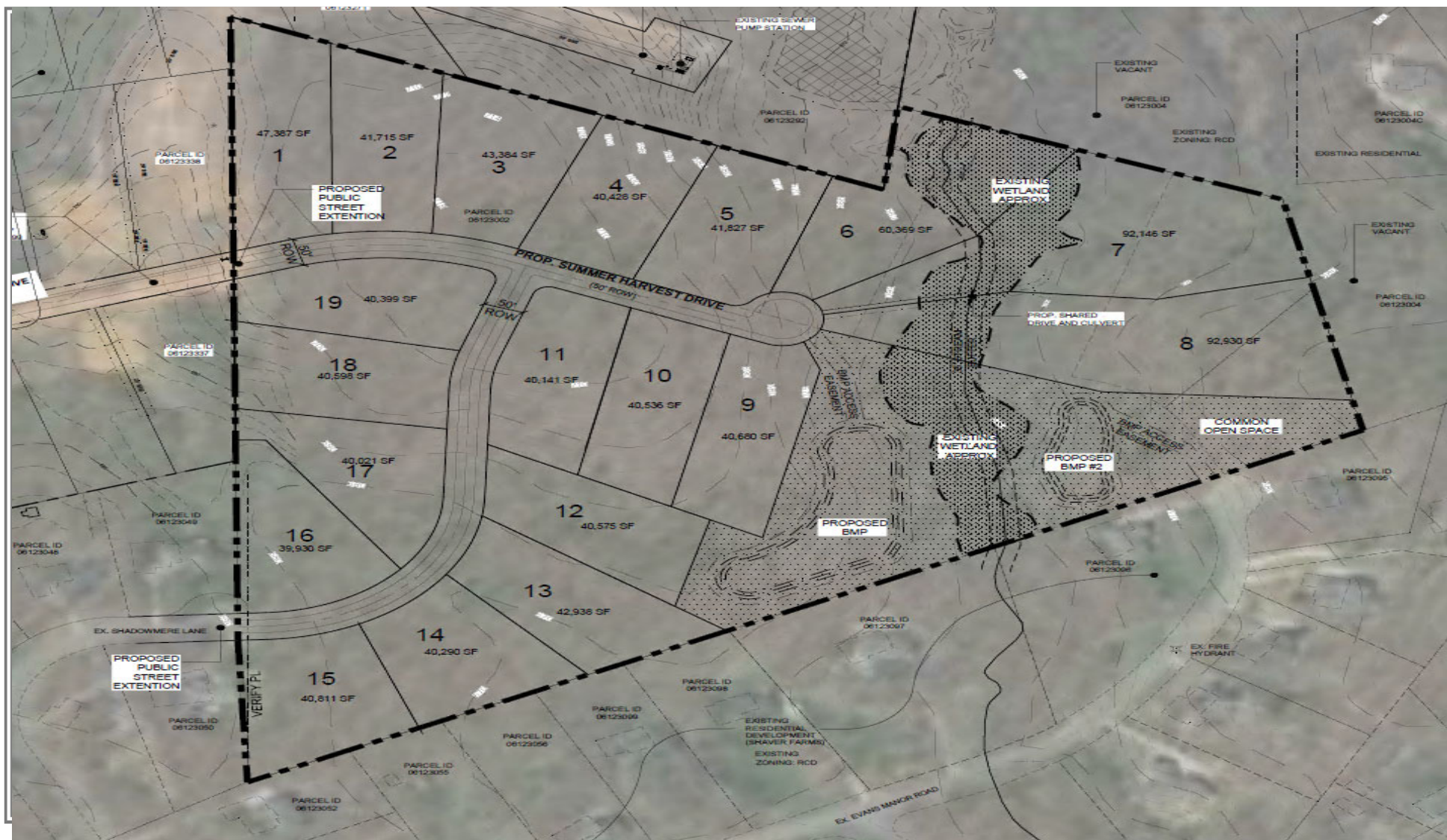
Example – the standalone 50" oak tree we were trying to save dies after so many years. It was in a yard so the homeowner would remove it and may or may not replace it. What's the point of saving that tree versus a tree dying in the forest, lays on the ground and replenishes itself. The goal is to save forested areas. Not cut down and mitigate.

Planning Board thought it was in the town's best interest to save heritage trees at this time instead of writing a whole ordinance.

However, we still have an issue with mass grading in conservation subdivisions and no tree save in our Conventional 40,000 sq ft lot plans – mostly due to our stormwater ordinance.

What is Stormwater Runoff and Why Do We Need to Reduce It?

- Stormwater runoff is rainfall that flows over the ground surface. It is created when rain falls on impervious surfaces that do not allow water to soak into the ground. Where rain falls on paved surfaces, a much greater amount of runoff is generated compared to runoff from the same storm falling over a forested area. These large volumes of water are swiftly carried to our local streams, lakes, wetlands, and rivers and can cause flooding and erosion, and wash away important habitats for critters that live in the stream.
- Stormwater runoff also picks up and carries with it many different pollutants that are found on paved surfaces such as sediment, nitrogen, phosphorus, bacteria, oil and grease, trash, pesticides, and metals. These pollutants come from a variety of sources, including pet waste, lawn fertilization, cars, construction sites, illegal dumping and spills, and pesticide application.
- To counteract these impacts of stormwater runoff, we adopted a stormwater ordinance to require ponds that reduce, detain, slow and/or remove pollutants from stormwater runoff. Stormwater management practices are essentially designed to restore or mimic some of the natural processes provided by the vegetative cover that existed prior to land disturbance.
- The downside – we are taking down large forested areas to create these structures/pond, especially in Weddington where we require to detain the 100-year storm.



HOW TO FIX THIS

- Preserving undisturbed vegetative cover during land development is a much more cost-effective approach than destroying these features and having to construct new stormwater management practices to replace the functions they originally provided.
- Trees, forests, and other vegetation and their associated soils are often referred to as “green infrastructure” when they are used to manage stormwater runoff instead of or in addition to pipes, pumps, storage chambers, or other “hard infrastructure.”

How Do Trees Reduce and Remove Pollutants from Stormwater Runoff?

- Trees and forests reduce stormwater runoff by capturing and storing rainfall in the canopy and releasing water into the atmosphere through evapotranspiration. In addition, tree roots and leaf litter create soil conditions that promote the infiltration of rainwater into the soil. This helps to replenish our groundwater supply and maintain streamflow during dry periods.
- The presence of trees also helps to slow down and temporarily store runoff, which further promotes infiltration, and decreases flooding and erosion downstream. Trees and forests reduce pollutants by taking up nutrients and other pollutants from soils and water through their roots, and by transforming pollutants into less harmful substances. In general, trees are most effective at reducing runoff from smaller, more frequent storms.
- In addition to these stormwater benefits, trees provide a host of other benefits such as improved air quality, reduced air temperatures in summer, reduced heating and cooling costs, increased property values, habitat for wildlife, and recreation and aesthetic value.

How Do We Measure and Provide 'Credit' for Stormwater Runoff Reduction by Trees?

Developers have no incentive to use trees as stormwater unless they can get credit for it.

A stormwater credit system reduces the stormwater management requirements a developer must meet in exchange for conserving forests or using site design techniques that reduce the amount of paved surfaces created. The credit system directly translates into cost savings for the developer by reducing the size of stormwater management practices that must be constructed.

In Weddington, site designers are required to capture and remove pollutants from a specified runoff volume and control the maximum (or peak) rate of runoff from the site for 100-year storm events. Under this scenario, we don't account for trees ability to reduce the overall volume of runoff. A volume reduction approach is most appropriate for the relatively small, frequent storms, which matches up well with the stormwater benefits provided by trees.

Reducing runoff volume using green infrastructure has benefits beyond just removing pollutants. It also recharges groundwater, provides better protection of sensitive aquatic resources, and reduces the size and cost of hard infrastructure that would otherwise need to be constructed.

<https://portcitydaily.com/local-news/2020/01/07/using-trees-to-manage-stormwater-city-council-hears-wilmington-case-study/>

<http://gicinc.org/resources.htm>

Staff would like to explore the ability to reduce the pond size down to a 25-year storm in exchange for tree save.

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: February 7, 2020

SUBJECT: Text Amendments

160D – Land Use Authority is given to municipalities through State Statutes 160A and counties 153A. 160D was designed to clarify, simplify, and modernize zoning planning and land use sections. 160D consolidates the city and county development regulations. The first draft was completed in 2013-2014 and passed in 2019. The town has until the end of the year to complete the changes. A checklist from the School of Government has been provided for review.

Other text amendments to consider (complaint driven):

- Allowing RV's, boats and camping trailers to be parked/stored in residential districts. (RV in front yard driveway for over a year).

"In residential areas, the temporary parking or storage of mobile homes shall be prohibited. Boats, motor homes and camping trailers may, however, be stored or temporarily parked in a residential district. All inoperative motor vehicles stored outdoors shall be parked behind the residence and screened from the public right-of-way."

- Burning of yard waste – this was discussed in 2010 and was voted down 2-3. Staff still receives complaints about the air quality from burning leaves. A possible ordinance is as follows:

(A) "Open burning" means the burning of yard waste in such a manner that the products of combustion resulting from the burning are emitted directly into the atmosphere without passing through a chimney, or a permitted air pollution control device.

(B) "Yard waste" means any grass, weeds, leaves, tree trimmings, plants, shrubbery, pruning, and such other similar materials which are generated in the maintenance of yards and gardens.

Prohibited Open Burning The open burning of yard waste within one hundred (100) feet of any structure within the corporate limits of the Town is prohibited.

- Mobile Homes – Does the town want to further restrict where they can be placed? All of our residential zoning districts allow mobile homes except RCD. There are USHUD regulations regarding mobile homes and fair housing stuff that limits towns and counties from prohibiting them or making them go through additional processes.

G.S. Chapter 160D Checklist of Changes to Local Ordinances, Policies, and Practices

This checklist outlines provisions in the new Chapter 160D of the North Carolina General Statutes (hereinafter G.S.) as well as related statutory changes that will be incorporated into Chapter 160D. The changes to the statutes affect the language of local ordinances, the options for local decision processes, and the administrative practices related to development regulations.

This checklist is one piece of a larger set of resources and training materials, including an explanatory book, *Chapter 160D: A New Land Use Law for North Carolina*. Each item on this checklist is described more thoroughly in those additional resources. Section headers in this checklist note the corresponding chapter and section of the Chapter 160D book [in brackets]. Check nc160D.sog.unc.edu for additional resources and training.

The checklist has specific notations, which are accompanied by specific icons, as follows:

- ☐ Denotes **legislative changes** for which local governments **must** take action (statutory citations are in parentheses)
- ☐ Denotes **permissive legislative changes** for which local governments **may** take action
- Denotes **notable legislative changes** that do not require local action but of which local governments must **be aware**

*For items noted with an asterisk, local governments do not have authority for the change until January 1, 2021, unless legislation authorizes earlier effectiveness. Noted changes may be incorporated into ordinances and policies, but they must not be effective until 2021. All other changes may be adopted and effective immediately.

I. Terminology and Citations [Chapter 1, Section III]

- ☐ **Must** update any references to provisions in G.S. Chapter 160A or 153A to indicate relevant provisions in Chapter 160D. (See appendixes B and C in the Chapter 160D book.)
- ☐ **Must** align ordinance terminology with Chapter 160D terminology for *conditional zoning* and *special use permits*; must delete use of the terms *conditional use permit*, *special exception*, *conditional use district zoning*, and *special use district zoning*. (See G.S. 160D-102.)
- ☐ **Must** ensure that ordinance definitions for the following terms are not inconsistent with definitions provided in state law and regulation: *building*, *dwelling*, *dwelling unit*, *bedroom*, and *sleeping unit*. (S.L. 2019-111, § 1.17.)
- ☐ **May** align ordinance terminology with Chapter 160D terminology, including for the following terms: *administrative decision*, *administrative hearing*, *determination*, *developer*, *development*, *development approval*, *development regulation*, *dwelling*, *evidentiary hearing*, *legislative*

decision, legislative hearing, planning and development regulation jurisdiction, and quasi-judicial decision. (G.S. 160D-102.)

II. Geographic Jurisdiction [Chapter 2, Section I]

- ☐ *For extension of extraterritorial jurisdiction (ETJ), a municipality **must** provide mailed notice thirty days prior to ETJ hearing; municipality **may** hold one hearing (with single mailed notice) regarding ETJ and initial zoning amendment. (G.S. 160D-202(d).)
- ☐ Municipality **may** hold hearings in anticipation of change in jurisdiction. (G.S. 160D-204.)
- ☐ *For a parcel in two jurisdictions, the owner and the jurisdictions **may** agree for development regulations from one jurisdiction to apply to the entire parcel. (G.S. 160D-203.)
- ☐ *In ETJ, the county **may** elect to exercise development regulations that the municipality is not exercising. (G.S. 160D-202(b).)

III. Boards [Chapter 2, Section II]

A. In General

- ☐ **Must** adopt broadened conflict-of-interest standards for governing and advisory boards. (G.S. 160D-109.)
- ☐ **Must** keep minutes of proceedings of each board. (G.S. 160D-308.)
- ☐ **Must** have each board member take an oath of office before starting his or her duties. (G.S. 160D-309.)
- ☐ **Must update ETJ** population estimate, at least with each decennial census (also calculation for proportional representation is simplified and process for appointment is clarified). (G.S. 160D-307.)
- ☐ **Must** provide proportional representation for ETJ on preservation commission if any districts or landmarks are designated in the ETJ. (G.S. 160D-307.)
- ☐ **May** have detailed rules of procedure for each board; **may** be adopted by governing board; if not, then **may** be adopted by individual board; if adopted, **must** maintain board rules of procedure (by clerk or other officer as set by ordinance) and **must** post board rules of procedure to website, if the jurisdiction has a website. (G.S. 160D-308.)
- ☐ **May** establish reasonable procedures to solicit, review, and make appointments; governing board typically makes appointments but may delegate that appointment-making authority. (G.S. 160D-310.)
- ☐ **May** establish additional advisory boards related to development regulations. (G.S. 160D-306.)

B. Planning Board

- ☐ **May** assign to planning board the coordination of citizen engagement for planning. (G.S. 160D-301.)
- ☐ **May assign** planning board to serve as preliminary forum for review and comment on quasi-judicial decisions, provided that no part of the preliminary forum or recommendation may be used as a basis for the deciding board. (G.S. 160D-301.)

C. Board of Adjustment

- ☐ **May** assign board of adjustment to hear and decide matters under any development regulation, not just zoning. (G.S. 160D-302.)
- ☐ **May** assign duties of housing appeals board to board of adjustment. (G.S. 160D-305.)

IV. Land Use Administration [Chapter 2, Section III]

A. In General

- ☐ **Must** incorporate new staff conflict-of-interest standards into ordinance or policy. (G.S. 160D-109.)
- ☐ **Must** maintain in paper or digital format current and prior zoning maps for public inspection. (G.S. 160D-105.)
- ☐ **Must** maintain in paper or digital format any state or federal agency maps incorporated by reference into the zoning map. (G.S. 160D-105.)
- ☐ **May** enact ordinances, procedures, and fee schedules relating to administration and enforcement of development regulations. (G.S. 160D-402(b).)
- ☐ **May** charge reasonable fees for support, administration, and implementation of development regulation; **must** use any such fees for that purpose, not for other purposes. (G.S. 160D-402(d).)

B. Enforcement

- ☐ **Must** issue notices of violation (NOVs) in conformance with statutory procedures (must deliver to permittee and landowner if different; may deliver to occupant or person undertaking the activity; delivery by hand, email, or first-class mail; may be posted onsite; administrator to certify NOV for the file.) (G.S. 160D-404(a).)
- ☐ If inspecting, **must** enter the premises during reasonable hours and upon presenting credentials; **must** have consent of premises owner or an administrative search warrant to inspect areas not open to the public. (G.S. 160D-403(e).)
- ☐ For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- ☐ **May** perform inspections for other development approvals to ensure compliance with state law, local law, and the terms of the approval; **must** perform (or contract for) inspections for building permits. (G.S. 160D-1113; -403(e).)

- **May** perform inspections for general code compliance and enforcement (inspections unrelated to a development approval). (G.S. 160D-402(b).)
- **May** require a certificate of compliance or occupancy to confirm that permitted work complies with applicable laws and terms of the permit; still **must** require certificate of occupancy for work requiring a building permit. (G.S. 160D-403(g).)
- **May** issue stop-work orders for illegal or dangerous work or activity, whether related to a permit or not. (G.S. 160D-404(b).)
- **May** continue to use general enforcement methods, including civil penalties, fines, court-ordered actions, and criminal prosecution. (G.S. 160D-404(c).)
- △ Be aware that a local government must bring a court action in advance of the applicable five- and seven-year statutes of limitation. (G.S. 1-51 and -49; established prior to Chapter 160D.)

V. Substance of Zoning Ordinance [Chapter 3, Section I]

- ☐ **Must** maintain current and prior zoning maps for public inspection (local government clerk or other office may be the responsible office); **may** adopt and maintain in paper or digital format. (G.S. 160D-105.)
- ☐ **Must** eliminate conditional-use-district zoning; existing conditional-use-district zoning converts to conditional district on January 1, 2021. (G.S. 160D-703; S.L. 2019-111, § 2.9(b).)
- ***May** incorporate maps officially adopted by state or federal agencies (such as flood-insurance rate maps (FIRMs)) into the zoning map; **may** incorporate *the most recent officially adopted version* of such maps so that there is no need for ordinance amendment for subsequent map updates; **must** maintain current effective map for public inspection; **may** maintain in paper or digital format. (G.S. 160D-105.)
- ***May** require certain dedications and performance guarantees for zoning approvals to the same extent as for subdivision approvals. (G.S. 160D-702.)
- **May** use form-based codes. (G.S. 160D-703(a)(3).)
- **May allow** administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define “minor modification” by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)
- **May** apply zoning standards jurisdiction-wide, not just on a zoning-district-by-zoning-district basis. (G.S. 160D-703(d).)
- ***May** regulate development over navigable waters, including floating homes. (G.S. 160D-702(a).)

VI. Substance of Other Development Ordinances [Chapter 3, Section II]

- ☐ **Must** conform subdivision performance guarantee requirements with statutory standards. (S.L. 2019-79 (S.B. 313), to be incorporated into G.S. Chapter 160D.)
- ☐ **Must** conform subdivision procedures for expedited review of certain minor subdivisions. (G.S. 160D-802, established prior to G.S. Chapter 160D.)
- ☐ **Must** exempt farm use on bona fide farm in ETJ from city zoning to the same extent it would be exempt from county zoning; Chapter 160D clarifies that other municipal development regulations may still apply. (G.S. 160D-903(c).)
- ☐ **Must** not exclude manufactured homes based on the age of the home. (G.S. 160D-910.)
- ☐ ***Must** follow standardized process for housing-code enforcement to determine owner's abandonment of intent to repair and need for demolition. (G.S. 160D-1203(6).)
- ☐ **May** adopt moratoria for development regulations (subject to limitation on residential uses); moratoria do not affect rights established by permit choice rule. (G.S. 160D-107.)

