

**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, SEPTEMBER 12, 2022 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
1924 WEDDINGTON ROAD WEDDINGTON, NC 28104  
AGENDA**

1. Open the Meeting
2. Pledge of Allegiance
3. Determination of Quorum
4. Additions, Deletions and/or Adoption of the Agenda
5. Conflict of Interest Statement: *In accordance with the state government ethics act, it is the duty of every Council member to avoid conflicts of interest. Does any Council member have any known conflict of interest with respect to any matters on the agenda? If so, please identify the conflict and refrain from any participation in the matter involved.*
6. Mayor/Councilmember Reports
7. Public Comments
8. Public Safety Report
9. Consent Agenda
  - A. Approval of August 8, 2022 Regular Town Council Meeting Minutes
  - B. Approval of August 16, 2022 Special Town Council Meeting Minutes
  - C. Approval of release of Vintage Creek Bonds # 929607371 for \$160,508.75 (Roadway Performance Bond Reduction), Bond # 24064965 for \$211,136.00 (Streets Performance Bond for Amanda Drive Extension), Bond # 24065001 for \$201,841.65 (Streets Performance Bond and Maintenance Bond)
  - D. Proclamation 2022-03 Recognizing October 9 through 15 2022 as Fire Prevention Week
  - E. Call for a Public Hearing to be held on Monday, October 10, 2022 at 7:00 p.m. at Weddington Town Hall for the purpose of hearing public comment on a text amendment to Section D-703, Zoning District and Permitted Use, and Appendix 1, Definitions, of the Town of Weddington Unified Development Ordinance
  - F. Approval of Closed Session Minutes: January 11, 2021; January 15, 2021; April 13, 2021; September 13, 2021; December 13, 2021; and February 14, 2022
10. Old Business
  - A. Discussion and Consideration of Request for Proposals for Consultant for Comprehensive Plan/Downtown Master Plan
11. New Business
12. Updates from Town Planner and Town Administrator
13. Code Enforcement Report
14. Update from Finance Officer and Tax Collector
15. Transportation Report
16. Council Comments
17. Enter into closed session pursuant to NCGS 143-318.11 (a)(3) To consult with attorney
18. Adjournment

## Weddington

### 8/2022

UCR Code	Description	Date of Report	Incident ID	
<b>13B</b>				
13B	SIMPLE ASSAULT	8/8/22	202205682	
13B	SIMPLE ASSAULT	8/23/22	202206015	
			Total:	2
<b>13C</b>				
13C	COMMUNICATING THREATS	8/23/22	202206015	
			Total:	1
<b>23F</b>				
23F	BEL / THEFT FROM MOTOR VEHICLE	8/2/22	202205565	
23F	BEL / THEFT FROM MOTOR VEHICLE	8/29/22	202206129	
23F	BEL / THEFT FROM MOTOR VEHICLE	8/31/22	202206196	
			Total:	3
<b>26A</b>				
26A	FRAUD-CREDIT CARD	8/2/22	202205565	
			Total:	1
<b>290</b>				
290	INJURY TO PERSONAL PROPERTY	8/28/22	202206114	
			Total:	1
<b>999</b>				
999	ACCIDENT NO VISIBLE INJURY	8/1/22	202205523	
999	INVESTIGATION	8/2/22	202205548	
999	DEATH/OVERDOSE	8/4/22	202205623	
999	ANIMAL CALL BITE	8/5/22	202205637	
999	ACCIDENT POSSIBLE INJURY	8/9/22	202205706	
999	ACCIDENT NO VISIBLE INJURY	8/10/22	202205725	
999	ACCIDENT NO VISIBLE INJURY	8/12/22	202205769	
999	CIVIL 50B SEIZURE	8/18/22	202205901	
999	OVERDOSE	8/21/22	202205954	
999	ANIMAL CALL	8/23/22	202206005	
999	INVESTIGATION	8/29/22	202206138	
999	ACCIDENT NO VISIBLE INJURY	8/29/22	202206140	
999	ANIMAL CALL BITE	8/29/22	202206151	
			Total:	13
<b>9999</b>				
9999	MENTAL HEALTH INVESTIGATION	8/23/22	202206026	
			Total:	1



**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, AUGUST 8, 2022 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
MINUTES  
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Ed Thomas, Pastor, Spirit of Joy Lutheran Church

**1. Open the Meeting**

Mayor Horn called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

Council led the Pledge of Allegiance

**3. Determination of Quorum**

Quorum was determined with Mayor Craig Horn, Councilmembers Jeff Perryman, Anne Pruitt, and Brannon Howie were present. Mayor Pro Tem Janice Propst was absent.

Staff present: Town Administrator/Clerk, Karen Dewey, Town Planner Robert Tefft, Finance Officer Leslie Gaylord, Deputy clerk/Admin Assistant Debbie Coram, Town Attorney Karen Wolter, UCSO Deputy Joseph Kropp

Visitors: Walton Hogan, Mike Smith, John Drazzac, Ed Thomas, Gayle Butler, Bill Deter, Rusty Setzer, Alix Pavlic Phillips, Renee Stene, Jack Plyler, Joyce Plyler, Omar Parker, Kim Topalian, Mark Miller, Chris Martin, Chris Drost, Kurt Meadows

**4. Conflict of Interest Statement**

*In accordance with the state government ethics act, it is the duty of every Council member to avoid conflicts of interest. Does any Council member have any known conflict of interest with respect to any matters on the agenda? If so, please identify the conflict and refrain from any participation in the matter involved.*

Mayor Horn read the Conflict of Interest Statement.  
No Councilmember had a conflict of interest.

**5. Additions, Deletions and/or Adoption of the Agenda**

Staff requested to add item 9.H. to the consent agenda: *Resolution Adopting Policies Applicable to the Town of Weddington's Use of Coronavirus State Fiscal Recovery Funds*

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

## **6. Mayor/Councilmember Reports**

Councilmember Perryman reported on the extra-territorial jurisdiction project WUMA is working on. The next WUMA meeting will be August 25<sup>th</sup> in Stallings and Mayor Horn will be representing Weddington. The alliance will be reviewing the proposed letter to the County Commissioners and will take the letter to their respective councils in September for approval. Mr. Tefft will be reaching out to the other municipalities to work on agreements to who will have jurisdiction over specific donut holes. WUMA anticipates presenting to the Board of County Commissioners in November or December. Councilmember Perryman also reported on the WCWAA request for funds from the Town. Ms. Gaylord and Ms. Dewey met with WCWAA representative Amy Anthony and treasurer Christine Robertson to discuss the financial records. Discussion continues on whether the town will fund a specific project or plan for ongoing annual financial support.

Councilmember Pruitt stated her appreciation for Councilmember Perryman spearheading the effort for ETJ. She reported that she attended the July CRTPO meeting where Ms. Dewey presented current and future Weddington transportation projects to the CRTPO board. Councilmember Pruitt also stated that she thought the conflict of interest statement read before the CRTPO meeting was helpful to provide more transparency and it would be a good addition to the Weddington meeting agendas.

Mayor Horn stated that he sits on a number of statewide boards and a conflict of interest statement is read before all meetings. He also stated that gas sales tax has been the sole funding source for NCDOT, and it is insufficient. In seeking new ways to fund transportation projects, there has been a recent budget provision calling for a portion of sales tax from automotive related products be earmarked for transportation revenues. Mayor Horn reported that today is the 60<sup>th</sup> anniversary of his joining the United States Air Force.

## **7. Public Comments**

Bill Deter-401 Havenchase Dr Waybridge: Mr. Deter spoke on the land use plan review and the planning board meeting discussion on the land use plan review.

Gayle Butler: 5146 Panhandle Circle Wellington Place: Ms. Butler questioned the early review of the land use plan. She expressed her lack of confidence in the members of the planning board to serve Weddington and the scope of their role. She believes it inappropriate for planning board members to be communicating with developer.

Jack Plyler 1015 Estate Lane Weddington Heritage: Mr. Plyler commented on the emails from the public records request that showed emails from developer to planning board members for meetings. He cited rule 5.6 in the Planning Board rules of procedure and asked that it be clarified. Mr. Plyler quoted Councilmember Perryman's comments from the January 11, 2021 Council meeting about reporting ethics violations and asked for a response regarding his ethics complaint against Planning Board Chairman Ed Goscicki.

Joyce Plyler 1046 Bromley Dr Bromley: Ms. Plyler commented on bringing the Council and the community back to a place where communication can happen without animosity or the hard feelings that happened over Roots Farm and Weddington Green. She asked the Council take seriously suggested changes to procedure. Ms. Plyler believes that the notice and comment requirements in the UDO need to be changed. She commented that the sunshine list inadequate and important information needs to be mailed to residents. She believes agendas and minutes need to be more specific. Ms. Plyler recommended getting a competent survey expert to help with the resident survey and get an unbiased representative sample. She commented on making sure people understand ethics rules and direct and indirect conflicts of interest.

Chris Martin-6403 Antioch Ct Weddington Oaks: Mr. Martin commented that he believes there is a big disconnect between Planning Board and Council and citizens. He believes that the procedure followed through the Weddington Green application seemed to not be transparent and was not put out so there could be discussion. He expressed frustration with the process regarding contracting with a planning board member for a study that was done. He believes the planning board has its own agenda and he expressed frustration that there is no public comment during the planning board meetings.

Kim Topalian - 130 Bluebird Lane: Ms. Topalian thanked most members of the Council for listening and being attentive. She loves the Weddington community and wants everybody to work together. She believes the planning board is all one sided. She expressed her thanks for listening to residents.

Chris Drost-1203 Delaney Drive: Ms. Drost commented on the last Planning Board meeting. She stated that the members seem to be promoting a vision and plans for the town and the planning board isn't elected by the residents. She believes the board members don't care what the community wants. She believes that paraphrasing meeting minutes isn't good enough and she plans to record the next planning board meeting. She requested that the Council listen to the residents.

## **8. Public Safety Report**

Deputy Kropp gave the public safety report: he addressed the roundabout construction issues and the residents of Amanda Drive complaints about the traffic. In 2021, there were 4,000 cars in a 3-week period in that area. In the last 5 weeks, there were 20,000 cars in the area. That increase in volume is compounded by speed issues. For future projects, it might be worth considering some off-duty deputies to aid in patrolling the area near the project.