A. Historic Preservation

- ☐ **Must** follow standard quasi-judicial procedures for preservation certificates of appropriateness. (G.S. 160D-947(c).)
- ☐ **Must** frame preservation district provisions as "standards" rather than "guidelines." (G.S. 160D-947(c).)
- ☐ ***May** choose for appeals of preservation commission decisions to go directly to superior court rather than to board of adjustment. (G.S. 160D-947(e).)

B. Development Agreements

- ☐ **Must** process a development agreement as a legislative decision. (G.S. 160D-105.)
- ☐ **Must** have a local government as a party to a development agreement (a water and sewer authority may enter an agreement as a party, but not independently). (G.S. 160D-1001(b).)
- ☐ **May** consider a development agreement concurrently with a rezoning, subdivision, or site plan; **may** consider a development agreement in conjunction with a conditional zoning that incorporates the development agreement. (G.S. 160D-1001(d).)
- ☐ ***May** address fewer topics in development agreement content (list of mandated topics is shortened). (G.S. 160D-1006.)
- ☐ **May** mutually agree with a developer for the developer to provide public improvements beyond what could have been required, provided such conditions are included in the development agreement. (G.S. 160D-1006(d).)
- ☐ **May** include penalties for breach of a development agreement in the agreement or in the ordinance setting the procedures for development agreements; either party may bring legal action seeking an injunction to enforce a development agreement. (G.S. 160D-1008.)

VII. Comprehensive Plan [Chapter 4, Section I]

- ☐ **Must** adopt a comprehensive plan by July 1, 2022, to maintain zoning (no need to re-adopt a reasonably recent plan). (G.S. 160D-501(a).)
- ☐ **Must** adopt a plan or a plan update following the procedures used for a legislative decision. (G.S. 160D-501(c).)
- ☐ **Must** reasonably maintain a plan. (G.S. 160D-501(a).)
- ☐ **May** coordinate a comprehensive plan with other required plans, such as Coastal Area Management Act (CAMA) plans. (G.S. 160D-501(a).)
- ☐ **May** coordinate with other local governments, state agencies, or regional agencies on planning processes. (G.S. 160D-503(a).)

VIII. Legislative Decisions [Chapter 4, Section II]

A. Notice

- ☐ **Must** follow applicable procedures for legislative decisions under any development regulation authorized under Chapter 160D, not just zoning; **must** adopt any development regulation by ordinance, not by resolution. (G.S. 160D-601.)
- ☐ For zoning-map amendments, **must** provide notice not only to immediate neighbors but also to properties separated from the subject property by street, railroad, or other transportation corridor. (G.S. 160D-602.)
- ☐ For zoning-map amendments, **must** provide posted notice during the time period running from twenty-five days prior to the hearing until ten days prior to the hearing. (G.S. 160D-602(c).)
- ☐ For extension of ETJ, **may** use single mailed notice for ETJ and zoning-map amendment pursuant to statutory procedures. (G.S. 160D-202.)
- ☐ For zoning-map amendments, **may** require applicant to notify neighbors and hold a community meeting and **may** require report on the neighborhood communication as part of the application materials. (G.S. 160D-602(e).)

B. Planning Board Comment

- ☐ **Must** refer zoning amendments to the planning board for review and comment; **must** not have governing board handle planning board duty to review and comment on zoning amendments. (G.S. 160D-604(c), (e).)
- ☐ **Must** have planning board consider any plan adopted according to G.S. 160D-501 when making a comment on plan consistency. (G.S. 160D-604(d).)
- ☐ **May** refer development regulation amendments (other than zoning) to the planning board for review and comment. (G.S. 160D-604(c).)

C. Plan Consistency

- ☐ When adopting an amendment to the zoning ordinance, **must** adopt a brief statement describing whether the action is consistent or inconsistent with approved plans. (G.S. 160D-605(a).) (**This eliminates the 2017 requirement that statements take one of three particular forms.*)
- ☐ **May** adopt plan-consistency statement when acting upon the zoning amendment or as a separate motion. (G.S. 160D-605(a).)
- ☐ ***May** meet the requirement for plan consistency even without formal adoption of a written statement if the minutes of the governing board meeting reflect that the board was fully aware of and considered the plan. (G.S. 160D-605(a).)
- ☐ **May** concurrently consider a comprehensive plan amendment and a zoning amendment; must not require a separate application or fee for plan amendment. (G.S. 160D-605(a).)
- ☐ **Must note on the applicable** future land use map when a zoning-map amendment is approved that is not consistent with the map; the future land use map is deemed amended when an inconsistent rezoning is approved. (G.S. 160D-605(a).) (*This clarifies that a rezoning inconsistent with a plan does not amend the text of the plan, but it does amend the future land use map.*)
- ☐ ***For** a future land use map that is deemed amended, if it is a CAMA plan, then such amendment is not effective until it goes through the CAMA plan-amendment process. (G.S. 160D-501.)
- ☐ **Must** adopt a statement of reasonableness for zoning-map amendments; for such statements, **may** consider factors noted in the statutes; ***may adopt a statement of reasonableness** for zoning-text amendments. (G.S. 160D-605(b).)
- ☐ **May consider and approve a statement of reasonableness and a plan-consistency statement** as a single, combined statement. (G.S. 160D-605(c).)

D. Voting

- ☐ ***Must** permit adoption of a legislative decision for development regulation on first reading by simple majority; no need for two-thirds majority on first reading, as was required for cities under prior law. (G.S. 160A-75; S.L. 2019-111, § 2.5(n).)

E. Certain Legislative Decisions

- ☐ **Must** prohibit third-party down-zonings; **may** process local government-initiated down-zonings (S.L. 2019-111, Pt. I.)
- ☐ **Must obtain applicant's/landowner's written consent** to conditions related to a conditional-zoning approval to ensure enforceability. (S.L. 2019-111, Pt. I.)
- ☐ **May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional-use-district zoning. (G.S. 160D-102.)

- With applicant's written consent, **may** agree to conditional-zoning conditions that go beyond the basic zoning authority to address additional fees, design requirements, and other development considerations. (S.L. 2019-111, Pt. I.)
- **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define "minor modification" by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

IX. Quasi-Judicial Decisions [Chapter 4, Section III]

A. Procedures

- ☐ **Must** follow statutory procedures for all quasi-judicial development decisions, including variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. (G.S. 160D-102(28).)
- ☐ **Must** hold an evidentiary hearing to gather competent, material, and substantial evidence to establish the facts of the case; the evidentiary hearing **must** have testimony under oath; **must** establish written findings of fact and conclusions of law. (G.S. 160D-406.)
- ☐ **Board chair must** rule at the evidentiary hearing on objections to inclusion or exclusion of administrative material; such ruling **may** be appealed to the full board. (G.S. 160D-406(d).)
- ☐ **Must** allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments; **may** allow non-parties to present competent, material, and substantial evidence that is not repetitive. (G.S. 160D-406(d).)
- **May** continue an evidentiary hearing without additional notice if the time, date, and place of the continued hearing is announced at a duly noticed hearing that has been convened; if quorum is not present at a meeting, the evidentiary hearing is automatically continued to the next regular meeting of the board with no notice. (G.S. 160D-406(b).)
- **May** distribute meeting packet to board members in advance of the evidentiary hearing; if this is done, then **must** distribute the same materials to the applicant and landowner at the same time; **must** present such administrative materials at the hearing and make them part of the hearing record. (G.S. 160D-406(c).)
- **May** have the planning board serve as a preliminary forum for review in quasi-judicial decisions; if this is done, the planning board must not conduct a formal evidentiary hearing but must conduct an informal preliminary discussion of the application; the forum and recommendation must not be used as the basis for the decision by the board—the decision must still be based on evidence presented at the evidentiary hearing. (G.S. 160D-301.)
- **May** require recordation of special use permits with the register of deeds. (G.S. 160D-705(c).)
- △ **Be aware** that the definition of *close family relationship* as used for conflicts of interest includes spouse, parent, child, brother, sister, grandparent, or grandchild (including step, half, and in-law relationships). (G.S. 160D-109(f).)

- △ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (S.L. 2019-111, § 1.9.)

B. Certain Quasi-Judicial Decisions

- ☐ **Must** not impose conditions on special use permits that the local government does not otherwise have statutory authority to impose. (S.L. 2019-111, Pt. I.)
- ☐ **Must obtain** applicant's/landowner's written consent to conditions related to a special use permit to ensure enforceability. (S.L. 2019-111, Pt. I.)
- ☐ **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; **must** presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- ☐ ***May** adjust variance standards to provide for reasonable accommodation under the federal Fair Housing Act. (G.S. 160D-705(c).)
- ☐ **May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional-use-district zoning. (G.S. 160D-102.)
- ☐ **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define "minor modification" by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

X. Administrative Decisions [Chapter 4, Section IV]

A. Development Approvals

- ☐ **Must** provide development approvals in writing; **may** provide in print or electronic form; if electronic form is used, then it **must** be protected from further editing. (G.S. 160D-403(a).)
- ☐ **Must** provide that applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property. (G.S. 160D-403(a).)
- ☐ **Must** provide that development approvals run with the land. (G.S. 160D-104.)
- ☐ For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- ☐ **May** require community notice or informational meetings as part of the decision-making process for administrative development approvals (quasi-judicial and legislative decisions already had notice and hearing requirements). (G.S. 160D-403(h).)
- ☐ **May** set expiration of development approvals if work is not substantially commenced; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).) **Be aware** that legislation will clarify the provisions on duration of development approvals. (G.S. 160D-403(c); S.L. 2019-111, § 1.3.)

- **May** set expiration of development approvals if work is discontinued; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).)
- **May** authorize administrative staff to approve minor modifications of development approvals and conditional-zoning approvals; if this is done, then **must** define “minor modifications” by ordinance and **must** not include modification of permitted use or density of development; major modifications **must** go through full applicable approval process. (G.S. 160D-403(d); -703(b); -705(c).)

B. Determinations

- ☐ **Must** provide written notice of determination by personal delivery, electronic mail, or first-class mail to the property owner and party seeking determination, if different from the owner. (G.S. 160D-403(b).)
- **May** designate an official to make determinations for a particular development regulation. (G.S. 160D-403(b).)
- **May** require owner to post notice of determination on the site for ten days; if such is not required, then owner has option to post on the site to establish constructive notice. (G.S. 160D-403(b).)

C. Appeals of Administrative Decisions

- ☐ **Must** allow administrative decisions of any development regulations (not just zoning) to be appealed to the board of adjustment, unless provided otherwise by statute or ordinance. (Appeals relating to erosion and sedimentation control, stormwater control, or building-code and housing-code violations are not made to the board of adjustment unless specified by local ordinance.) (G.S. 160D-405.)
- ☐ **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; must presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- ☐ **Must** require the official who made the decision (or his or her successor if the official is no longer employed) to appear as a witness in the appeal. (G.S. 160D-406.)
- ☐ **Must** pause enforcement actions, including fines, during the appeal. (G.S. 160D-405.)
- **May** assign the duty of hearing appeals to another board; if this is done, such board must follow quasi-judicial procedures. (G.S. 160D-405.)
- **May** designate that appeals be filed with the local government clerk *or* another official. (G.S. 160D-405.)

XI. Vested Rights and Permit Choice [Chapter 5, Section I]

A. Vested Rights

- ☐ **Must** recognize that building permits are valid for six months, as under prior law. (G.S. 160D-108(d)(1).)
- ☐ **Must** recognize the default rule that development approvals are valid for twelve months, unless adjusted by statute or local rule. (G.S. 160D-108(d)(2).)
- ☐ **Must** identify site-specific vesting plans (formerly site-specific development plans) with vesting for two to five years, as under prior law, except for specified exceptions. (G.S. 160D-108(d)(3); -108(f).)
- ☐ **Must** recognize multi-phase developments—long-term projects of at least 25 acres—with vesting up to seven years, except for specified exceptions (160D-108(d)(4); -108(f).) (The previously authorized phased-development plan is obsolete and should be deleted from ordinance.)
- ☐ **May** provide for administrative determination of vested rights and for appeal to the board of adjustment. (G.S. 160D-108(c), -405.)
- Be aware** that a person claiming vested rights may bring an original civil action in court, skipping administrative determination and board of adjustment consideration. (G.S. 160D-405(c).)
- Be aware** that vested rights run with the land, except for state-permitted outdoor advertising permits that run with the owner of the permit. (G.S. 160D-108(g); S.L. 2019-111, Pt. I.)

B. Permit Choice

- ☐ **Must not make an** applicant wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 160D-108(b).)
- Be aware** that if a local development regulation changes after an application is submitted, the applicant may choose the version of the rule that applies; but **may** require the applicant to comply with new rules if the applicant delays the application for six months. (G.S. 160D-108(b); S.L. 2019-111, Pt. I.)
- Be aware** that an application for one development permit triggers permit choice for permits under any development regulation; such permit choice is valid for eighteen months after approval of the initial application. (S.L. 2019-111, Pt. I.)

XII. Judicial Review [Chapter 5, Section II]

A. Declaratory Judgments

- △ **Be aware** that an individual may bring a declaratory judgment action to challenge legislative zoning decisions, vested rights claims, and challenges to land use authority related to administrative decisions, subject to specified procedures. (G.S. 160D-1401.)
- △ **Be aware** that other civil actions may be authorized—Chapter 160D does not limit availability of other actions. (G.S. 160D-1404.)

B. Appeals of Quasi-Judicial Decisions

- ☐ ***Must update ordinance** to address appeals of certificates of appropriateness for historic landmarks and historic districts; default rule is that such appeals go straight to court; local government may opt for such appeals to go to the board of adjustment, as under prior statutes. (G.S. 160D-947.)
- ☐ **Must provide that** appeals of certificates of appropriateness must be filed within thirty days after the decision is effective or written notice is provided, the same as for appeals of other quasi-judicial decisions. (G.S. 160D-947; -1405.)
- △ **Be aware** that on appeal a party may request a stay of the approval or enforcement action. (G.S. 160D-1402(e).)
- △ **Be aware** that a local government may seek a stay in favor of itself (to prevent development under an approval). (G.S. 160D-1402(e).)
- △ **Be aware** that if, in the absence of a stay, an applicant proceeds with development, the person does so at his or her own risk. (G.S. 160D-1402(f).)
- △ **Be aware** that on appeal, the superior court now must allow for supplementing the record on questions of standing, conflicts of interest, constitutional violations, or actions in excess of statutory authority. (S.L. 2019-111, § 1.9.)
- △ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (S.L. 2019-111, § 1.9.)
- △ **Be aware** of specific judicial instructions for decisions of appeals of quasi-judicial decisions. (S.L. 2019-111, § 1.9.)

C. Subdivision Decisions

- ☐ **May** establish a rule that administrative subdivision decisions are appealed to the board of adjustment. (G.S. 160D-1405.)
- △ **Be aware** that appeals of administrative subdivision decisions may be appealed directly to superior court. (G.S. 160D-1403.)
- △ **Be aware** that quasi-judicial subdivision decisions are appealed to superior court in the nature of certiorari. (G.S. 160D-1402.)

D. Attorneys' Fees

- △ **Be aware** that a court *shall* award attorneys' fees if the court finds that a city or county violated a statute or case law setting forth unambiguous limits on its authority. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- △ **Be aware** that a court *shall* award attorneys' fees if the court finds that a local government took action inconsistent with, or in violation of, the permit choice and vested rights statutes. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- △ **Be aware** that a court may award attorneys' fees in other matters of local government litigation. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)

E. Additional Judicial Rules

- △ **Be aware** that a court may join a civil action challenging an ordinance with an appeal in the nature of certiorari. (G.S. 160D-1402(m).)
- △ **Be aware** that a local government **must** not assert the defense of estoppel to enforce conditions to which an applicant did not consent in writing. (S.L. 2019-111, Pt. I.)
- △ **Be aware** that an action is not rendered moot if the party loses the relevant property interest as a result of the local government action being appealed, subject to applicable case law limits. (S.L. 2019-111, Pt. I.)

WEDDINGTON PLANNING BOARD

RULES OF PROCEDURE

**Adopted 3/10/1986
Amended 8/23/2010**

**RULES OF PROCEDURE
WEDDINGTON PLANNING BOARD**

**ARTICLE I
PLANNING BOARD**

- 1-1 The official name of the Planning Board shall be the Weddington Planning Board, hereafter referred to as the Planning Board.

**ARTICLE II
OBJECTIVE AND PURPOSE**

- 2-1 The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Weddington.
- 2-2 The purpose of the Planning Board are:
- (a) To make studies of the Town and its surrounding areas;
 - (b) To determine objectives to be sought in the development of the areas under study;
 - (c) To prepare and adopt plans for achieving these objectives;
 - (d) To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
 - (e) To advise the council concerning the use and amendment of means for carrying out plans;
 - (f) Exercise any functions in the administration and enforcement of various means for carrying out plans that the council may direct;
 - (g) To approve minor subdivision plats and bonds not in excess of one million dollars.
 - (h) To keep the Town Council and the general public informed and advised as to these matters; and
 - (i) To perform any other related duties that the council may direct.

**ARTICLE III
MEMBERSHIP**

- 3-1 Members of the Planning Board shall be appointed by the Town Council for designated terms. The Planning Board shall consist of seven (7) members who shall be residents of the Town of Weddington.
- 3-2 If a vacancy shall occur on the Planning Board by reason by death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

**ARTICLE IV
ELECTION OF OFFICERS**

- 4-1 Annually, at the regular meeting of the Planning Board held in the month of December a Chairman and Vice-Chairman shall be elected. These officers shall be elected for a term of one year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular December meeting. Each officer shall serve until relieved of his duties as herein provided. The Town Clerk shall serve as the Secretary.
- 4-2 The Chairman shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Planning Board.
- 4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Planning Board, the members present may elect a temporary chairman for that meeting and proceed with the order of business.
- 4-4 The Secretary shall keep the minutes and records of the Planning Board, prepare with the Chairman the agenda for regular and special meetings, provide notice of meetings, attend to correspondence of the Planning Board and perform such other duties normally carried out by a secretary.