## **9. Consent Agenda**

- A. Approval of July 11, 2022 Regular Town Council Meeting Minutes**
- B. Approval of FY 2022 Audit Contract with Ann Craven, CPA, PLLC for an amount not to exceed \$8500**
- C. Approval of Audit Response Letter to Local Government Commission**
- D. Approval of ARPA Amendment to the UCSO Deputy Contract**
- E. Approval of Proclamation 2022-02 for Day of Remembrance**
- F. Approval of Release of Atherton Performance Bonds Phase 2, Map 1 in the amount of \$59,327.88, Phase 2 Map 2 in the amount of \$78,864.50, and Phase 2 Map 4 in the amount of \$71,552.65**
- G. Call for a Special Meeting to be held Tuesday 16 August 2022 at 6:00 p.m. at Weddington Town Hall for the purpose of hosting a presentation and public question and answer session on Forms of Government by the UNC School of Government.**

**\*\* H. *Approval of Resolution R 2022-03 Adopting policies applicable to the Town of Weddington's use of Coronavirus Local Fiscal Recovery Funds***

**Motion:** Councilmember Perryman made a motion to approve the Consent Agenda as amended.

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

**10. Old Business**

Ms. Dewey gave an update from NCDOT on the Tilley Morris/Weddington Matthews Road roundabout construction: the contractor has presented a reasonable work schedule that would see the roundabout open prior to August 24<sup>th</sup>. However, that schedule could be affected by unforeseen events, such as multiple rain days that would push the opening past August 24<sup>th</sup>. NCDOT will make the Town of Weddington aware of any future schedule revisions that would delay the reopening past August 23<sup>rd</sup>.

**11. New Business**

**A. Approval of Proclamation 2022-01 for Constitution Week and Presentation to the Halifax Convention Chapter of the Daughters of the American Revolution.**

Mayor Horn stated: In 1955, The Daughters of the American Revolution petitioned Congress to set aside the week of September 17 through 23 annually to be dedicated to the observance of Constitution Week. The resolution was adopted by the U.S. Congress and on August 2, 1956, President Dwight David Eisenhower signed in into law. It was not until 2002 that President George W. Bush officially declared the inception of Constitution Week in September each year. The United States Constitution is America's most important document. It stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms, and inalienable rights. If you have not visited the National Archives on Constitution Avenue in Washington, D.C., I urge you to see this incredible document for yourself and listen to the guides provide information you probably never heard before.

The Daughters of the American Revolution, best known by their initials DAR, have also erected a structure in our nation's capital in tribute to the Constitution of the United States. DAR Constitution Hall has hosted many events from presidential parties to performing arts programs since its opening in 1929.

I am honored to present to the Halifax Chapter of the Daughters of the American Revolution this proclamation in recognition of this document, this celebration, and their contribution to keeping the memory green. On September 17<sup>th</sup>, Constitution Day, bells will ring across this country in celebration of the signing of the U.S. Constitution, like the church bells of Philadelphia rang out when the Constitution was first signed at 4:00 p.m. on September 17, 1787, 235 years ago. Motion:

**B. Discussion and Possible Consideration of Request for Proposals for Consultant for Land Use Plan Study.**

Councilmember Perryman thanked all the speakers during the public comments section and stated that the comments helped reinforce the reason to get started on this project as soon as possible. The last 6 months have been stressful and tested patience and personal relationships. The Land Use Plan is reviewed and adopted normally every 5 years, and he is hoping to get some good thorough, unbiased direction. Councilmember Perryman stated that he doesn't want to wait until next summer

to start the review because some changes need to be made and he doesn't want to rush through the process.

Councilmember Pruitt stated that the population grew 39% from the 2010 Census to the 2020 Census and that is one of the reasons to start looking at this now. She stated that after reading the RFP, she would like to include a fiscal impact analysis, a projection of direct current residential or non-residential growth. Specifically, the difference in the revenue and where it comes from.

Councilmember Howie agreed that this review should be comprehensive and that will take time.

Councilmember Perryman stated his desire to get back to where residents are confident in the Council and where there can be a gathering in a room where the atmosphere won't go south. He outlined his vision of how he sees the composition of a citizens' board with members of varying time in Weddington, and various stages of family life. He would also like to see included a member of the Council and a member of the Planning Board.

Staff will add discussion and consideration of the RFP to the September Regular Meeting Agenda, giving time to add fiscal impact analysis to the scope of work and allowing review by Council.

## **12. Updates from Town Planner and Town Administrator**

Mr. Tefft gave a planning update: There have been no new projects nor new inquiries. Staff is reviewing plans for Avalon, a minor subdivision of 5 lots on Forest Lawn Drive that will be completed this month. He will review the Weddington Glen final plat this month.

Councilmember Pruitt asked about the flooding potential in the area of Avalon. Mr. Tefft responded that they are connecting to Brookhaven sewer and he doesn't recall anything problematic with flooding and Labella is on the second round of comments on it.