ARTICLE V

MEETINGS

- 5-1 Regular meetings of the Planning Board shall be held on the fourth Monday of each month at 7:00 p.m. in the Weddington Town Hall or on any other date as shown on the approved calendar of meeting dates. Each member shall be notified of each regular meeting by the Secretary to the Planning Board.
- 5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours' notice of the time of such meeting shall be given to each member by the Secretary.
- 5-3 Four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4 Unless otherwise stated herein the Board shall operate according to Robert's Rules of Order. The Chairman, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.
- 5-5 All regular and special meetings of the Planning Board shall be open to the public. Public notice of all regular meetings shall be made by posting a Planning Board agenda in a conspicuous location accessible to the general public within the Weddington Town Hall seven (7) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.
- 5-6 Members of the Planning Board shall not commit themselves on any question scheduled to be considered by the Board, prior to a consideration of the matter at a duly authorized meeting. Members shall use discretion in discussing with individuals scheduled agenda items, which are later to be voted upon by the Board. An individual member shall not consider it

appropriate to attend any meeting to discuss scheduled agenda items unless all members have been invited to that meeting.

ARTICLE VI **ATTENDANCE**

- 6-1 In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. If any member is absent for two (2) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of his absences and if such member fails to attend the next regular meeting, the Planning Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Town Board.

ARTICLE VII **ORDER OF BUSINESS**

- 7-1 The order of business shall be as follows: (a) roll call and determination of quorum, (b) approval of previous minutes, (c) old business, (d) new business, (e) updates, if any, from the Town Clerk and the Zoning Administrator, (f) adjournment.
- 7-2 Items of business at the regular meeting shall appear on the agenda. Business, which is not identified on the agenda, may be considered only after approval by a majority of the Planning Board in session at the time.

ARTICLE VIII **CONFLICT OF INTEREST**

- 8-1 No member of the Planning Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board, which may result in a private benefit to themselves, their immediate relatives or their business interest. In applying this rule the following procedure shall govern:
- 8-2 A Board member who determines that he has a conflict of interest shall declare the existence of a conflict and shall not participate in any discussion, deliberation, or vote on the matter.
- 8-3 A Board member who believes that he may have a conflict of interest shall declare the nature of the possible conflict of interest and ask for a determination by the remainder of the Board. A majority vote of the Board shall determine whether or not a conflict of interest exists. The Board member who believes he may have a conflict of interest shall not vote on the existence of conflict issue.
- 8-4 A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for a review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of a conflict of interest. The Board member whose possible conflict of interest has been challenged shall not vote on the existence of conflict issue.

- 8-5 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

ARTICLE IX
RECORDS

- 9-1 The Planning Board shall keep a record of its recommendations, transactions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk for the Town of Weddington. The Secretary will take minutes of all meetings of the Planning Board.

ARTICLE XI
ACTION BY BOARD

- 10-1 All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.
- 10-2 Voting shall be done by a show of hands. The Chairman shall vote only in case of a tie and instances where there are only three other voting members present. Only members present at the time a vote is taken shall be eligible to vote.
- 10-3 All members of the Planning Board must vote on all matters except as specified in Section 8-1.

ARTICLE XI
ADOPTION AND AMENDMENT

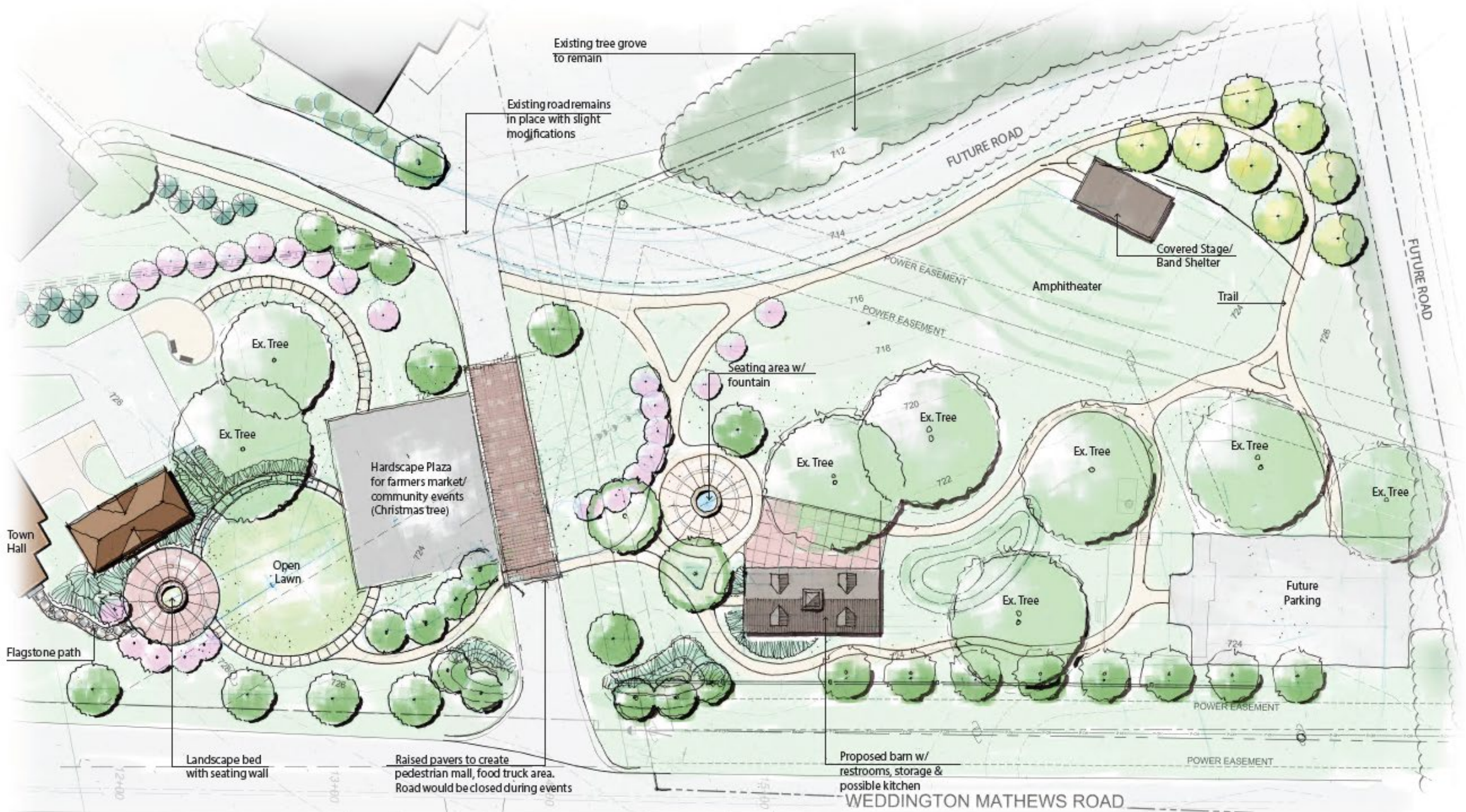
- 11-1 These rules of procedure may be adopted by a majority vote of the Planning Board membership.
- 11-2 The rules of procedure, within the limits set by law, may be amended by an affirmative vote of the membership present at a regular meeting, provided that such proposed amendment shall have first been submitted to all members in writing at least seven (7) days prior to the meeting at which the vote is taken.

ADOPTED: August 23, 2010

Dorine Sharp, Chairman

Amy McCollum, Town Clerk






OPINION OF PROBABLE CONSTRUCTION COST
TOWN HALL PARK - CONCEPT A

PROJECT:	TOWN HALL PARK	DATE:	1/18/2019
CLIENT:	TOWN OF WEDDINGTON		

ITEM #	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL COST
DEMOLITION					
1	House Demolition	3,055	SF	\$20.00	\$ 61,100.00
2	Curb Demolition	75	LF	\$18.00	\$ 1,350.00
3	Asphalt	725	SF	\$6.00	\$ 4,350.00
				SUBTOTAL	\$66,800.00

EARTHWORK					
1	Overall Grading	3,300	CY	\$3.00	\$ 9,900.00
2	Mobilization	1	LS	\$15,000.00	\$ 15,000.00
3	Staking	1	LS	\$15,000.00	\$ 15,000.00
				SUBTOTAL	\$39,900.00

STREETS					
1	Asphalt	1,250	SF	\$2.50	\$ 3,125.00
2	Asphalt Resurfacing	6,375	SF	\$1.50	\$ 9,562.50
3	Curb	285	LF	\$12.00	\$ 3,420.00
				SUBTOTAL	\$16,107.50

PAVING					
1	Vehicular Pavers	2,210	SF	\$20.00	\$ 44,200.00
2	Flagstone	735	SF	\$15.00	\$ 11,025.00
3	Concrete Curb for Pea Gravel Parking Plaza	220	LF	\$12.00	\$ 2,640.00
4	Pea Gravel Plaza (8")	6,000	SF	\$0.80	\$ 4,800.00
				SUBTOTAL	\$62,665.00

WATER SERVICE					
1	Domestic Meter / Backflow for Splash Pad	1	LS	\$4,000.00	\$ 4,000.00
2	Domestic Meter / Backflow for Restroom Building	1	LS	\$4,000.00	\$ 4,000.00
3	Domestic Meter / Backflow for Refurbished Garage Building	1	LS	\$4,000.00	\$ 4,000.00
4	Hose Bib for Pea Gravel Plaza	1	LS	\$2,500.00	\$ 2,500.00
				SUBTOTAL	\$14,500.00

SANITARY SEWER SERVICE					
1	Sanitary Sewer Connection for Splash Pad	1	LS	\$2,620.00	\$ 2,620.00
2	Sanitary Sewer Connection for Restroom Building	1	LS	\$2,620.00	\$ 2,620.00
3	Sanitary Sewer Connection for Refurbished Garage	1	LS	\$2,620.00	\$ 2,620.00
				SUBTOTAL	\$7,860.00

STORM SEWER SERVICE					
1	Stormwater System with Water Quality and Detention	1	LS	\$81,000.00	\$ 81,000.00
2	Stormwater System without Water Quality and Detention	1	LS	\$46,000.00	\$ 46,000.00
				SUBTOTAL	\$127,000.00

SITE ELECTRICAL / LIGHTING					
1	Electrical Outlet / Connection for Pea Gravel Plaza	1	LS	\$17,000.00	\$ 17,000.00
2	Electrical Outlet / Connection for Covered Stage / Band Shelter	1	LS	\$9,000.00	\$ 9,000.00



OPINION OF PROBABLE CONSTRUCTION COST

TOWN HALL PARK - CONCEPT A

PROJECT:	TOWN HALL PARK	DATE:	1/18/2019
CLIENT:	TOWN OF WEDDINGTON		

ITEM #	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL COST
3	Electrical Outlet / Connection for Restroom Building	1	LS	\$10,000.00	\$ 10,000.00
4	Electrical Outlet / Connection for Refurbished Garage	1	LS	\$12,000.00	\$ 12,000.00
5	Bollard Lights	20	EA	\$300.00	\$ 6,000.00
6	Pedestrian Scale Poles	1	LS	\$60,000.00	\$ 60,000.00
7	New Electrical Service	1	LS	\$14,000.00	\$ 14,000.00
				SUBTOTAL	\$128,000.00

	SITE STRUCTURES				
1	Facility Bldg	1	LS	\$59,200.00	\$ 59,200.00
2	Covered stage/Band shelter	1	LS	\$32,000.00	\$ 32,000.00
3	Playground equipment + surface	1	LS	\$75,000.00	\$ 75,000.00
4	Renovated Garage	1	LS	\$80,000.00	\$ 80,000.00
				SUBTOTAL	\$246,200.00

	SITE AMENITIES / FURNISHINGS				
1	Benches	3	EA	\$1,000.00	\$ 3,000.00
2	Splash pad	1	LS	\$48,000.00	\$ 48,000.00
3	Monolithic concrete table	3	EA	\$2,500.00	\$ 7,500.00
4	Bollards	28	EA	\$350.00	\$ 9,800.00
5	Picnic Tables	6	EA	\$3,000.00	\$ 18,000.00
6	Trash Receptacles	4	EA	\$1,000.00	\$ 4,000.00
7	Bicycle Rack	2	EA	\$900.00	\$ 1,800.00
				SUBTOTAL	\$92,100.00

	HARDSCAPE				
1	Concrete-Sidewalks	10,575	SF	\$5.00	\$ 52,875.00
2	Concrete-colored	7,480	SF	\$8.00	\$ 59,840.00
3	Concrete base for Bollards	507	SF	\$12.00	\$ 6,084.00
4	Seating walls	282	SF	\$35.00	\$ 9,870.00
				SUBTOTAL	\$128,669.00

	FENCING				
1	Erosion Control	1	LS	\$34,000.00	\$ 34,000.00
2	Tree Protection Fence	1,400	LF	\$1.50	\$ 2,100.00
				SUBTOTAL	\$36,100.00

	WATER FEATURES				
1	Fountain	1	LS	\$25,000.00	\$ 25,000.00
				SUBTOTAL	\$25,000.00

	LANDSCAPE PLANTING				
1	Landscape	1	LS	\$147,000.00	\$ 147,000.00
				SUBTOTAL	\$147,000.00

	IRRIGATION				
1	Overall Irrigation	1	LS	\$99,000.00	\$ 99,000.00

**OPINION OF PROBABLE CONSTRUCTION COST**

TOWN HALL PARK - CONCEPT A

PROJECT:	TOWN HALL PARK	DATE:	1/18/2019
CLIENT:	TOWN OF WEDDINGTON		

ITEM #	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL COST
				SUBTOTAL	\$99,000.00

CONSULTANT FEES					
1	(i.e. - Architect, Civil, Electrical, Landscape Arch, etc.)	0	LS	\$	-
				SUBTOTAL	\$0.00

Subtotal	\$1,236,901.50
10% Contingency	\$123,690.15

GRAND TOTAL	\$1,360,591.65
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Chico Beach Cottages: *A Pocket Neighborhood on the Sound*

By Randall Arendt

Location: Silverdale, WA

Developer: The Cottage Company, Seattle, WA

Site Designer: Charles Wenzlau, Wenzlau Architects, Bainbridge Island, WA and The Cottage Company, Seattle, WA

Architect: Charles Wenzlau, Bainbridge Island WA

Development Period: August 2010 to June 2011

This small-scale, pedestrian-oriented enclave of seven cottage homes occupies a ~~one~~ 1.1-acre site in Silverdale (population 19,204) on Puget Sound, in a neighborhood of large waterfront residences, demonstrating that infilling with smaller homes and common open space is possible, even in areas where the opposite is the norm. Cottage lots average 2,800 SF and each is orientated to provide views of the Sound and Mt. Rainier. Residents enjoy growing their favorite herbs and perennials in the garden and using the courtyard's gazebo deck for sunbathing and seating around the fire-circle hearth for informal evening gatherings. About half the site is devoted to shared open space and the commons building.



Figure 20-15.1: Although the new cottages are about one-third the size of their neighbors, they fit well due to their quality design and materials. Units are arranged to provide each one with a water view down the central courtyard. Source: Charles Wenzlau (both)

A 537 SF commons building used for extended family stays, parties, and potluck dinners (with a car-charging station) anchors the landward end of the site. It looks down the interior courtyard toward the community beach with its viewing deck and 150 feet of water frontage, where kayaks and canoes can be launched. Because of the narrowness of the site (150 feet), alley-loaded garages were not an option. Two common garages (with seven spaces) are located between the common house and the street, in addition to 11 paved spaces. No home is more than 150 feet from a garage, and four are within 100 feet.



Figure 20-15.2: One can see the sound (left) even from the far end of the site where the common house is located (right). Source: **Joel Rogers and The Cottage Company (both)**

All seven homes contain main floor master suites, a second floor bedroom, plus third level loft towers. Because of the photovoltaic and other utility cost-saving options built in, each cottage was awarded Built Green Four-Star and Energy Star certifications. Each home has its own private garden plus a patio for outdoor living. Although houses are larger than in most cottage courts, ranging from 1,536 to 1,764 SF, they are significantly smaller than the 4,000 SF homes in the surrounding neighborhood. Interestingly, resale prices of waterfront cottages were \$334/SF in 2013, compared with \$203/SF for the surrounding waterfront homes two to three times larger, demonstrating the high value that was created on this infill property.

Residents can easily walk to a variety of shops in downtown or they can board a Kitsap Transit bus to a Trader Joe's grocery and YMCA, about one mile away. Homeowners like the community lifestyle of this pocket neighborhood, describing it as a safe environment for their children, where neighbors meet and mix easily.

Chapter 9

Broadening Housing Choices

by Randall Arendt

This chapter describes and illustrates a number of alternatives to standard market-rate housing such as modest bungalows and other types of houses found in “pocket neighborhoods”, rural and urban cohousing and their subset senior cohousing, accessory dwelling units, and various types of affordable homes including detached, semi-detached, and fully attached. As in other chapters, the intent is to encourage town residents and officials to increase the choice of housing types available by widening perspectives and sharing information about various alternatives that might not yet be permitted or encouraged in their communities.

Pocket Neighborhoods

A pocket neighborhood is “a cohesive cluster of homes gathered around some kind of common ground within a larger surrounding neighborhood” where a dozen or so neighbors may interact on a daily basis around a shared garden, quiet street or alley, according to Ross Chapin, an architect from Langley WA and a leading designer of numerous such housing groups. They are built at a scale “where meaningful ‘neighborly’ relationships are fostered... It is the physical basis for creating community with one’s neighbors”.

Chapin’s work has been influenced by the writings of Christopher Alexander, particularly Pattern 37 referring to housing clusters in *A Pattern Language*. (Alexander, 1977). As he recalls, “Alexander’s ideas helped me understand how buildings and outdoor spaces can become ‘real’ and ‘alive’, and how they can support or hinder our relationships as human social beings.” These small groups of homes exemplify Alexander’s precept that “The basic building block of community is the cluster of a few houses gathered together to foster neighborly relationships.” www.pocket-neighborhoods.net/beginnings.html

The history of pocket neighborhoods is long and varied, and one might argue that the layout of Plimoth Plantation in Plymouth MA, with its central pedestrian lane, often used for gathering and conversing, is the first example in this country. The summer colonies created by religious groups in New England during the mid-19th century provide more fine early examples. The northern end of the 1849 retreat in Northport, Maine known as Bayside, where multiple greens enhance 187 neighborhood homes (Fig. 9-1) is a good example.

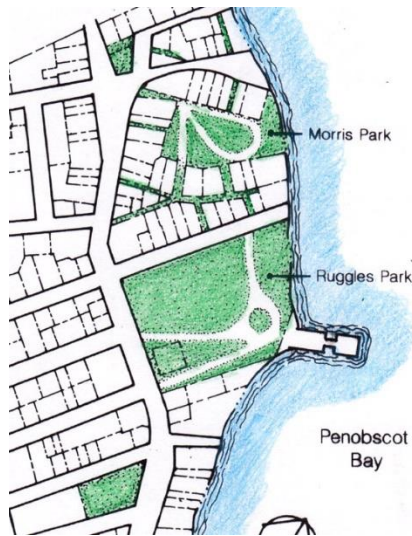


Figure 9-1 : Neighborhood open spaces at Bayview, in Northport Maine, include a large green bordered by two streets, offering expansive views down to Penobscot Bay, and smaller interior parcels that are well-connected to nearby streets by pedestrian passages. Perennial borders, benches, and shade trees provide additional amenities.
Sources: Arendt 2005 and RA photo

Within an urban context, developers in the 1870s created remarkable pocket neighborhoods with alley-loaded homes facing onto walkways (instead of streets for vehicular traffic) in Louisville KY and Brooklyn NY. Although the Louisville example (Fig. 8-18) was designed for upscale living, at Cobble Hill in Brooklyn Alfred Tredway White, a Unitarian deacon and housing reformer, built two rows of 15 dwellings (plus two more at each end) just 11 feet wide, in three-story structures, specifically for workingmen and their families. Called Warren Place Mews, its rear lanes are currently landscaped with shade trees and used as informal sitting areas, while the garden in the center is formally landscaped with shrubs and fountains bordered with footpaths providing front door access to each home (Chapin, 2011).

The pocket neighborhood form reappeared on the West Coast 40 years later, continuing as multi-family worker housing with very small cottages, and often called “bungalow courts”. Rediscovered and restored by local architects 20 years ago, the 1915 Pine Street Cottages in Seattle inspired the region’s planning community to adopt new single-family land-use codes meeting the state’s Growth Management Act’s objectives. These codes have allowed innovative single-family infill developments that serve as models for alternative housing types. It is important to note that this approach, as commonly practiced in western Washington, does not require re-zoning for each project, since the cottage court neighborhood type is typically classified as a conditional use, providing another code option for single-family detached living.

All of the examples below were built in single-family zones under *innovative conditional use codes* allowing medium density, provided that each home is limited in finished floorspace, is not taller than 1 ½ stories, and is grouped around a common green/garden courtyard with detached garages on the site perimeter. Garden courts are the type of pocket neighborhood most focused on in this chapter, where the common ground is a central green, as illustrated in Figures 9-2 and 9-3.



Figures 9-2: Although homes are typically spaced very closely with minimal sideyards, their occupants enjoy pleasant views from their front windows and porches into the common, as shown in this sketch and photo of Conover Commons in Redmond WA. The courtyard is approximately 130 feet long and 50 feet wide, with 70 feet between housefronts: a perfect “outdoor room”. Source: The Cottage Company and Ross Chapin - both

The defining space of a pocket neighborhood is a middle ground between the private realm of the house, the semi-public space of the front porch, and the public realm of the street or municipal park. “In our pocket neighborhoods,” Chapin says, “we work to create five additional layers of personal space between the courtyard and the front door: a border of perennial plantings at the edge of the sidewalk; a low fence; the private front yard; the frame of the covered porch with a low, ‘perchable’ railing and a band of flowerboxes; and the porch itself. These occur within a span of about 18 ft.” The trick is to arrange everything so residents can easily see into the common areas from their homes, but that others cannot see into their rooms, including next door neighbors.

Chapin believes that “Humans are gregarious by nature and, given the opportunity, will socialize. We also need some degree of personal space. Good design can achieve a balance between the two.” (Chapin, 2011) Because of its location and design, the shared open space fosters casual interaction among neighbors which, in time, may grow into deeper long-term friendships”. The key is an attractive, relaxing social space through which one walks every day, a place where people can hang out casually on benches or toss frisbies for their children or dogs.



Figure 9-3: The community greens enclosed by homes at Danielson Grove (top) and Greenwood Avenue Cottages (in Kirkland and Shoreline WA respectively) are well-suited and right-sized for enjoying outdoor meals with neighbors, and kids frolicking with each other and pets. At Danielson, the courtyard measures about 40 by 140 feet, with approximately 60 feet between opposing front porches. Source: The Cottage Company and Ross Chapin

For the optimum number of social interactions to occur, the best range in size is said to be between five and 16 homes, with the 8-12 range considered ideal. This range has ancient origins in human settlement design. At Chysauster, a 2000-year old Iron Age hamlet in Cornwall, eight stone dwellings described by English heritage as “courtyard houses” are arranged in pairs along a street, each with its own garden plot. (www.englishheritage.org.uk/daysout/properties/chysauster-ancient-village). Christopher Alexander incorporated this concept in *A Pattern Language*, where he noted that “*People will not feel comfortable in their houses unless a group of houses forms a cluster, with the public land between them jointly owned by all the householders. Therefore arrange houses to form very rough, but identifiable clusters of 8 to 12 households around some common land and paths. Arrange the clusters so that anyone can walk through them, without feeling like a trespasser.*” (Alexander, 1977).

Home sizes in most pocket neighborhoods tend to be modest, typically ranging from 900 to 1800 sq. ft, sufficient for couples or small families. Parcel sizes depend on the number of homes, and can vary from less than an acre to several acres. At Greenwood Avenue in Shoreline WA, for example, eight cottages and a common house were built around a compact central green, achieving a density of about 11.5 du/ac on a ¾-acre parcel that had formerly been two adjoining flag-lots behind two lots with full street frontage (see Figure 9-4). The relatively high densities achievable in pocket neighborhoods reduce the amount of runoff per dwelling, a primary goal of watershed planning.

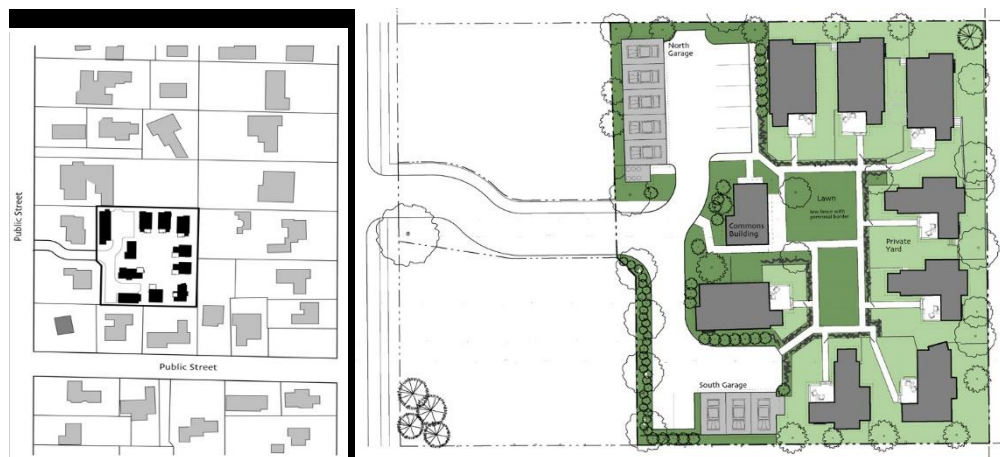


Figure 9-4: Site plan of the Greenwood Avenue Cottages (right), a compact neighborhood occupying a ¾-acre site within a conventional neighborhood in Shoreline, WA, within its context of surrounding houselots (left). Source: The Cottage Company and Ross Chapin -

House prices in pocket neighborhoods can vary from affordable housing to upscale homes, as evidenced by the contrasting case examples (in Chapter 20) of the Poplar Gardens community cohousing in Boulder CO and the Chico Beach Cottages along the waterfront in Silverdale WA. At the Cottages on Greene, located one block from the main street of East Greenwich, RI, five deed-restricted affordable units were incorporated into a mixed-income neighborhood of 15 dwellings in 2011, the first bungalow court to be built in New England (Fig. 9-5). The neighborhood appears at first glance to consist entirely of single-family homes, but clever architectural designing of two duplexes and one three-family residence enables them to blend in completely. Altogether, the 15 units sit on 39,000 SF (0.895 acre), creating a density of 16.75 units/acre. Value was generated through careful attention to detail, and maintaining that value was key to building support in this upscale neighborhood. Neighbors generally welcomed the proposal also because it replaced a nonconforming auto repair garage with a softer transition to main street businesses nearby. According to architect Donald Powers, “The cottages fill an unmet need for a smaller dwelling

type, with access to both private and communal open space, which expresses the familiar image of a small house rather than the more institutional image of an apartment building or a townhouse.”

<http://www.cnu.org/resources/projects/cottages-greene->



Fig. 9-5: One notable aspect of the Cottages on Greene infill project in East Greenwich RI is its “greenway street” that restores a pedestrian link in the town’s street grid. The end buildings are two-family dwellings, with one unit facing the greenway street and the other facing Greene Street, maintaining the impression that all the homes are single-family. Source: Union Studio. Photo

Pocket neighborhoods and community greens help reduce suburban sprawl by making urban living more inviting and enjoyable, particularly for families with children. Neighbors tend to know one another and look out for each other, improving public safety. As Chapin states, if you are six and your parents are alright with your venturing beyond the garden gate into the space just beyond it, you probably live in a pocket neighborhood.

Essential Design Keys for Pocket Neighborhoods (*sidebar by Ross Chapin*)

Pocket neighborhoods, which provide well-defined personal space fostering a strong sense of community, utilize the following key elements:

Layering from Public to Private. Residents and visitors enter the semi-public common green through “implied gates” — near the mailbox kiosk or the parking areas. This shared garden is edged with a perennial border and a low split-cedar fence or low hedge, and the porch edge is defined by a railing built at a height right for perching. These elements define personal territory and reduce feelings of exposure when using porches and the common area. The layout of cottage interiors continue to “protect” personal territory by placing public areas in front and private areas in back and above.

Nested Houses. To ensure privacy between cottages, the houses ‘nest’ together: the ‘open’ side of one house (with more windows) faces the ‘closed’ side of the next, with a double-sized yard on one side and none on the opposite. The closed sides have high windowsills and skylights ensure privacy.

Eyes on the Commons. The first line of defense for personal security is a strong network of neighbors who know and care for one another. Because the houses look onto shared common areas, strangers are often more readily noticed. Also, neighbors can easily notice if daily patterns are irregular and notify emergency services if they notice something amiss.

Corralling the Car. To reduce car dominance, parking is screened from the street and located away from the cottages so residents must walk through the commons to their front doors, creating opportunities for neighborly interactions.

The Commons. The focal point is the central green, bounded by footpaths, with housefronts directly abutting it on all sides. The workshop space (for small projects) is located to one side, with a roof terrace for small parties. Shared garden tools are stored in the toolshed.

Cottage Scale. Cottages are built at 1-1/2 story height to reduce negative impacts on the surrounding neighborhood

Individuality. Each cottage is similar to its neighbors but unique. Each household creates its own garden landscape with great variations in style and plant materials.

e

Porch Rooms. Porches should be large enough to function as rooms overlooking the central green, with off-center front doors, so traffic patterns do not bisect the porch.

Living Large in a Small House. A small house can feel and function like a larger one, when there is ample light and adequate storage space. Nine-foot and higher ceilings with large windows and skylights fill rooms with light, creating a perceived sense of larger space. There is ample storage with walk-in closets, built-in shelves and attics.

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: February 7, 2020

SUBJECT: Planning Funds

The Town's transportation master plan (LARTP) was adopted in 2009. Staff is seeking direction whether to apply for planning funds to update the plan or conduct any of the following studies listed below to help with transportation planning.

Planning funds are made available each year through the CRTPO. A call for projects is typically done at the beginning of August. Eligible project types include:

- Transportation master plans, corridor studies, access/mobility studies, inventories of existing routes, and right of way investigations;
- Future population, employment, and economic growth studies;
- Traffic studies such as circulation plans, traffic count programs, intersection analysis, and small area studies;
- Bicycle and pedestrian planning such as bicycle parking, sidewalk/bicycle lane master plans, and trail and greenway plans;
- Economic impact studies of transportation investments;
- GIS data development/mapping applications; ▪ Transportation related health impact assessments;
- Environmental justice analysis; and
- Conceptual/scoping studies and limited engineering design (specifically up to 15 percent "Line and Grade" design per NCDOT guidance), also known as "Planning Preliminary Plans" and/or "Functional Roadway" plans.

There are several requirements that must be considered. One important consideration is that these are reimbursable funds, meaning the town must have funds available to pay for project work and will then be reimbursed by the MPO as work is completed. A twenty percent (20%) local match must also be secured by the project sponsor prior to commencing the project.

To be able to submit, the town would need to budget for the project and start the procurement process to select a consultant and provide detailed information on the scope.

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

MEMORANDUM

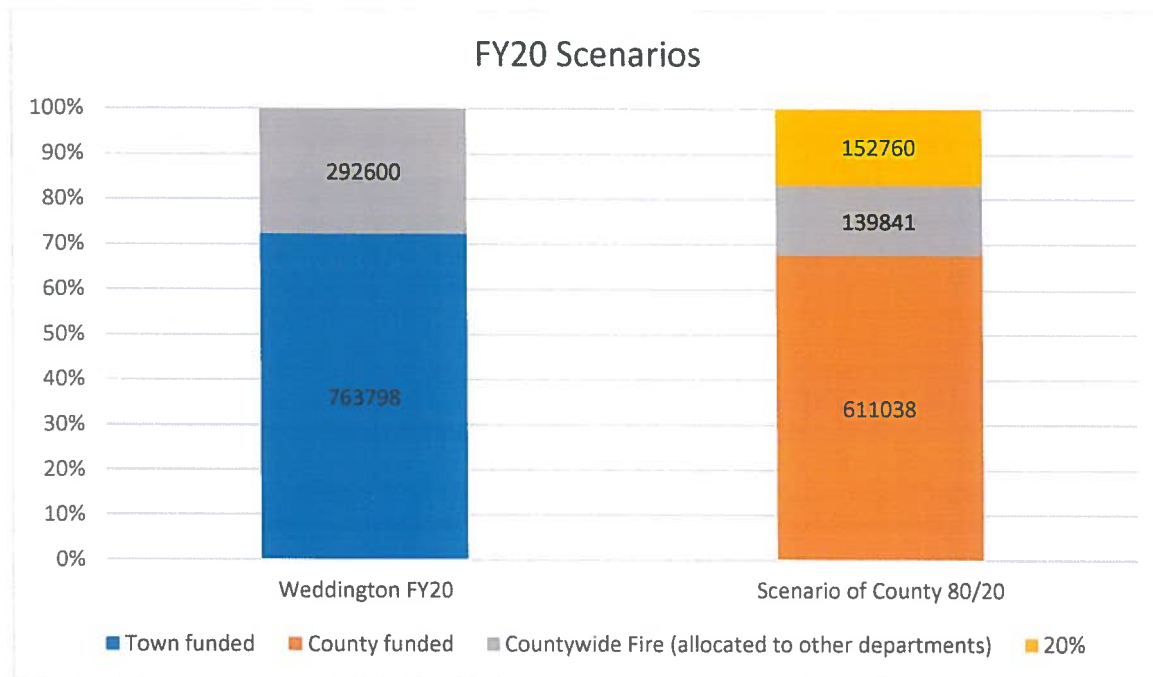
TO: Mayor and Town Council

FROM: Lisa Thompson, Town Administrator/Planner

DATE: February 7, 2020

SUBJECT: Forrest Lawn and Potter Road

The County received planning funds for six intersections identified in the critical intersection analysis report. They have contracted with RS&H to develop two concept designs and corresponding cost estimates for the six intersections. The project is time sensitive and all work needs to be completed by June 2020. Staff believes we'll have enough information to submit for the 2020 DA funds call for projects. DA projects are required to contribute 20% of the overall cost. The town can work with the County on funding this intersection.

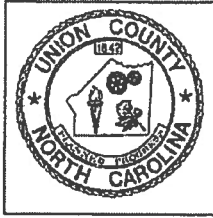


(Tax rate and valuation numbers are estimates and shown as representative samples. Exact rates/valuations will need to be updated for an accurate analysis)

- Weddington tax value = ~2.2B, penny value = ~\$220,000
- Roughly 3.5 out of 5.2 tax rate is allocated to fire operating budget
- Citizens pay the FY20 Countywide fire tax rate of 0.0133 (FY21 projected at 0.0155+)
- County proposed 80/20 plan is for fire tax districts with valuations greater than 1B.
 - 80% of budget funded from a local district tax, 20% is funded out of the Countywide rate. This only applies to a fire tax district, not the Weddington Municipal Fire District.
- County proposed 60/40 plan is for fire tax rate funds with district valuations less than 1B.
 - 60% of budget funded from local tax rate, 40% is funded out of the Countywide rate.
- The balance of the revenue not utilized under the 20% (collected through Countywide Fire Tax and only applies to some departments) is allocated to fund other fire departments with revenue shortfalls.

Key Points

- Cost of service is going up for all departments and the Countywide Fire Tax will have to increase to fund shortfalls across the county. If Weddington continues to keep their municipal district and fund locally, the impact of \$292,600 will continue to increase and 100% of the revenue will leave the area.
- In FY20, Weddington Citizens paid into the Countywide Fire Tax **~\$292,600**. None of this money stayed in Weddington.
- Under the same scenario, with the proposed 80/20 plan, the citizen would still pay into the countywide tax rate ~\$292,600, but **~\$152,760** would be applied to the total budget, and **~\$139,841** would be used to fund other department revenue shortfalls and the rural 60/40 funding plan for those departments.



UNION COUNTY TAX RATES

2015-2016

<u>TAX DISTRICT</u>	<u>TAX RATE PER \$100</u>	<u>TAX DISTRICT CODE</u>
UNION COUNTY	0.2882	001
COUNTYWIDE FIRE	0.0048	011
COUNTYWIDE EMS	0.0263	012
SPECIAL SCHOOL	0.4572	999
VILLAGE OF MARVIN	0.0500	100
CITY OF MONROE	0.5863	200
DOWNTOWN SPEC. DISTRICT	0.2190	222
TOWN OF WINGATE	0.4200	300
TOWN OF MARSHVILLE	0.4800	400
TOWN OF WAXHAW	0.3600	500
TOWN OF INDIAN TRAIL	0.1850	600
TOWN OF STALLINGS	0.2150	700
TOWN OF WEDDINGTON	0.0520	800
VILLAGE OF LAKE PARK	0.2300	900
TOWN OF FAIRVIEW	0.0200	930
TOWN OF HEMBY BRIDGE	0.0000	950
VILLAGE OF WESLEY CHAPEL	0.0165	970
TOWN OF UNIONVILLE	0.0200	980
TOWN OF MINERAL SPRINGS	0.0250	990
TOWN OF MINT HILL	0.0000	193
STALLINGS FIRE DISTRICT	0.0509	20
HEMBY BRIDGE FIRE DIST.	0.0512	23
WESLEY CHAPEL FIRE DIST.	0.0282	26
WAXHAW FIRE TAX	0.0380	28
SPRINGS FIRE TAX	0.0474	15

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: February 7, 2020

SUBJECT: Events

Special public events enhance the Town of Weddington's lifestyle and promote a sense of community by providing an opportunity for residents to come together for entertainment and/or celebration.