Ms. Dewey gave an update: The town has a signed solid waste contract. Staff will be working with Active Waste representatives to get a list of customers from the tax database and will be working on billing details. Discussion with Indian Trail regarding the traffic light at Forest Lawn and Antioch Church Roads. The intersection was identified as critical in the 2019 county study. An updated cost estimate has been received from NCDOT and it has increased about 50%. In 2021, Indian Trail reached out to the Brookhaven HOA to gauge interest in contributing to the cost of a traffic light. They were not interested. The agreement for the roundabout at Forest Lawn and Potter Road should be on the October council agenda for approval. The project did receive an additional \$400,000 in safety funds that will count toward the town's contribution for construction costs.

## **13. Code Enforcement Report**

Staff is meeting with the new code enforcement officer on 10 August and there will be regular monthly reports starting back up in September.

## **14. Update from Finance Officer and Tax Collector**

July financial statements were distributed in the packet. Staff has received all tax data from Union County and is working on getting tax bills uploaded, printed, and mailed. Trash bills will be separate from tax bills this year. Staff is working out logistics for trash billing.

## 15. Transportation Report

## 16. Council Comments

Councilmember Howie stated that Union Day starts school on the 24<sup>th</sup> and the roundabout is scheduled to be opened on the 24<sup>th</sup>, so maybe we keep the idea in the back of our heads for some off-duty coverage if we should get notice of a change of date, to help with the traffic. Other than that, Thanks everyone for your input and your thoughts and ideas and specifically thank you to town staff.

Councilmember Pruitt: Than you guys for coming out tonight.

Councilmember Perryman: As usual, thanks to town staff. I've said it before, the people that live in this town do not know how lucky they are to have this staff working for them. They are great and do great work. I can't say that enough. One thing I'd like to answer, Ms. Plyler you had a question about the sunshine list, last time I asked about why we couldn't send everybody notice. People have to give permission to be included in the sunshine list. Second, if there are any questions or suggestions you all have, like extending public comment period, if this is something you can send to us, we can certainly have it as an agenda item and discuss it. We can discuss it, vote on it and if we need to make a change, we can make a change. That's my suggestion, having listened to your comments, those are my thoughts.

Mayor Horn: I would like to remind everyone that Coffee with the Mayor will be Wednesday the 24<sup>th</sup> from 5-7 p.m. I am interested in your opinions. I also want to follow up on a discussion from some time ago. We discussed having live feeds and recording council meetings. I know that is not inexpensive, but it does seem to me that it could be in our best interests and citizens' best interest to pursue that. I don't know if that takes action by the council. We have talked about it. I believe that interactive video is in the best interest. The point was made that the council has the authority to make its own rules, trying to go by the rules and the precedent that was set and I'm still getting my legs under me as the mayor of this town. I appreciate everyone coming out and sharing their views. We are trying to become more interactive with folks in the audience. I've also seen situations where it has gotten out of control. Balance is the key. We will continue to try to be as open and accessible as any organization of our type is.

## 17. Adjournment

**Motion:** Councilmember Perryman made a motion to adjourn the August 8, 2022 Regular Town Council Meeting at 8:43 p.m.  
**Vote:** The motion passed with a unanimous vote.

Approved: \_\_\_\_\_

\_\_\_\_\_  
D. Craig Horn, Mayor

\_\_\_\_\_  
Karen Dewey, Town Administrator/Clerk



**TOWN OF WEDDINGTON  
SPECIAL TOWN COUNCIL MEETING  
TUESDAY, AUGUST 16, 2022 – 6:00 P.M.  
WEDDINGTON TOWN HALL  
MINUTES  
PAGE 1 OF 4**

**1. Open the Meeting**

Mayor Horn called the meeting to order

**2. Determination of Quorum**

Quorum was determined with Mayor Craig Horn, Mayor Pro Tem Janice Propst, Councilmembers Anne Pruitt and Brannon Howie present. Councilmember Jeff Perryman was absent.

Staff present: Town Administrator Clerk Karen Dewey, Town Attorney Karen Wolter

Visitors: Thomas Smith, Bill Deter, Jack Plyler, Harry Chilcot, Paul Greenwood, Will Greenwood, Max Greenwood, Patricia Hines, Rusty Setzer, Cathy Dow

**3. Additions, Deletions and/or Adoption of the Agenda**

***Motion:*** Mayor Pro Tem Propst made a motion to adopt the agenda as presented  
***Vote:*** The motion passed with a unanimous vote.

**4. Form of Government Presentation by Rob Shepherd, Executive Director, NC City & County Management Association**

Mr. Shepherd made a presentation on the forms of government in North Carolina.

Councilmember Pruitt asked if one form was more expensive than another. Mr. Shepherd responded that it depends on the municipality.

Mayor Pro Tem Propst asked if Mr. Shepherd thought changing to a Manager-Council form of government would benefit Weddington. Mr. Shepherd responded that it depends on what vision the council has for the community. Changing to a Manager-Council form pulls some of the day to day business from the council.

Mayor Horn: How much money the administrator has control over? That is in the state statute. The council can set financial policies regardless of form of government. Council doesn't give up any authority over making financial policies.

Mayor Horn expressed that the administrator should be recognized for the position she/he holds. Just because other towns our size have managers, doesn't mean Weddington needs to do it. Is there a preponderance of evidence that indicates that we should, given size that we should move from what is apparently a successful system with our town admin to town manager? It depends. You want to attract future candidates tends to bring more stability regardless of who is on council. Managers typically will last longer than an election cycle.

Councilmember Howie: Does having a manager make council less accountable to citizens? No, because you're ultimately accountable every time there is an election. There are policies you can put in place, outlining how much oversight you all want.

Mayor Pro Tem Propst stated that her consideration of this change is more about protecting the employees from rogue councilmembers and giving the employees stability. She expressed that she is not a proponent of big government.

## **5. Questions from Public for Mr. Shepherd**

- Is there a benefit to change to this other than name only? There is benefit with contract negotiation as an agent of the mayor /council, service issues.
- Is there a need to have manger versus the staff Weddington already has? There are a number of towns that have chosen to move to manager/council, looking at long term growth. As a town grows, may need to rethink a need for staff or to bring services in house.
- Would Advisory Boards/Volunteer Committees be accountable to the Manager or the Council? Advisory Boards are appointed by the council and are held accountable by the council.
- Will the manager be allowed to have any ability to argue or disagree with the council or are they just to follow direction of the Council? The manager can disagree with the council and makes recommendations but follows direction of the Council. Once council makes decisions, the manager implements the decisions.
- Will the public have any say in the choice for a manager? The public having a voice in the choice of a manager is the choice of the council. Some municipalities have public input sessions, but it's rare that a council will narrow down candidates and hold a public session as there are confidentiality issues that can arise. There are some pros to holding public input sessions and a lot of cons.
- What would the benefit be to have a manager? Benefits include contract negotiation and management and dealing with service issues in contracts.
- Is there more flexibility with town administrator in what responsibilities council can allocate vs. manager? Manager directs all staff unless spelled out in charter otherwise. Council sets policy/expectations of manager or administrator. Depends on community staffing. If things start to become more complex, may need a higher level of service. Look at long term growth. Need for more professional staff or need for more services.
- What are the restrictions for the manager entering into contract? The Town passed a procurement policy. There is a process and the administrator can enter into contract without council review up to \$10,000. That won't change if the form of government changes. It's up to the council to adopt a procurement or financial policy
- After a change in the form of government, how long before it escalates to additional services that must be managed? Services can only be added at the approval of the council. It's more based on other factors like growth of the town or reaching a point where it's more efficient to bring services in house.
- Can the manager add additional staff or services? No. The budget gives the manager authority to make decisions. There is a process to amend budget. Adding staff would require budget amendments which only the council can approve.
- If Council delegates supervision of town staff to administrator, with a rogue councilmember shouldn't employee go to the town manager or "superior" and file a complaint to take to council?
- Assuming the council can fire manager just like they can fire the administrator? Manager can be fired with or without cause. NC is a right to work state. Manager serves at the pleasure of the

council. It goes for other employees as well. It is easier to fire a manager than other employees. There are no due process rights that a typical government employee has. Typically, there is an employment agreement. Managers typically go into the position knowing that they could be fired with the next election cycle. There is usually a clause for severance in employment contract.

- How attractive is Weddington with its size and services offered to hire a manager? Depends on compensation packages, community assets, quality of life factors. Some candidates may not want to come to a small town.
- What title is more attractive to potential employees? Anecdotal evidence shows that the most professional staff candidates will be more attracted to working for a manager.
- The town charter can only be changed every two years. Does that mean if the charter is changed to manager/council, if a year later the council wants to change to a different number of councilmembers, they have to wait? Depends on what part of the charter being changed. Will have to check the answer. Ms. Wolter would advise waiting for the year.
- Is Town Manager always full time? No.
- Is our Administrator full time? No.

Mayor Horn thanked Mr. Shepherd.

## 6. Council Comments

Councilmember Pruitt: I just want to say thank you so much for coming. I hope you all got some information and answers to your questions. If you think of a question after you leave, feel free to reach out to use through email. I appreciate you all coming out tonight. Thank you Mr. Shepherd for coming down here.

Mayor Pro Tem Propst: Thank you, Rob, we appreciate it. I feel like with the two different sessions we've had on this we've asked a lot of good questions and we have a good idea of the benefits to both types. I thank everybody for coming out. I appreciate your input and I appreciate everybody wanting to be engaged. I want to make sure that everyone realizes that the only reason we are considering this is we want to look at the best option and make sure the town is in good hands no matter who is leading the community

Councilmember Howie: Thank you to the attendees. Thank you to Mr. Shepherd for your time and your information. I think we've gleaned a lot of hard facts and we can use those to draw the line of Weddington and see which form of government Weddington intersects with more.

Mayor Horn: Thank you very much. If anyone in the audience has questions, go to the town website and get all of our emails. Call us and let us know what is on your mind. We have to figure out what we all believe is in the best interest of Weddington not only for now, but the future.

## 7. Adjournment

**Motion:** Councilmember Pruitt made a motion to adjourn the August 16, 2022 Special Town Council meeting minutes at 7:35 p.m.  
**Vote:** The motion passed with a unanimous vote.