Per the town event policy, events shall be discussed during budget meetings at the beginning of each calendar year and approved by adopting the annual FY budget. Any cost overruns for each specific event shall be reconciled by the Town Council. Also, the Town may partner with any agency to support an event if it is approved by Town Council and if the event is of general interest to the public and enhances the Town's public image. Town Council shall be made aware of any Town services provided by staff on a case-by-case basis, these events must be approved by Town Council and meet the other requirements of this Policy.

Staff provided a calendar of events to be discussed.

Other topics to discuss:

Are there any other events the town should consider?

How to handle businesses that want to partner with the Town or be a part of the event?

EVENT SCHEDULE 2020

WEDDINGTON EVENTS	TENT. DATE
HORNETS NIGHT - TBD	3/13 or 4/11
SPRING LITTER SWEEP	April 26
FOOD TRUCK FRIDAYS	May
SCHOOL DRIVE	August 21
FALL LITTER SWEEP	September 19
TREE LIGHTING	November 20
TBD	

COMMUNITY CENTER	TENT. DATE
DRIVERS SAFETY CLASS	March 28
DRUG CLASS	May
BABYSITTING CERT	June
FIELD DAY/SCHOOL DRIVE	August
WINTER COAT DRIVE	November
TBD	

[illegible]

TOWN OF WEDDINGTON

MEMORANDUM

TO: Mayor and Town Council

FROM: Lisa Thompson, Town Administrator/Planner

DATE: February 7, 2020

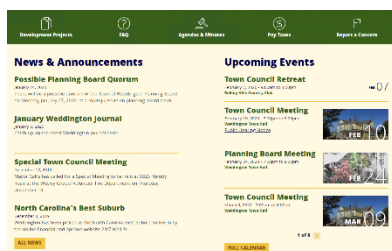
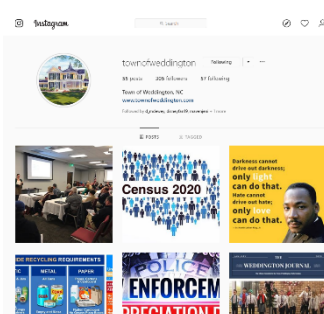
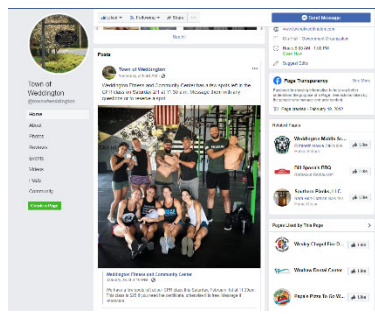
SUBJECT: Communications

Good communication is essential for the town to get important information out to our residents. We currently have our website, Facebook, Instagram, the monthly Tri W page, Bimonthly Journal; and residence list.

The town should consider what other venues or items can be posted to do a more thorough job to push information essential to our residents. Attached is a social media best practices guide from CCOG.

Discussion items for this agenda topic include the following:

- Other platforms such as NextDoor
- A quick poll to our resident list and on the town website to see what kind of communication residents prefer or ask the question in our upcoming survey
- How to better share County info
- Rumors Page
- Other items to post – community calendar, events around town, and more video content



The County has a website for all permits, rezoning and subdivision applications.

UNION COUNTY GOVERNMENT
NORTH CAROLINA

Area Overview My Property Sales Development Projects **Permits** Fire Marshal Census Map Layers Links

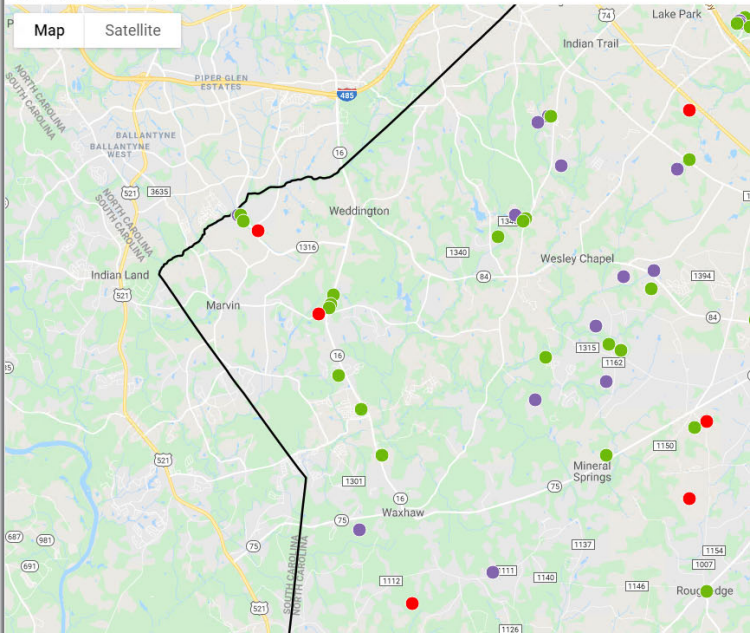
Growth Summary Info

SUP Rezoning Subdivision

Type: Rezoning

ID	06156002
Site Plan	View the site plan
Case Number	CZ-2017-011
Description	1505 Providence Rd S
Development Area	06156002
Existing Zoning	R-40
Requested Zoning	B2 CZ
Staff Recommendation	
Planning Board Recommendation	Approve
BOCC Action	Denied

[Back to County View](#)



UNION COUNTY GOVERNMENT
NORTH CAROLINA

Area Overview My Property Sales Development Projects **Permits** Fire Marshal Census Map Layers Links

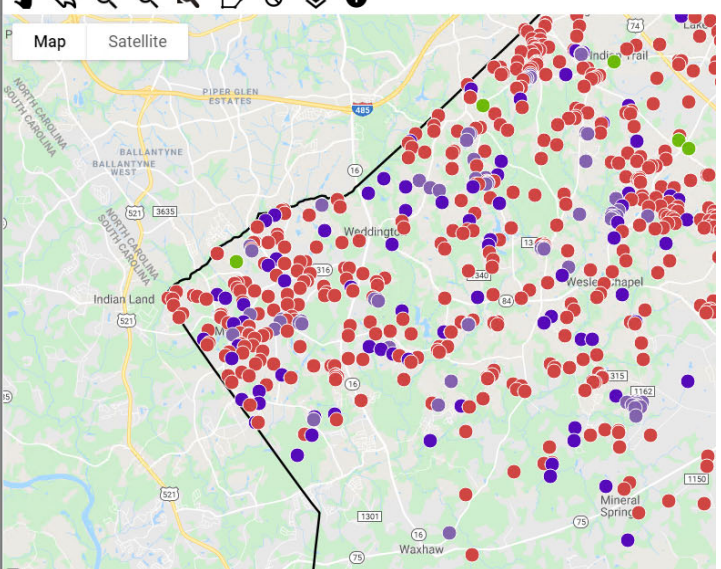
Permits Summary Permits Charts Permits Info

☒ Show Recent Permit Application(s)

☒ Commercial ☒ Commercial Other ☒ Residential ☒ Residential Other ☒ Other

Recent Permits (last 12 months)

Permit Type	No. of Permits	
Commercial	30	<div></div>
Commercial Other	38	<div></div>
Other	2076	<div>70.64%</div>
Residential	373	<div>12.69%</div>
Residential Other	422	<div>14.36%</div>



Social Media Best Practices



Centralina Council of Governments

Benefits...A Refresh

1. Reduce Costs
2. Crisis Communications
3. Public Engagement
4. Trust Building
5. Instant Feedback

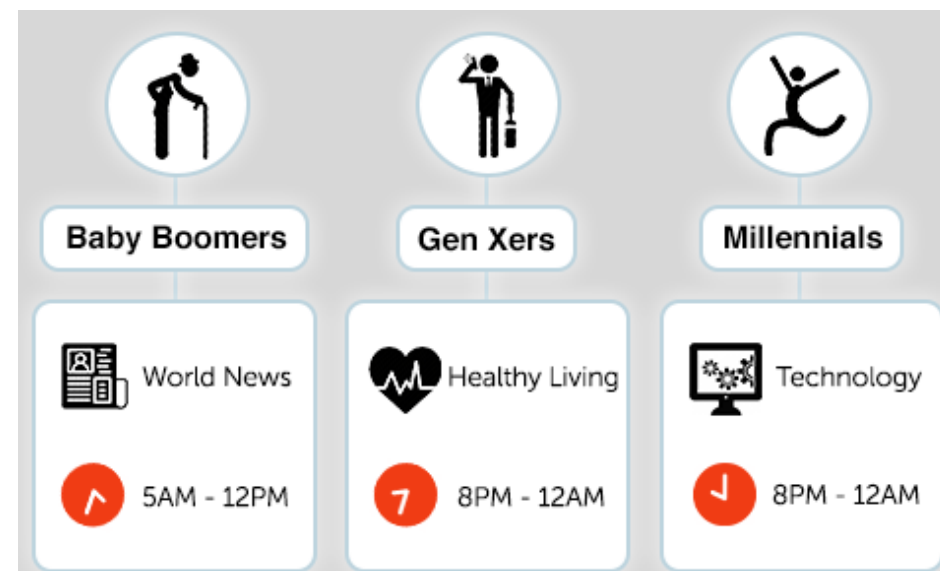


Quick Stats for 2019

- 91% of people use mobile devices
- Average daily time: 2 hours and 22 minutes
- 49% of consumers depend on influencer recommendations on social media
-  **Facebook** is the most popular platform
- 500 million new daily  **Instagram** stories worldwide

Demographics

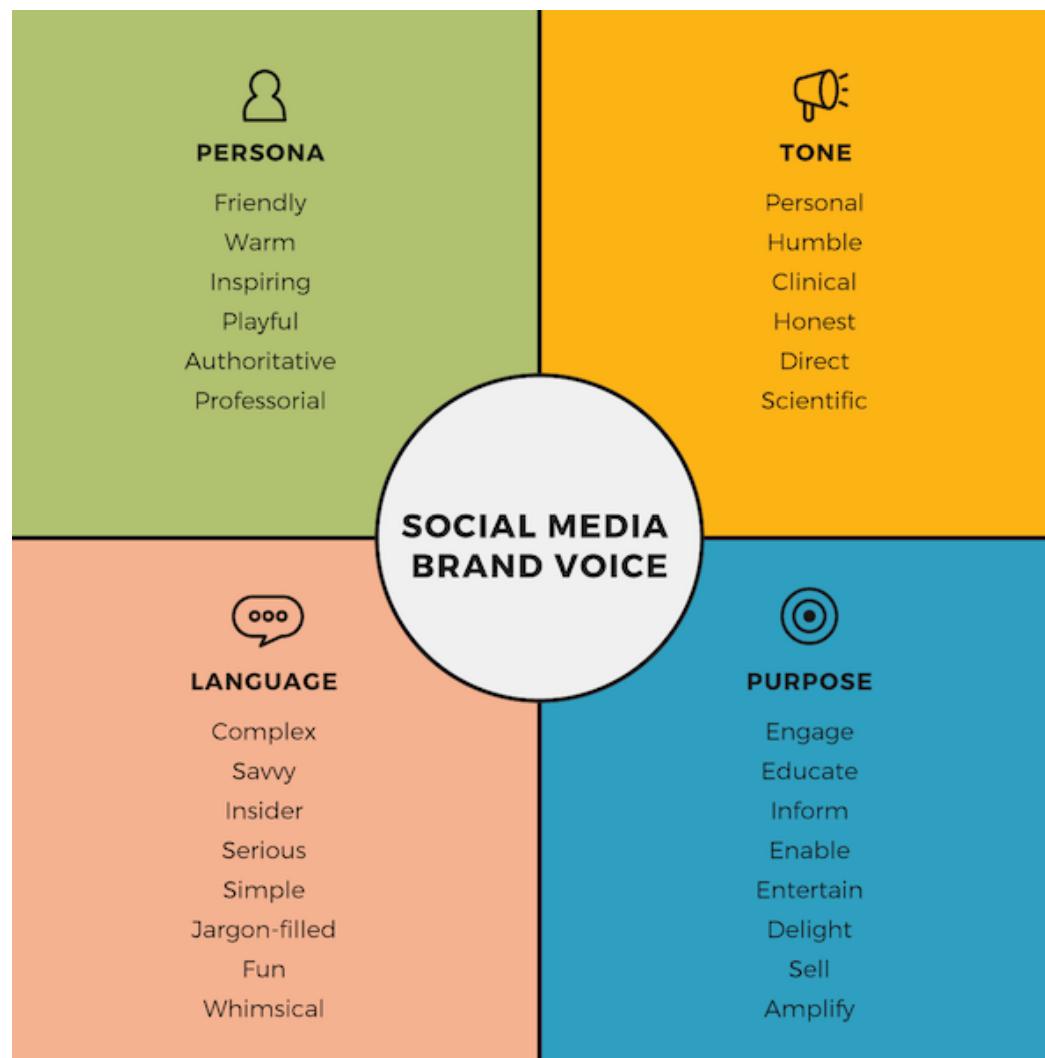
- Social Media Users Worldwide: 2 Billion
 - 90.4% of Millennials
 - 77.5% of Gen X
 - 48.2% of Baby Boomers



Identity Guidelines

What's Your Brand?

- Persona
- Voice / Tone
- Language
- Purpose
- Also Include
 - Image and emoji use
 - Hashtag use
 - Staff guidelines



Account Managers

- **Assign roles:** planning, posting, monitoring
- Maintain a **directory listing** for staff who have passwords.
- Put a plan in place for when **someone leaves**, including how to quickly revoke access and change account passwords.
- Have team members sign a **media use policy** – can refer to company and personal accounts.
- Use **single sign-on for systems** that provide a one-time sign-in option if team members are trying to access accounts via mobile or offsite.

Frequency

Facebook

- Once a day
- Larger audiences (10,000+) up to twice a day, four hours apart

Instagram

- Once or twice a day with unlimited stories
- Larger Audiences (1,000+) up to 3-4 times a day

Twitter

- Unlimited, but limit to 3-5 for higher engagement

Why People Share

New York Times: Study on The Psychology of Sharing

1. To bring **valuable, enlightening** and **entertaining content** to others
2. To **define themselves to others** (and to themselves, too)
3. To **get and stay connected to others**
4. For self-fulfillment, to be **credited by others** for what they shared
5. To **support causes** they believe in and **brands** they like.



Video

Facebook

- Live videos - watched 3x longer
- Videos have increased 360% in newsfeed updates
- Ratio recommendation: 70% video, 20% images, 10% links

Tips

- 85% of videos are played without sound - use captions
- Length 1-2 minutes for Facebook
- Call to action

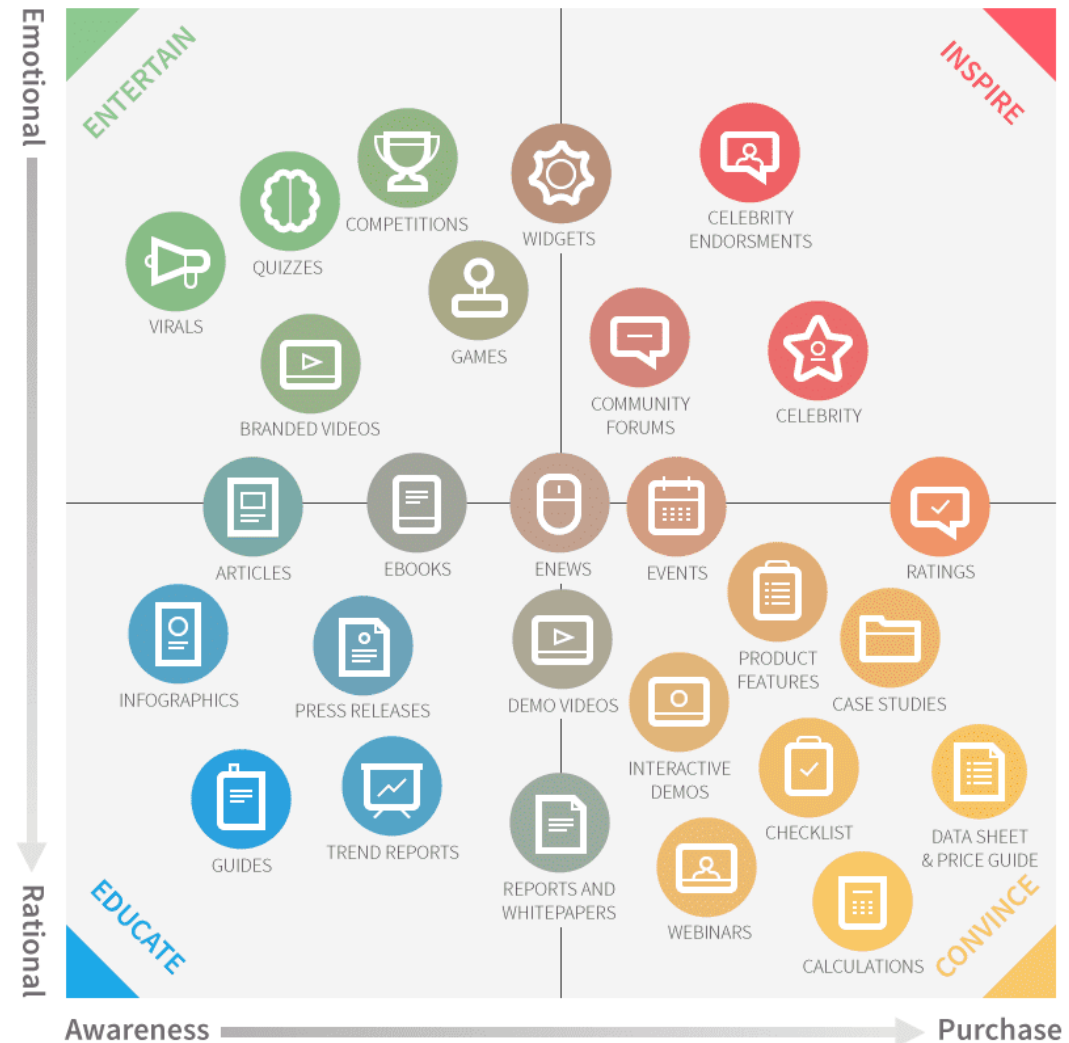
Content Types

Types

- Education / Awareness
- Call to Action
- Customer Service

Main Categories

- Entertaining
- Inspiring
- Educational
- Convincing



Monitoring Activity

- Go to where your audience is
- Analytics – social media AND your website
- Quickly address comments / direct messages
- Monitor hashtags
- Google your organization
- Set alerts



Grow Your Audience

Think of content from a search perspective

Show appreciation – like posts when you're tagged / use your hashtag

Facebook – if people comment/like, invite them to like your page

Lookalike audience

Try Ads

- Video
- Bold colors
- Focus on keywords and keep text to a minimum
- Use a unique or longer first word

Content Suggestions

- Try new content, post times and copy
- Show your personality
- Before / After (example: downtown revitalization)
- Infographics
- Use text over photos
- Local influencers



Quick Tips

- Use the same handle across platforms
- Create a handle and hashtag list
- Events
 - Facebook calendar – send alerts for you and notify their friends
 - Planning an event, ask for speaker / organization handles and hashtags beforehand
 - Use your organization and sponsor handles / hashtags to promote events, in printed programs and on signs during the event

Resources – Style Guides

Sprout Social

- **How to Create a Social Media Style Guide** <https://sproutsocial.com/insights/social-media-style-guide/>

Mailchimp

- **Social Media Style Guide Example** <https://www.nuclino.com/templates/96dea425-social-media-style-guide-by-mailchimp>

HireRabbit

- **Social Media Policy Examples**, <http://blog.hirerabbit.com/5-terrific-examples-of-company-social-media-policies/>

Resources – Audience & Frequency

RevLocal

- **Social Media Posting Frequency**, <https://www.revlocal.com/blog/social-media-marketing/how-often-should-your-business-post-on-social-media>, <https://www.revlocal.com/blog/social-media/facebook-posting-how-much-is-too-much/>

Promo Republic

- **How to Find Your Target Audience on Social Media**, <https://promorepublic.com/en/blog/10-ways-find-audience-social-media/>

Additional Resources

Linked In Learning (formerly Lynda.com)



- **Social Media for Government**, <https://www.linkedin.com/learning/social-media-for-government/welcome>
- **Influencer Strategies for Government**, <https://www.linkedin.com/learning/social-media-for-government/influencer-strategies-for-government>

Hootsuite



- **Blog**, <https://blog.hootsuite.com/>
- **A/B Testing**, <https://blog.hootsuite.com/social-media-ab-testing/>
- **Toolkits**, <https://hootsuite.com/resources?tags%5B%5D=Toolkit>

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Subscribe to our monthly newsletter: ehickok@centralina.org

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: February 7, 2020

SUBJECT: Policies

Below is a list of policies that staff will review.

Items to discuss – donations to outside agencies/ town businesses; updating social media policy;

Policy	Date Adopted	Description/Issue/Questions Are actions consistent with
1. Event	10/14/2019	new
2. Procurement	11/13/2018	new
3. Disposal of Surplus Property (<30K\$)	8/13/2018	new
4. Annexation	7/1/2007	Pertains to subdivisions requesting annexation
5. Appointment to Boards	12/13/2010	Consistent with practice
6. Attorney Invoices	12/14/2015	Consistent with practice
7. Code Enforcement		Are violation forms completed by residents with complaints?
8. Awarding Bids/Contracts	9/19/2011	Anything affected by the procurement policy?
9. Credit Card		Physical custody of town card maintained by Clerk-employees sign credit card policy
10. Facebook	3/7/2016	Needs updating
11. Fund Balance	6/10/2013	Consistent with practice
12. Harassment	7/14/2003	Consistent with practice Does handbook cover?
13. Newsletter	10/9/2006	Consistent with practice

14. Voting by Delegates	12/10/2012	Council delegates to outside agencies will poll council members or direct Clerk to determine consensus-if none, delegate will abstain
15. Invitations to address public	11/13/2012	Forward requests to Clerk-member that represents district will attend with mayor or another member may appear with general consent of Council.
16. Request for Support	11/13/2012	Ensures entire Council is included in consideration of letters of support. Consensus of entire council will stand. (does new event policy cover this?)
17. Financial Information Requested from Outside Agencies		Donations to agencies in excess of 10K\$ - agencies must submit audit statements and relevant reports to the town.
18. Utilization of Town Attorney	5/10/2010	Prior approval needed if in excess of 2 hours of legal fees.
19. Public Record Requests		Consistent with practice
20. Staff Utilization	11/13/2012	projects in citizen interests requiring more than 5 hours combined staff time-council must approve the project with a motion – no assumption of confidentiality
21. Town Hall Use	12/8/2008	To be REDACTED

**North Carolina Department of Transportation
Division of Highways
Traffic Engineering and Safety Systems Branch**

**STANDARD PRACTICE
for
Optional “Welcome To” Signs**

The purpose of this standard practice is to establish guidelines for optional “Welcome To” signs at or near municipality limits, county lines, or community limits along NCDOT roadways. This practice allows municipalities and counties the flexibility to display slogan(s) that depict their character or identity on official highway signs. This practice also allows municipalities and counties to display an emblem, seal, or flag on signs located on roadways posted 45 mph or greater. Communities with official boundaries recorded at the county courthouse and that appear on the official and most current North Carolina State Transportation Map may also participate in optional “Welcome To” signs; however, signs for communities are allowed only on secondary roadways and emblems, seals, or flags are not allowed on these signs. This practice sets reasonable guidelines by restricting the number of slogans and overall sign size, as well as to consolidating installations along NCDOT roadways by including municipality and county limit signing within “Welcome To” signing. The intent is also to promote statewide consistency in responses for “Welcome To” signing requests.

It is the standard practice of NCDOT to allow the installation of optional “Welcome To” or “Entrance” signs on the highway right-of-way for municipalities, counties, and communities as specified in this practice. Optional “Welcome To” or “Entrance” signs shall be located and erected according to the standards of the Manual on Uniform Traffic Control Devices (MUTCD), the North Carolina Supplement to the MUTCD, the North Carolina Roadway Standards, and the standards and criteria herein.

CRITERIA

- Requests for optional “Welcome To” signs should be directed to the appropriate Division Engineer and shall include required resolutions. All slogans, emblem design, and any official seal to be displayed on any optional “Welcome To” sign must be reviewed and approved by the Division Engineer.
- All costs associated with administration, designing, fabricating, erecting, inspection, and maintaining any approved optional “Welcome To” signs will be the responsibility of the requesting party or others. An agreement between the requester (responsible party) and the NCDOT is required. This agreement is written and executed by the Division.
- Optional “Welcome To” signs shall be erected at or near the municipal/boundary limits at locations approved by NCDOT. Only one installation of a welcome sign or sign assembly is permitted per direction of roadway.
- When optional “Welcome To” county signs are installed, these signs replace the standard Welcome To/ Entering/Leaving signs I2-7 and I2-8 as described in the NC Supplement to the MUTCD Chapter 2D.48.B.

- When optional “Welcome To” city or town signs are installed at the city or town limit, the “City Limit” message shall be within the “Welcome To” (top) sign. This sign/panel replaces the I2-5 or I2-6 standard City Limit signs as described in the NC Supplement to the MUTCD Chapter 2D.48.C.
- Each optional “Welcome To” sign request requires resolutions specifying any slogan(s) [including any existing slogans that are desired to remain on signing and any new slogans] and seal/emblem/graphics (seal/emblem/graphics not applicable to community signs) as follows: 1) a “Welcome To” sign for a municipality or community within the municipal limits requires a resolution from both the municipality and the county. 2) A “Welcome To” county sign or sign for a community not within a municipal limits requires a resolution from the county. 3) The resolution from the municipality and county also must specify a maximum installation of three years for any dated sign message. At or after the end of the third year, division forces should remove the dated sign message. All approved resolutions must be forwarded to the Division Engineer with a copy to the State Traffic Engineer prior to final approval for optional “Welcome To” signing.
- Optional “Welcome To” municipality and county signs may include a maximum of two slogans not to exceed three lines of copy in total. If a new “Welcome To” sign is located at the municipal limit, then the message “City Limit” shall be included in the main (top) sign. The message “City Limit” is not considered in the maximum lines of copy and the two panel maximum applies. The following options A, B, and C apply. (See typical sign layouts for maximum sizes and additional design information):

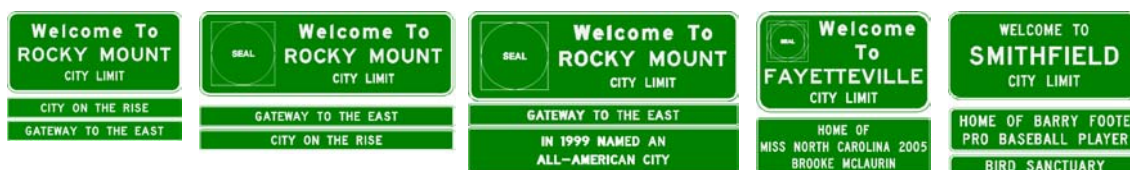
OPTION A: New or Modified Sign at City Limit Boundary

(This location is required when it is possible to install sign at city limit):

If the proposed “Welcome To” **municipality** location is at the boundary line of the municipality, then the following design configurations should be followed:

1. The message “City Limit” shall be included in the main (top) sign. (“City Limit” is not included as a part of the three lines of copy and two slogan maximum.)
2. One or two slogans not exceeding a total of three lines of copy in total may be attached as supplemental panels below the main sign.
3. If applicable, a Bird Sanctuary panel may be used as one of the two supplemental panels in lieu of the M16-10 (30” x 18”) sign shown in the NC Supplement to the MUTCD.

EXAMPLES: (NOT DRAWN TO SCALE)



OPTION B: New or Modified Sign Not at City Limit Boundary

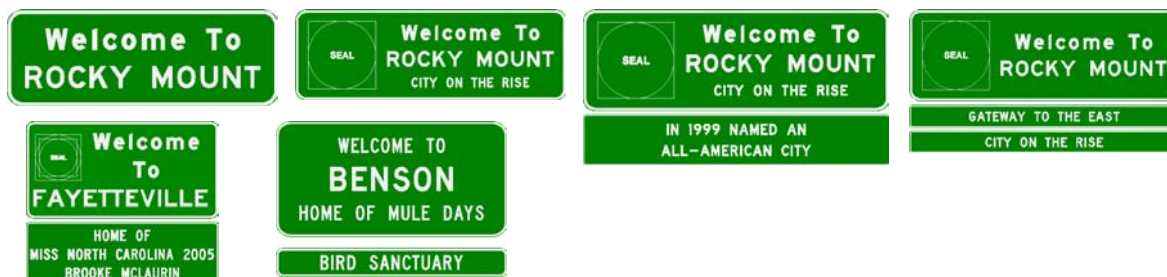
(This location is only allowed when installation is not practical at city limit boundary):

If the proposed “Welcome To” **municipality** location is not at the boundary line of the municipality, then the following design configurations should be followed:

1. The message “City Limit” shall not be included in the text of the main sign or as part of the supplemental panels.
2. If one slogan is used and does not exceed one line of copy, the slogan may be incorporated into the “Welcome To” (main/top) sign or may be attached as a supplemental panel.

3. If two slogans are used, one of the slogans may be incorporated into the sign and the other slogan will be attached as a supplemental panel or both slogans can be attached as individual supplemental panels.
4. If applicable, a Bird Sanctuary panel may be used as one of the two supplemental panels in lieu of the M16-10 (30" x 18") sign shown in the NC Supplement to the MUTCD.

EXAMPLES: (NOT DRAWN TO SCALE)



OPTION C: New or Modified Sign at/near* County Limit Boundary:

Optional "Welcome To" **county** signs may include a maximum of two slogans not to exceed three lines of copy. The proposed "Welcome To" county sign should follow the design configurations as shown below:

1. If one slogan is used and does not exceed one line of copy, the slogan may be incorporated into the "Welcome To" sign or may be attached as a supplemental panel.
2. If two slogans are used, one of the slogans may be incorporated into the sign and the other slogan will be attached as a supplemental panel or both slogans can be attached as individual supplemental panels.
3. If applicable, a Bird Sanctuary panel may be used as one of the two supplemental panels in lieu of the M16-10 (30" x 18") sign shown in the NC Supplement to the MUTCD.

EXAMPLES: (NOT DRAWN TO SCALE)



* *Note: Location of "Welcome To" county signs may be adjusted within the county boundary, but should be installed as close as possible to the county line. If further than 200 feet from the county boundary, location must be approved by the Division Engineer, or designate.*

- Optional "Welcome To" municipality and county signs may include an emblem, seal, or flag if space is available within the maximum size limits of the sign (*see attachment*). Letter size and font, and emblem size criteria shall meet attached design criteria.
- Optional "Welcome To" signs for approved communities are allowed only on secondary roadways.
- Optional "Welcome To" signs for approved communities will be allowed only one slogan. The slogan may be included in the sign or be attached as a supplemental panel. Emblems, seals, or flags are not allowed on "Welcome To" community signs. To qualify for signs, a community must have official

boundaries recorded at the county courthouse, must be approved by the Division Engineer, and comply with all other applicable criteria herein.

- When a slogan panel is requested to be added to an existing “Welcome To” sign, an appropriate engineering study should be conducted to determine if the sign support system requires modification to meet current safety standards. When a new or modified slogan panel is requested, the existing “Welcome To” sign shall be revised or modified to meet the current design standards. If the existing sign is larger than the current standards allow, the sign(s) shall be redesigned to meet the current standards. The width of a new slogan panel shall match the width of the “Welcome To” sign and the entire installation shall meet design criteria herein.
- All costs associated with modifying existing signs and/or supports including the engineering study will be the responsibility of the requesting party.
- When an optional “Welcome To” sign becomes worn, faded, or is damaged (or supports for the sign are damaged), the Department will notify the requester (responsible party) that the sign and/or supports needs to be replaced/repared. The requester will have 90 days to provide full payment to replace or repair the subject signs/supports. If the Department does not receive the requested payment, the Department will cancel the agreement and remove the existing sign(s). The Division Engineer may require the requester to supply the replacement sign. Signs shall meet all NCDOT specifications and design requirements, herein, and attached, and sign sheeting standards as specified in TEPL topic S-68 (<http://www.doh.dot.state.nc.us/preconstruct/traffic/tepl/Topics/S-68/S-68.html>).
- The Division may require the requester to hire and pay a pre-qualified private contractor that is approved by the Department and licensed to work in North Carolina, to install and/or maintain the signs. All materials and workmanship must comply with the Department’s current version of the Standard Specifications for Roads and Structures. Traffic control shall be in accordance with the MUTCD, North Carolina Supplement to the MUTCD, and the current version of the NCDOT Roadway Standard Drawings. The Contractor shall not be allowed to perform any work on weekends or official State holidays. The Contractor shall furnish Proof of Insurance prior to beginning work within the Department’s Right of Way.
- All optional “Welcome To” signs for full control of access facilities require a sign design from the Traffic Engineering Branch. The Traffic Engineering Branch will provide a sign design for any location upon request, excluding emblem or seal design. Sign designs for installation on non-full control of access facilities must be approved by the Division Engineer, or designate, prior to fabrication. See typical sign layouts for sign parameters based on facility type and posted speed limits.
- All optional “Welcome To” signs shall meet the following design criteria:
 - 1) sign and supplemental panel(s) shall have white message and border on a green background
 - 2) sign message and slogan text shall be in standard highway font (no script or special fonts allowed)
 - 3) sign shall be fabricated from aluminum
 - 4) sign shall be retro-reflective, including emblems, seals, or flags
 - 5) sign support systems shall meet all safety requirements; and
 - 6) all signs shall be rectangular in shape
- Overhead installation of “Welcome To” signs shall not be permitted.

- Existing “Welcome To” signs in place at the time this policy goes into effect may remain in place until replacement or upgrade is necessary as directed by the appropriate Division Engineer or until replacement or modification is requested by the municipality, county, or community is implemented. At the time of replacement, any new signs shall conform to this practice.
- The Department has the responsibility and authority to relocate or remove signs on highway right-of-way if a need for a higher priority regulatory, warning, or guide sign is identified.
- The NCDOT reserves the right to cover, relocate, or remove any signs for maintenance or construction operations, or when deemed to be in the best interest of the NCDOT or the traveling public, without advance notice. The NCDOT reserves the right to remove signs when roadway improvements or changes in the roadway cross section or configuration will no longer accommodate the existing signs. If existing signs no longer meet the Department’s size and design requirements for an upgraded roadway and existing signs are removed, the municipality/community/county may request to upgrade their signs, provided that minimum spacing is available on the upgraded roadway.
- This practice is not intended for use in removal of existing signs; however, when a new project is established for the North Carolina highway system, or when existing signs are in need of replacement, repair, or maintenance, conformance with this practice is required.
- As described in General Statute 136-30 (a), (b), and (d), the NCDOT has the authority to control all signs within the right of way of the State Highway System.

§ G.S. 136-30. Uniform signs and other traffic control devices on highways, streets, and public vehicular areas. (a) State Highway System. - The Department of Transportation may number and mark highways in the State highway system. All traffic signs and other traffic control devices placed on a highway in the State highway system must conform to the Uniform Manual. The Department of Transportation shall have the power to control all signs within the right-of-way of highways in the State highway system. The Department of Transportation may erect signs directing persons to roads and places of importance. (b) Municipal Street System. - All traffic signs and other traffic control devices placed on a municipal street system street must conform to the appearance criteria of the Uniform Manual. All traffic control devices placed on a highway that is within the corporate limits of a municipality but is part of the State highway system must be approved by the Department of Transportation. (d) Definition. - As used in this section, the term "Uniform Manual" means the Manual on Uniform Traffic Control Devices for Streets and Highways, published by the United States Department of Transportation, and any supplement to that Manual adopted by the North Carolina Department of Transportation.

24 x 60 custom sign. Digitally printed on 3M High Intensity Prismatic sheeting.
Applied .080 aluminum with clear UV shield.

\$250.00 PER SIGN

60

24





TOWN OF WEDDINGTON REVISED BRANDING 2019

Presented By: Jeni Bukolt, Founder & Creative Director
Haven Creative Marketing Agency

SUMMARY

At the June 8th 2019 meeting, Haven Creative presented the brand book which included a brand story, color story, logo and icon designs. Feedback from the presentation was gathered verbally (comments from the board during the meeting) and digitally via an online survey administered during the meeting.