*Approved:* \_\_\_\_\_

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*D. Craig Horn, Mayor*

\_\_\_\_\_  
*Karen Dewey, Town Administrator/Clerk*

DRAFT



**TOWN OF WEDDINGTON  
PROCLAMATION  
P-2022-03**

WHEREAS, the town of Weddington is committed to ensuring the safety and security of all those living in and visiting Weddington; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,580 people in the United States in 2020, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 356,500 home fires; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half and Hendersonville's residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and

WHEREAS, Weddington residents who have planned and practiced a home fire escape plan are more prepared and are therefore more likely to survive a fire; residents should practice their home fire escape drill at least twice a year, during the day and at night; and

WHEREAS, Weddington residents will make sure their smoke and carbon monoxide alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half and should be installed in every sleeping room, outside each separate sleeping area, and on every level of the home; when the smoke alarm sounds, every occupant of the home should respond by going outside immediately to the designated meeting place; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Weddington first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Weddington residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2022 Fire Prevention Week theme, “Fire won’t wait. Plan your escape” works to educate everyone about simple but important actions they can take, including preparing a home fire escape plan, to keep themselves and those around them safe from home fires.

THEREFORE, I, Craig Horn, by virtue of the authority vested in me as Mayor of the Town of Weddington, do hereby proclaim October 9 through 15, 2022, as

**FIRE PREVENTION WEEK**

and I urge all the people of Weddington to plan and practice a home fire escape and to support the many public safety activities and efforts of the Town of Weddington and Union County fire and emergency services.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Weddington to be affixed this 12<sup>th</sup> day of September 2022.

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*D. Craig Horn, Mayor*

*Attest:*

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*Karen Dewey, Town Administrator/Clerk*

## ORDINANCE NO. 2022-02

AN ORDINANCE OF THE TOWN OF WEDDINGTON, NORTH CAROLINA MAKING AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE BY AMENDING ARTICLE 7, ZONING REGULATION, SECTION D-703, ZONING DISTRICTS AND PERMITTED USES, TO PROVIDE CORRECTED FORMATTING AND REFERENCES, AND PROVIDE PERMITTED USES AND FRONT SETBACK STANDARD FOR THE RE DISTRICT; BY AMENDING APPENDIX 1, DEFINITIONS, TO ADD DEFINITIONS FOR THE EXISTING ZONING DISTRICTS; CERTIFYING CONSISTENCY WITH THE TOWNS LAND USE PLAN AND PROPER ADVERTISEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Weddington adopted the Unified Development Ordinance on April 12, 2021 to comply with North Carolina General Statute 160D and to improve the organization of existing ordinances; and

WHEREAS, with the adoption of the Unified Development Ordinance several Chapters and Sections of the Code of Ordinances were repealed and rescinded, including Chapter 46 (Subdivisions), Chapter 58 (Zoning), Sections 14-81 through 14-92 (Lighting), and Sections 14-101 through 14-107 (Architectural Standards); and

WHEREAS, the adopted Unified Development Ordinance took effect on April 12, 2021; and

WHEREAS, the adoption of the Unified Development Ordinance and repealing and rescinding of those Chapters and Sections of the Code of Ordinances had unintended consequences; and

WHEREAS, the Town of Weddington desires for the Unified Development Ordinance to function effectively and equitably throughout the Town; and

WHEREAS, the Town of Weddington has determined where the Unified Development Ordinance needs clarification and revision; and

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEDDINGTON, NORTH CAROLINA:

Section 1. That Unified Development Ordinance, Article 7, Zoning Regulation, Section D-703, Zoning Districts and Permitted Uses, be amended to read as follows:

### **D-703. Zoning Districts and Permitted Uses.**

#### **~~I. — Zoning districts; Zoning Map.~~**

**~~B.A.~~ Conventional Zoning Districts.** The Town's existing conventional zoning districts, as defined in Appendix 1, are as follows:

- R-80
- R-60

- R-40
- R-40(D)
- R-CD
- RE
- ED

**~~E~~B. Conditional Zoning Districts.**

1. ~~As of the date of this UDO, the Town has three existing~~ The Town's existing Conditional Zoning (CZ) districts, as defined in Appendix 1, are as follows:
  - B-1 (CZ)
  - B-2 (CZ)
  - MX (CZ)

\* \* \* \* \*

4. As provided in ~~the Table of Permissible Uses~~ Table 1, Permitted Uses, some land uses are of such a nature or scale that they have significant impacts on both the immediately surrounding area and/or the entire community that cannot be predetermined and controlled by general district standards and thus are only permitted with a Conditional Zoning district rezoning approval. Additionally, there may be instances where a general zoning district designation is clearly inappropriate for a certain property, but a specific use permitted under that district and subject to restrictive conditions would be consistent with the spirit and objectives of this Ordinance and applicable land plans. Both of these circumstances are reasonably addressed through a Conditional Zoning process.

\* \* \* \* \*

**~~D~~C. Downtown Overlay District.** As of the date of this UDO, the Town has a single overlay district, the Downtown Overlay District.

\* \* \* \* \*

**~~E~~. Zoning Map.** ~~The Town's Zoning Map is incorporated herein by reference. The Zoning Map may be changed by Town Council from time to time in accordance with the procedures set forth herein.~~

**~~F~~D. Permitted Uses (by zoning district).**

1. **By-right Uses.** Certain primary uses of land are permitted “by right” (BR) in each conventional zoning district, provided all applicable provisions of this UDO (and any other applicable legal requirements) are satisfied. This UDO also provides for ~~additional~~ supplemental requirements ~~(SR)~~ that are applicable to a certain “by-right” uses of land as set forth in ~~Article 9~~ Section D-917D.



2. **Conditional Uses Zoning.** Others primary uses of land are permitted through the CZ zoning process. This UDO also identifies, in some cases, supplemental requirements ~~(SR)~~ that are likely to be applicable and desirable in connection with any CZ approval. Additionally, a property owner may petition the Town Council through the CZ zoning process to consider permitting primary uses that are not identified as permitted in this UDO (although the Town Council has no obligation to approve any such requests).
3. Unless a use is allowed as a permitted use, been approved through a CZ zoning process, or is a ~~permitted~~ nonconforming use as set forth in Article 1, then such use is expressly prohibited, and the establishment of such use shall constitute a violation of this UDO.
4. Permitted uses (BR and CZ) are identified in Table 1, Permitted Uses—~~Zoning Districts~~. Standard yard requirements (lot sizes and setbacks) are identified in Table 2, ~~Yard Requirements and Setbacks—Zoning Districts~~ Lot and Building Standards.
5. ~~Use specific regulations are set forth in Article 9.~~

~~{Permitted Use Table on Following Page}~~

Table of Permitted Uses <del>TABLE 1. PERMITTED USES</del>								
Use	Supplemental Regulations	R-80	R-60	R-40	R-40(D)	R-CD	<del>RE</del>	ED
single family dwellings		BR	BR	BR	BR	BR	<del>BR</del>	
mobile homes, classes a and b		BR	BR	BR				
Agricultural uses	D-917D.A.	BR	BR	BR		BR		
Agritourism		CZ	CZ	CZ		CZ		
horse farm or academy	D-917D.B.	BR	BR	BR		BR		
family care home for up to 6 clients	D-917D.C.	BR	BR	BR	BR	BR		
Daycare center (Small Group)		BR	BR	BR		BR		
two family dwellings					BR			
Customary home occupations	D-917D.F.	BR	BR	BR	BR	BR	<del>BR</del>	
Traditional-Residential Development <=6 lots	D-917A	BR	BR	BR		BR	<del>BR</del>	
Traditional-Residential Development >6 lots	D-917A	CZ	CZ	CZ		CZ	<del>CZ</del>	
conservation residential development	D-917A & D-917B.					CZ		
country clubs		CZ	CZ	CZ		CZ		
churches, synagogues, and other places of worship	REF	CZ	CZ	CZ		CZ		
Golf Courses, parks, playgrounds, and community rec centers	D-917D.J	CZ	CZ	CZ		CZ		
emergency governmental service facilities, including police, fire, and rescue		CZ	CZ	CZ	CZ	CZ		
Cemeteries		CZ	CZ	CZ		CZ		
Essential services, classes I and IV		BR	BR	BR	BR	BR	<del>BR</del>	
Essential services, classes II and III	D-917D.I	CZ	CZ	CZ		CZ		
Private Airstrips	D-917D.D.	CZ	CZ	CZ				
telecommunication towers	D-930	CZ	CZ	CZ	CZ	CZ		
Public libraries		CZ	CZ	CZ		CZ		
Amateur radio towers	D-917D.E.	CZ	CZ	CZ		CZ		
Government or town facility		CZ	CZ	CZ		CZ		
post offices								

small cell telecommunication facility	D-931						
School, public and private (including preschool facilities)	D-917D.K		CZ	CZ			CZ
<b>Retail/Office</b>							
Existing <del>B1 B2 and MX CZ's</del> <u>B-1 (CZ), B-2 (CZ), and MX (CZ) Districts</u> are site specific development approvals and shall follow the uses allowed in those approvals							

**G. ~~Dimensional Requirements (Lot Size, Minimum Lot Size, Maximum Height, Maximum Density, Minimum Lot Width, Minimum Front Yard Setback, Minimum Side Yard Setback, Minimum Rear Yard Setback) (by zoning district).~~** See Table below for applicable requirements in each zoning district. In the event of a conflict between the standard yard/setback requirements set forth in the Dimensional Requirements Table and any yard/setback requirements specific to a particular use as set forth in Article 9, the use-specific requirement shall control.