From the feedback we received, we saw that there was consensus on the following items:

1. Brand color story
2. Tagline – rural living redefined

From the feedback we received, we reworked the materials and are offering the following in this revised branding document:

1. A revised logo design based off of the original concept
2. An entirely new logo design option

At the August 12th meeting, we would like to request a motion to approve one of the logo designs presented in this document and approval to begin using the supporting brand elements (color story, tagline, design aesthetic).

*Please note, if additional edits are required beyond this round, they would fall outside of the scope of the original contract.



STAKEHOLDER SURVEY RESULTS

Overall reaction to the new branding as a whole:

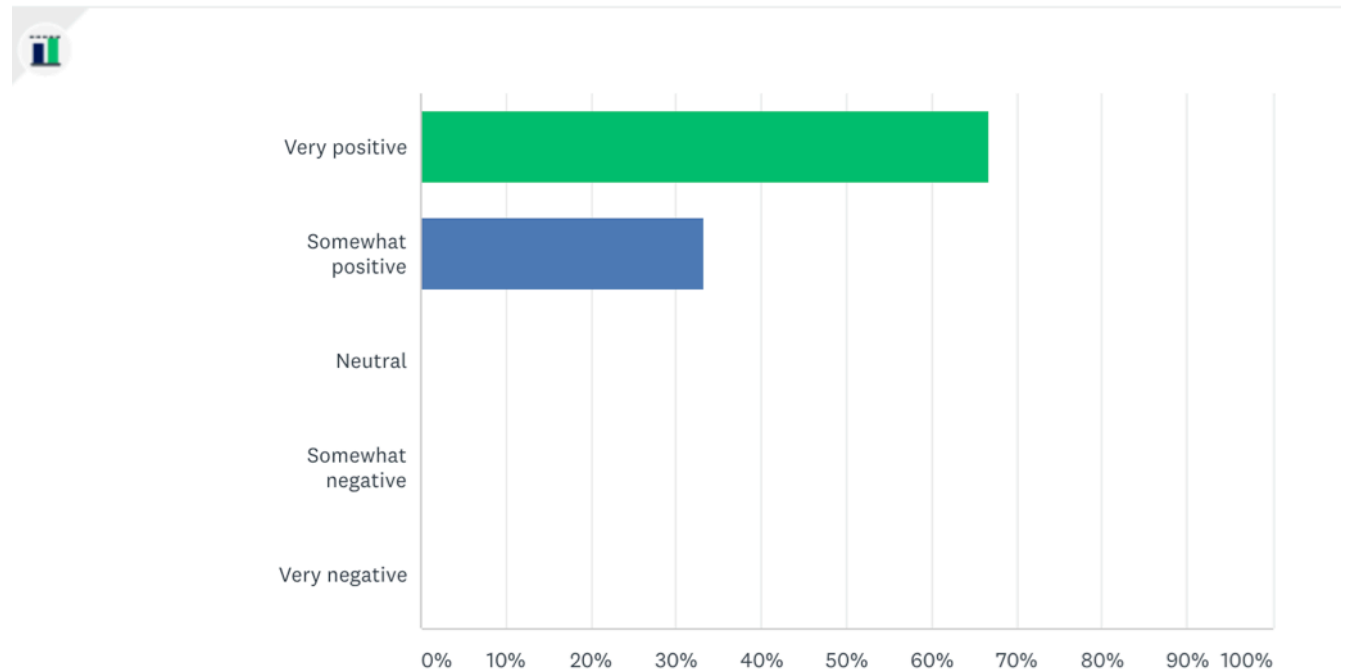
- 100% Very positive or somewhat positive
- 66% Very positive

Overall feedback to the branding:

- Ties everything together, including the classic green and yellow.
- “It gives our community an identity. It’s unique like Weddington, and it’s sophisticated and refined.”
- “I think everything represents Weddington beautifully.”

What is your first reaction to the brand book?

Answered: 9 Skipped: 0



STAKEHOLDER SURVEY RESULTS

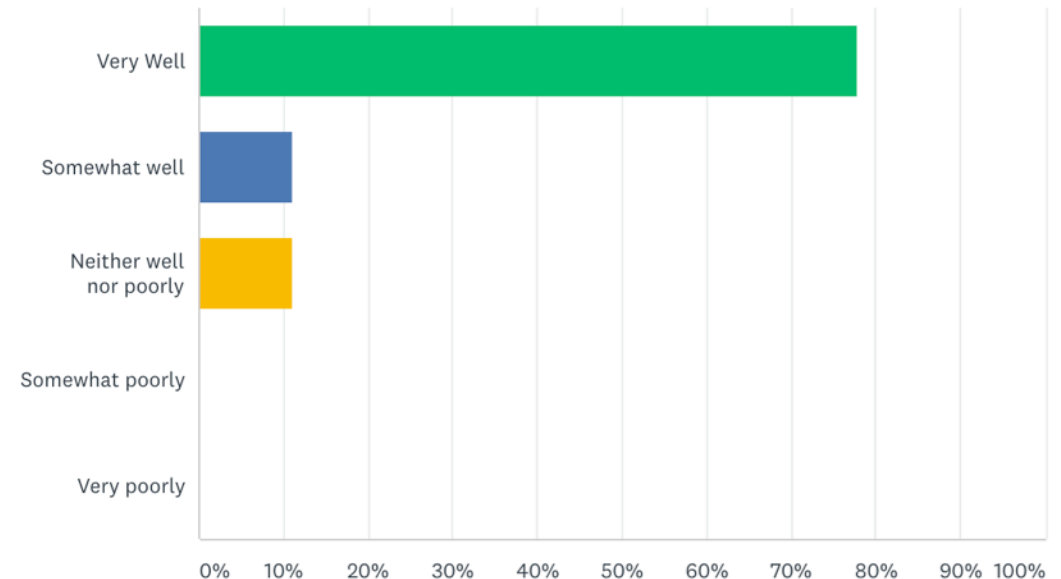
TAGLINE: Rural living redefined.

How well does this tagline represent the Town of Weddington?

Answered: 9 Skipped: 0

Tagline Response:

- 88% said the tagline represented Weddington very well or somewhat well.



LOGO OPTIONS

At the June meeting, we presented the logo below and the option to use the green or blue as the primary logo color:

DESIGN:



GREEN OR BLUE:



LOGO FEEDBACK

This was the feedback from the logo and colors:

Overall logo design:

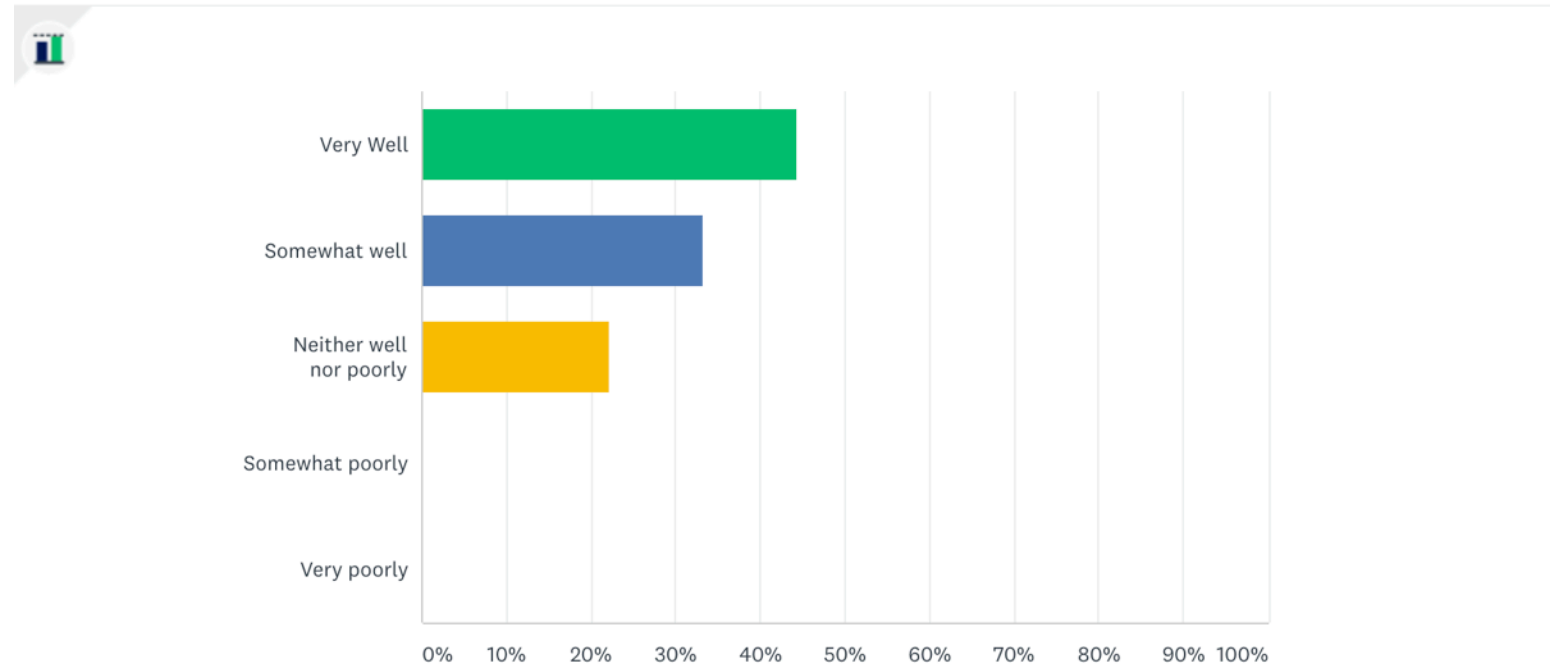
- 77% said the logo presented Weddington very well or somewhat well.

Additional Feedback:

- Font on the E too modern
- Might not reflect the rural and warm feel of the town – don't want to lose the “green spaces” / rural character

How well does this logo design represent the Town of Weddington?

Answered: 9 Skipped: 0



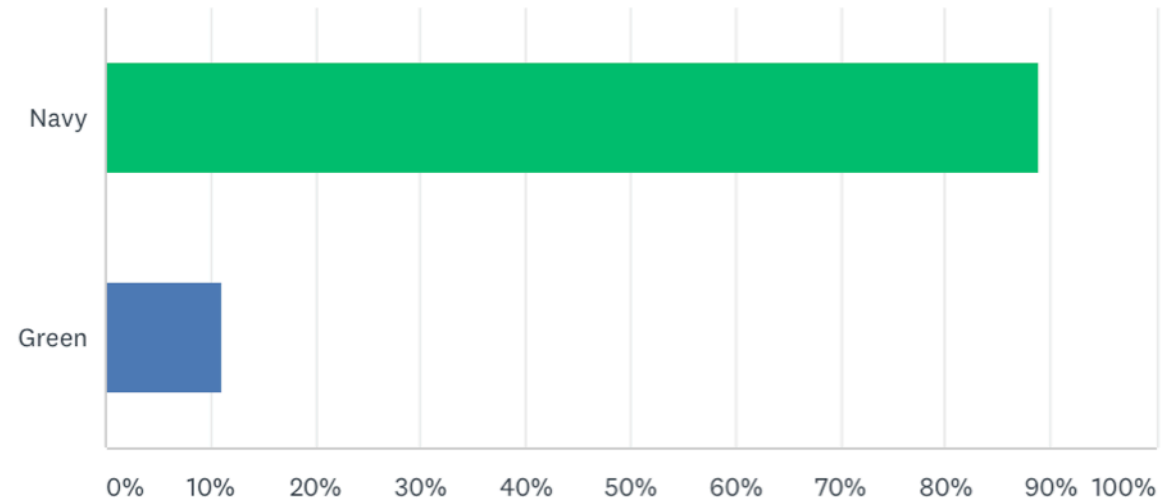
STAKEHOLDER SURVEY RESULTS

Green VS. Navy Logo Design:

- 8/9 Respondents chose the navy logo

Do you prefer the logo (shown above) in navy or green?

Answered: 9 Skipped: 0



LOGO #1

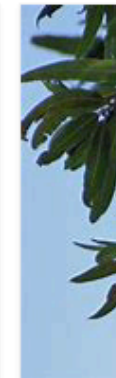
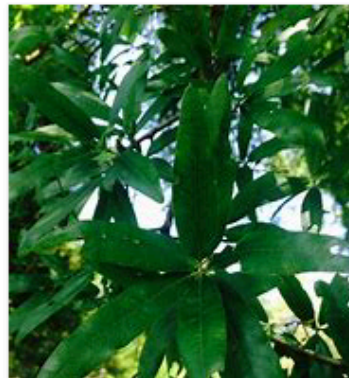
The font was revised to change the E in the word Weddington and it is shown here in Navy (the preferred color from the brand survey).



LOGO INSPIRATION

To tie in the rural aesthetic of Weddington, the willow oak tree was used for inspiration.

Since there was some concern about losing the green color from the logo, we chose to “marry” both in the new concept.



LOGO #2

This new concept is a 2-color option using both the iconic green and the navy together with the willow oak inspired leaf.



SOCIAL MEDIA ICON



FULL LOGO

ICON



Town of Weddington
@townofweddington

Home

About

Photos

Reviews

Events

Videos

Posts

Services

Shop

Notes

Offers

Jobs



Hosting an event?

Make it easy for people to find by using Facebook events.

Create Event



👍 Liked ▾

📡 Following ▾

➦ Share

...

+ Add a Button

Create

📺 Live

📅 Event

⚙️ Offer

💼 Job

5.0

5 out of 5 · Based on the opinion of 8 people



Write a post...

BRANDED EXAMPLES



NEXT STEPS

At the August 12th meeting, we would like to request a motion to approve one of the logo designs as presented in this document and approval to begin using the supporting brand elements (color story, tagline, design aesthetic).

Once approved, Haven Creative will produce a print ready PDF file of the “Brand Book” which will be the official reference document for the colors, logos and usage.

Town of Weddington | *Brand Manual*

www.townofweddington.com



Rural living redefined.

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02	—		Vision & Mission
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19	—		Print Materials
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VISION & MISSION

“It has been said that “Home is where the heart is”, and this simple statement explains why Weddington has been home for so many through the years... NC House Representative Joe Hudson, Weddington native, introduced House Bill 597, AN ACT TO INCORPORATE THE TOWN OF WEDDINGTON IN UNION COUNTY. The town charter established the original boundaries of the town and appointed Mark Teal, our first Mayor, along with four other council members. The act became effective upon ratification on May 2, 1983.

Much has changed about Weddington since 1983, but one thing remains certain, our town remains committed to keeping the spirit and character of Weddington alive for those who are here now, and for those who come after us.”

*- Jeff Perryman
Former Weddington Planning Board Member*

brand story

Sophisticated and serene, the Town of Weddington marries luxury living with rural charm. Safely nestled south of Charlotte, Weddington features lush landscapes, rolling hills and fishing ponds with welcoming neighborhoods and family friendly conveniences dispersed throughout the town.



Inspiration



Logos



Incorrect logo usage

The “Weddington” logos should only appear in the brand colors as demonstrated on page 5.

The logo should not appear distorted (stretched or squeezed) as shown below. Fonts within the tagline, “Rural Living Redefined,” when used in conjunction with the logo must always appear in Vincentia font.



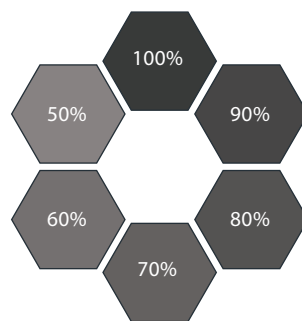
Primary Brand Colors

COLOR USAGE

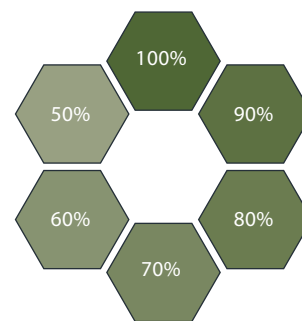
Colors are an important aspect of creating a brand identity.

Aside from the primary logo color, secondary colors are used to create supporting promotional materials like event logos, staff apparel and more.

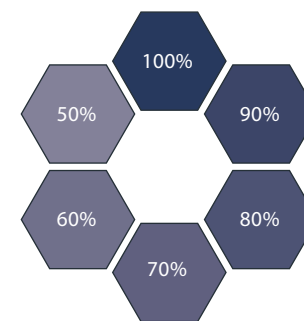
Stormy



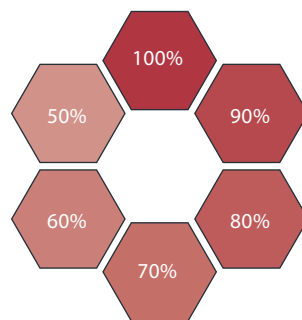
Pastures



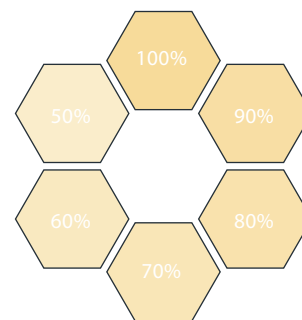
Navy Skies



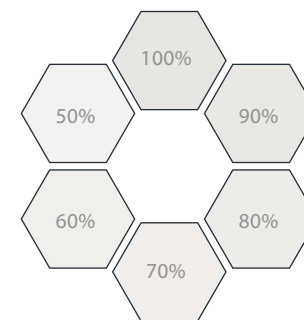
Blush Red



Pastel Yellow



Greige



Peaceful Pastures



HEX #506835
PANTONE 574 XGC
R: 80 G: 104 B: 53 (Web Use Only)
C: 68 M: 39 Y: 93 K: 28 (Printing Use Only)

Pastel Yellow



HEX #F7DB9B
PANTONE P 10-3 C
R: 247 G: 219 B: 155 (Web Use Only)
C: 3 M: 12 Y: 45 K: 0 (Printing Use Only)

Stormy



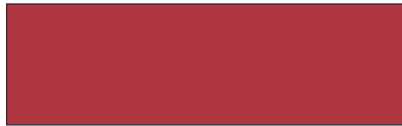
HEX #3A3A3A
PANTONE 19-4205 TCX
R: 58 G: 58 B: 58 (Web Use Only)
C: 69 M: 62 Y: 61 K: 52 (Printing Use Only)

Navy Skies



HEX #2D3A5F
PANTONE 19-3938 TCX
R: 45 G: 58 B: 95 (Web Use Only)
C: 91 M: 81 Y: 37 K: 27 (Printing Use Only)

Blush Red



HEX #B13743
PANTONE 19-1764 TPG
R: 177 G: 55 B: 67 (Web Use Only)
C: 22 M: 91 Y: 72 K: 12 (Printing Use Only)

Greige



HEX #e8e5e0
PANTONE 20-0082 TPM
R: 232 G: 229 B: 224 (Web Use Only)
C: 8 M: 7 Y: 9 K: 0 (Printing Use Only)

BREAKDOWN

To fit the rustic refined aesthetic, we chose a color palette that would work for every season.

The feeling we wanted to evoke was peaceful, serene, rural, home, patriotic, southern and refined.

Playfair Display (Regular)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
01234567890!@£\$%

Playfair Display (Bold)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
01234567890!@£\$%

Vincentia

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
01234567890!@\$

typography

Fonts are used to visually reinforce the brand story in print. In Weddington's typography, vintage meets modern featuring clean lines and organic curves.

We selected the **PLAYFAIR DISPLAY** font to be used in body copy or headlines of communications.

Vincentia is a scripted type face that adds an unexpected, creative, yet timeless touch to the Town of Weddington brand. *Vincentia* would appear sporadically as sub-headlines or headlines in marketing & promotional materials.

Title
22 pt

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z . ,
1 2 3 4 5 6 7 8 9 \$? ! { }

Headline
16 apt

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z . , “ ” ‘
1 2 3 4 5 6 7 8 9 £ \$? ! < > { } [] # ¢ ™ ®

Subtitle
11 pt

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z . , “ ” ‘
1 2 3 4 5 6 7 8 9 £ \$? ! < > { } [] # ¢ ™ ®

Contents
9 pt

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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Stationery



Interior Design





Industrial Rustic - Interiors

Interiors feature varying shades of wood and metal to blend traditional country style with refined finishes. The medley of functional comfort and chic style creates a down-home feeling that is inviting and conversational.

Exterior Design



Industrial Rustic - Exteriors

Comfy, cozy and full of charm, the modern farmhouse exterior is a perfect blend of contemporary and traditional elements where lush landscapes and distressed textures take center stage. Whether it's a fabulous farm porch or siding door made with reclaimed wood, homes that hearken back to simpler times can be expertly styled with a refined feel.





The poster is designed to look like a piece of burlap. At the top, the words "TOWN OF WEDDINGTON" are arched in a green, hand-drawn font. Below this is a simple line drawing of a food truck. The main title "FOOD TRUCK" is in large, bold, dark blue block letters, with "- FRIDAYS -" in a smaller, green, hand-drawn font below it. The event details "5:30 TO 9PM, TOWN HALL PARKING LOT 1924 WEDDINGTON RD, WEDDINGTON, NC MAY 3RD, 10TH, 17TH, 24TH" are in a dark blue, hand-drawn font, separated by dotted lines. The bottom section is a green band divided into four columns by dotted lines, each representing a date. Each column lists participating vendors and an activity. At the very bottom, it says "FEATURING MUSIC FROM DJ FANNIE MAE" and "FOR MORE INFORMATION VISIT: WWW.TOWNOFWEDDINGTON.COM".

TOWN OF WEDDINGTON

FOOD TRUCK
- FRIDAYS -

5:30 TO 9PM, TOWN HALL PARKING LOT
1924 WEDDINGTON RD, WEDDINGTON, NC
MAY 3RD, 10TH, 17TH, 24TH

MAY 3RD	MAY 10TH	MAY 17TH	MAY 24TH
Sal's Roadside Eatery	Plated Palette	Spoons BBQ	LiBrettos Pizza
McDermott's Irish Pub	KO Food Truck	KO Food Truck	Cousins Maine Lobster
Spoon's BBQ	LiBrettos Pizza	Caribbean Buzz	Plated Palette
Repicci's Italian Ice	Dreamchasers Brewery	Jess Kakes dessert truck	Junior Scoops
D9 Brewery	Windy Hill Cider	Sticks and Cones Ice Cream	Dreamchasers Brewery
<i>Activity</i> Bungee Trampoline from YES	<i>Activity</i> Rock Climbing Wall	<i>Activity</i> Dual Slides	<i>Activity</i> Extreme Air

FEATURING MUSIC FROM DJ FANNIE MAE
FOR MORE INFORMATION VISIT: WWW.TOWNOFWEDDINGTON.COM

Print Materials

Mixed use of vintage meets modern, featuring clean lines and organic curves.

Stacked blocked and bold type used with prominent icons.



Weddington Journal

The Weddington Journal is a monthly, external newsletter for the Town of Weddington. The newsletter informs patrons about current events and important information in Town Hall.

Staff Shirts



design resource

www.havencreativeagency.com

info@havencreativeagency.com

400 E. South Main Street, Suite 7
Waxhaw, NC 28173

704.256.1440

**TOWN OF WEDDINGTON
PROPOSED OPERATING BUDGET
FY2021**

	<u>ACTUAL FY2019</u>	<u>ACTUAL AS OF 12/31/19</u>	<u>AMENDED BUDGET FY2020</u>	<u>PROPOSED OPERATING BUDGET FY21</u>
REVENUE:				
10-3101-110 AD VALOREM TAX - CURRENT	1,099,980.16	972,344.88	1,120,000.00	1,142,400.00
10-3102-110 AD VALOREM TAX - 1ST PRIOR YR	5,061.31	2,049.92	3,000.00	3,000.00
10-3103-110 AD VALOREM TAX - NEXT 8 YRS PRIOR	6,262.57	1,780.27	2,000.00	2,000.00
10-3110-121 AD VALOREM TAX - MOTOR VEH CURRENT	105,643.82	45,626.15	102,000.00	105,000.00
10-3115-180 TAX INTEREST	4,322.18	387.56	2,250.00	2,250.00
10-3231-220 LOCAL OPTION SALES TAX REV - ART 39	372,817.84	138,616.29	370,000.00	370,000.00
10-3322-220 BEER & WINE TAX	46,142.08	0.00	45,000.00	45,000.00
10-3324-220 UTILITY FRANCHISE TAX	467,716.51	229,586.61	460,000.00	460,000.00
10-3340-400 ZONING & PERMIT FEES	45,102.50	19,910.00	35,000.00	10,000.00
10-3350-400 SUBDIVISION FEES	15,180.00	15,125.00	13,250.00	10,000.00
10-3830-891 MISCELLANEOUS REVENUES	1,824.00	1,054.00	26,750.00	1,500.00
10-3831-491 INVESTMENT INCOME	24,465.17	6,121.96	21,000.00	20,000.00
TOTAL REVENUE	2,194,518.14	1,432,602.64	2,200,250.00	2,171,150.00
GENERAL GOVERNMENT EXPENDITURE:				
10-4110-126 FIRE DEPT SUBSIDIES	743,356.08	381,898.98	772,810.00	765,000.00
10-4110-127 FIRE DEPT CAPITAL/BLDG MAINTENANCE	15,546.00	0.00	151,000.00	5,000.00
10-4110-128 POLICE PROTECTION	288,643.48	148,634.48	299,275.00	299,275.00
10-4110-192 ATTORNEY FEES - GENERAL	55,000.00	25,000.00	60,000.00	60,000.00
10-4110-193 ATTORNEY FEES - LITIGATION	-2,999.30	5,000.00	5,000.00	5,000.00
10-4110-195 ELECTION EXPENSE	0.00	11,045.51	3,500.00	3,500.00
10-4110-340 PUBLICATIONS	12,533.00	1,910.00	10,500.00	10,500.00
10-4110-341 WEDDINGTON FESTIVAL			0.00	
10-4110-342 HOLIDAY/TREE LIGHTING	4,259.89	2,528.83	6,000.00	
10-4110-343 SPRING EVENT	6,163.07	0.00	10,175.00	
10-4110-344 OTHER COMMUNITY EVENTS	1,945.55	742.60	1,850.00	
10-4110-495 PUBLIC SAFETY		0.00	4,000.00	
TOTAL GENERAL GOVT EXPENDITURE	1,124,447.77	576,760.40	1,324,110.00	1,148,275.00
ADMINISTRATIVE EXPENDITURE:				
10-4120-121 SALARIES - CLERK	22,720.06	12,483.40	23,600.00	23,600.00
10-4120-123 SALARIES - TAX COLLECTOR	45,241.90	24,136.40	52,950.00	52,950.00
10-4120-124 SALARIES - FINANCE OFFICER	8,826.28	5,041.39	11,200.00	11,200.00
10-4120-125 SALARIES - MAYOR & TOWN COUNCIL	25,200.00	12,200.00	25,200.00	25,200.00
10-4120-181 FICA EXPENSE	7,801.21	4,120.06	8,700.00	8,700.00
10-4120-182 EMPLOYEE RETIREMENT	9,519.31	5,459.04	12,125.00	12,500.00
10-4120-183 EMPLOYEE INSURANCE	12,834.00	7,122.00	13,475.00	14,500.00
10-4120-184 EMPLOYEE LIFE INSURANCE	151.20	75.60	175.00	175.00
10-4120-185 EMPLOYEE S-T DISABILITY SALARY ADJUSTMENTS	144.00	72.00	175.00	200.00
10-4120-191 AUDIT FEES	8,300.00		8,750.00	8,500.00
10-4120-193 CONTRACT LABOR	22,863.00	5,840.00	32,750.00	
10-4120-200 OFFICE SUPPLIES - ADMIN	7,476.19	1,785.02	15,000.00	7,500.00
10-4120-210 PLANNING CONFERENCE	382.22	0.00	500.00	500.00
10-4120-321 TELEPHONE - ADMIN	1,941.35	948.88	3,000.00	2,500.00
10-4120-325 POSTAGE - ADMIN	1,175.30	806.33	2,000.00	2,000.00
10-4120-331 UTILITIES - ADMIN	4,919.77	2,127.94	6,000.00	5,500.00
10-4120-351 REPAIRS & MAINTENANCE - BUILDING	17,331.05	400.00	12,000.00	5,000.00
10-4120-352 REPAIRS & MAINTENANCE - EQUIPMENT	51,164.12	24,324.31	75,000.00	75,000.00

**TOWN OF WEDDINGTON
PROPOSED OPERATING BUDGET
FY2021**

	ACTUAL FY2019	ACTUAL AS OF 12/31/19	AMENDED BUDGET FY2020	PROPOSED OPERATING BUDGET FY21
10-4120-354 REPAIRS & MAINTENANCE - GROUNDS	33,755.15	28,793.50	90,050.00	50,000.00
10-4120-355 REPAIRS & MAINTENANCE - PEST CONTRL	732.00	566.08	1,500.00	1,500.00
10-4120-356 REPAIRS & MAINTENANCE - CUSTODIAL	5,904.55	2,200.00	6,000.00	6,250.00
10-4120-500 CAPITAL EXPENDITURES	9,539.00		10,000.00	
10-4120-370 ADVERTISING - ADMIN	522.01	473.80	1,000.00	1,000.00
10-4120-397 TAX LISTING & TAX COLLECTION FEES	-361.74	-643.50	250.00	0.00
10-4120-400 ADMINISTRATIVE:TRAINING	3,264.00	2,846.38	5,000.00	4,500.00
10-4120-410 ADMINISTRATIVE:TRAVEL	6,062.16	3,724.82	7,000.00	6,000.00
10-4120-450 INSURANCE	14,054.92	13,379.80	14,500.00	14,500.00
10-4120-491 DUES & SUBSCRIPTIONS	19,010.89	18,601.50	24,000.00	22,000.00
10-4120-498 GIFTS & AWARDS	1,316.85	669.12	3,000.00	2,500.00
10-4120-499 MISCELLANEOUS	5,828.13	1,092.58	8,000.00	7,500.00
TOTAL ADMINISTRATIVE EXPENSE	347,618.88	178,646.45	472,900.00	371,275.00
PLANNING & ZONING EXPENDITURE:				
10-4130-121 SALARIES - PLANNER/ADMINISTRATOR	73,165.36	38,228.96	75,450.00	75,450.00
10-4130-122 SALARIES - ASST ZONING ADMINISTRATOR		400.00	500.00	500.00
10-4130-123 SALARIES - ADMINISTRATIVE ASSISTANT	17,523.76	9,468.78	18,550.00	18,550.00
10-4130-124 SALARIES - PLANNING BOARD	4,400.00	2,275.00	5,200.00	5,200.00
10-4130-125 SALARIES - SIGN REMOVAL	5,397.49	2,839.94	8,500.00	7,500.00
10-4130-181 FICA EXPENSE - P&Z	7,423.75	3,880.85	7,950.00	7,950.00
10-4130-182 EMPLOYEE RETIREMENT - P&Z	13,331.40	7,435.62	15,390.00	15,750.00
10-4130-183 EMPLOYEE INSURANCE - P&Z	15,930.00	8,844.00	15,925.00	16,500.00
10-4130-184 EMPLOYEE LIFE INSURANCE - P&Z	235.20	117.60	250.00	250.00
10-4130-185 EMPLOYEE S-T DISABILITY - P&Z	144.00	72.00	175.00	175.00
SALARY ADJUSTMENTS				
10-4130-193 CONSULTING	47,117.74	16,053.48	60,000.00	60,000.00
10-4130-194 CONSULTING - COG	8,045.50		26,500.00	
10-4130-200 OFFICE SUPPLIES - PLANNING & ZONING	6,351.58	2,629.12	5,000.00	5,000.00
10-4130-201 ZONING SPECIFIC OFFICE SUPPLIES	204.98		2,500.00	1,500.00
10-4130-215 HISTORIC PRESERVATION	0.00		350.00	
10-4130-220 INFRASTRUCTURE	8,000.00	3,500.00	149,000.00	
10-4130-321 TELEPHONE - PLANNING & ZONING	1,941.54	948.92	3,000.00	2,500.00
10-4130-325 POSTAGE - PLANNING & ZONING	1,175.31	806.34	2,000.00	2,000.00
10-4130-331 UTILITIES - PLANNING & ZONING	5,016.71	2,208.62	6,000.00	5,500.00
10-4130-370 ADVERTISING - PLANNING & ZONING	522.03	473.80	1,000.00	1,000.00
TOTAL PLANNING EXPENSE	215,926.35	100,183.03	403,240.00	225,325.00
TOTAL EXPENDITURES	1,687,993.00	855,589.88	2,200,250.00	1,744,875.00
NET OPERATING REVENUES/(EXPENDITURES)	506,525.14	577,012.76	0.00	426,275.00

**TOWN OF WEDDINGTON
POTENTIAL NON-OPERATING REVENUES & EXPENDITURES**

		PROPOSED FY2021	APPROVED FY2020	APPROVED FY2019
ESTIMATED OPERATING REVENUES		426,275.00		
Zoning & Permit Fees		15,000.00	25,000.00	25,000.00
Subdivision Fees				
	New Town & 12 Mile		8,250.00	
	Future unidentified	5,000.00	5,000.00	20,000.00
Driveway easement		25,000.00	25,000.00	
TOTAL ADJUSTED NET OPERATING REVENUES		471,275.00		
<u>Proposed non-operating expenditures to be funded</u>				
WCVFD	Fire service contract increase (estimated at 2.5%)	20,000.00	20,450.00	10,300.00
	Audit	4,500.00	4,500.00	4,500.00
	Building maintenance (roof, generator)		151,000.00 *	25,000.00
Police	Increase in contract price (est. @ 4%)	11,900.00	8,675.00	24,425.00
Public Safety	New radar trailer - \$6000-\$6500 each + software/repairs			10,000.00
Attorney	UDO FY20; litigation FY's '18 & '19	30,000.00		25,000.00
Parks & Rec	Spring Event (B30Shredding)	500.00	500.00	350.00
	Historic committee (FY20 replace historic designation sign)	250.00	350.00	1,000.00
	Tree lighting/Christmas cards & decorations	6,000.00	6,000.00	7,500.00
	Litter sweeps	1,350.00	1,350.00	250.00
	Deputies/EMTs (Food Truck Fridays/Litter Sweep)	2,000.00	2,000.00	500.00
	Contract labor (i.e. patriotic banner installation, photographer, etc.)	4,000.00	4,000.00	2,000.00
	Food trucks	4,000.00	4,000.00	4,500.00
	Activities	6,175.00	6,175.00	
Office supplies	Ipads/laptops/etc (replacement upgrade)	2,500.00	1,500.00	2,500.00
	Cellphones for council/administrator		3,000.00	
Grounds maintenance	Landscape upgrades/medians/roundabout	10,000.00	10,000.00	10,000.00
	Winter maintenance & mulching (every other year)		17,500.00	
	New property - bushhog	5,000.00	5,000.00	8,000.00
	Contract adjustments for new landscapers		17,000.00	
Building Maintenance	Matthews property (house demolition; preliminary construction phases)	33,000.00	70,000.00 *	50,000.00
	Electrical repairs			5,000.00
	Interior painting			5,000.00
	Town Hall		7,500.00	
Technology	Smartfusion Upgrade	40,000.00		
	IT service contract (expires 8/31/18)			10,000.00
	Social media archiving		2,750.00	
Consulting/	Code Enforcement contract	8,000.00	8,000.00	8,000.00
Contract Labor	Code Enforcement (funds for remedies; Ambassador Ct)		18,500.00	3,500.00
	Planning Conference/Retreat mediator	2,000.00		
	USI Inspection (included in operating budget FY20)			28,075.00
	Misc projects (FY20 - branding; FY19 Cardno park design/survey)	5,000.00	5,000.00	5,000.00
	Consultant (FY20 Park; FY19 Randall Arendt)	90,100.00	92,000.00 *	15,000.00
Salary adj	Merit/Bonus/Taxes/Benefits - (3%)		6,726.32	6,925.80
	Retirement benefits			2,690.00
	Family medical insurance			3,000.00
	Litter pick up (\$15.91/hr plus payroll taxes)		4,500.00	
Infrastructure	Rea Road cost share reserve			50,000.00
	Cost participation for DOT projects/Ambassador Ct cost share		20,000.00	35,000.00
	Tilley-Morris roundabout	207,000.00	207,000.00	121,000.00
	Municipal participation in critical intersection funding			
	Town participation in stoplights at Antioch Church/Forest Lawn & 12 Mile	35,000.00	35,000.00	
	Stoplight at Potter & Forest Lawn	150,000.00		
Total cost of non-operating expenditures		678,275.00	739,976.33	
Net revenues over expenditures (fund balance appropriation)		(\$207,000.00)	(\$739,976.33)	

* Park funding postponed & reclassified to fire station repairs

FUND BALANCE ASSIGNMENTS

Capital Projects			
Town Hall -- Buildings	\$45,000	\$45,000	\$45,000
Town Hall -- Sidewalks	\$21,000	\$18,000	\$15,000
Park	\$385,000	\$500,000	
Infrastructure			
Rea Road Improvements	\$100,000	\$100,000	\$100,000
Other	\$65,000	\$65,000	\$89,500

FUND BALANCE ENCUMBRANCE AS OF 6/30

Tilley-Morris Roundabout	\$207,000	\$113,000	
Audit Contract		\$8,300	