	R-80	R-60	R-40	R-40(D)	R-CD-Conventional/-Conservation	RE	Non-Residential outside of R-districts
<b>Minimum Lot Size</b>	80,000 sq-ft.	60,000 sq-ft.	40,000 sq-ft.	40,000 sq-ft.	40,000 sq ft (traditional) /12,000 sq ft (conservation)	20,000 sq-ft	
<b>Maximum Height</b>	35'	35'	35'	35'	35'	35'	40'
<b>Maximum Density</b>							<del>2 FAR</del>
<b>Minimum Lot Width</b>	150'	125'	120'	100'	120'(traditional)/80'(conservation)	100'	
<b>Minimum Front Yard Setback</b>							
residential uses	65'	60'	50'	40'	50'(traditional)/20'(conservation)		
all other uses	75'	75'	75'		75'		<del>25'</del>
<b>Minimum Side Yard Setback</b>	25' / 45' corner	25' / 45' corner	15' / 25' corner	12'	15'(traditional)/ 5' with 30' separation (conservation)	12'	25'
<b>Minimum Rear Yard Setback</b>	60'	60'	40'	40'	40'(conventional)/30'(conservation)	40'	25'

**E. Lot and Building Standards Table.** Table 2, Lot and Building Standards, establishes the lot and building standards for each zoning district. In the event of a conflict between the standard yard/setback requirements set forth in the Dimensional Requirements Table and any yard/setback requirements specific to a particular use as set forth in Section D-917D, the use-specific requirement shall control.

TABLE 2. LOT AND BUILDING STANDARDS							
	Minimum Lot Size (sq. ft.)	Minimum Lot Width (ft.)	Minimum Setbacks (ft.)			Maximum Height (ft.)	Maximum Floor Area Ratio
			Front	Side	Rear		
R-80	80,000	150	65 (res.) 75 (other)	25 45 (corner)	60	35	N/A
R-60	60,000	125	60 (res.) 75 (other)	25 45 (corner)	60	35	
R-40	40,000	120	50 (res.) 75 (other)	15 25 (corner)	40	35	
R-40(D)	40,000	100	40	12	40	35	
R-CD (Conventional)	40,000	120	50	15	40	35	
R-CD (Conservation)	12,000	80	20	5 1	30	35	
RE	20,000	100	40	12	40	35	0.2
ED	N/A	N/A	25	25	25	40	
B-1 (CZ)							
B-2 (CZ)							
MX (CZ)							

<sup>1</sup> However, a separation of 30 feet must be maintained between the sides of each dwelling.

\*\*\*\*\*

Section 2. That Unified Development Ordinance, Appendix 1, Definitions, be amended to read as follows:

Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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District, Education (ED) means a conventional zoning district intended as a standard zoning classification with standardized requirements for school construction regardless of the school's locale in Union County. This standardization is intended to result in the provision of: (i) equitable school facilities throughout the county; (ii) more efficient permitting of school facilities; and (iii) cost savings for the benefit of the taxpayers of Union County.

District, General Business (B-1) means a conditional zoning district intended to accommodate neighborhood businesses engaged in the retailing of merchandise such as groceries, drugs and household items for furnishing certain personal, business, and professional services for the convenience of residents of the town without undue conflict with, detriment to, or destruction from

nearby land uses or zoning districts. A rezoning to the B-1 (CZ) District shall only occur in those areas specifically designated as Business on the adopted Future Land Use Map.

District, Local Shopping Center (B-2) means a conditional zoning district intended to provide for the controlled development of more intense retail and service uses with adequate off-street parking and other amenities designed to serve the immediate town area. A rezoning to the B-2 (CZ) District shall only occur in those areas specifically designated as Business on the adopted Future Land Use Map.

District, Mixed-Use (MX) means a conditional zoning district intended as a limited use district with a very high level of design control including both site and building features. It is designed to allow a variety of office, commercial and limited residential uses only in carefully considered locations requiring a high level of design control by the town. A rezoning to the MX (CZ) District shall only occur in those areas specifically designated as Business on the adopted Future Land Use Map.

District, R-40 Single-Family (R-40) means a conventional zoning district intended to provide for residential development at low densities consistent with suitability of the land and the rural character of the town.

District, R-40(D) Two-Family (R-40D) means a conventional zoning district intended to allow single-family and duplex units on lots with a minimum lot size of 40,000 square feet. This district is created to regulate one specific area of the Town.

District, R-60 Single-Family (R-60) means a conventional zoning district intended to provide for areas of very-low density residential development which are compatible with the concept within the Towns adopted Land Use Plan of retaining the rural character of the community.

District, R-80 Single-Family (R-80) means a conventional zoning district intended to provide for areas of very-low density residential development which are compatible with the concept within the Towns adopted Land Use Plan of retaining the rural character of the community.

District, Residential-Conservation (R-CD) means a conventional zoning district intended to allow uses that are similar in nature to other residential districts in the town. The R-CD District provides a means of protecting conservation lands, especially those areas that contain primary and secondary conservation lands.

District, Residential Established (RE) means a conventional zoning district intended for subdivisions with 20,000 square foot lots that have been annexed by the Town and do not conform to any other Town zoning districts.

\*\*\*\*\*

Section 3. Amendments to the Unified Development Ordinance of the Town of Weddington (as originally adopted by Ordinance No. 2021-UDO) are hereby adopted to read as set forth in this Ordinance.

Section 4. The Town of Weddington does hereby certify that the amendments contained herein, as well as the provisions of this Ordinance, are consistent with and in conformance with the Town's Land Use Plan.

Section 5. Should any part or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part declared to be invalid.

Section 6. Notice of the proposed enactment of this Ordinance has been properly advertised in a newspaper of general circulation in accordance with applicable law.

Section 7. This ordinance shall take effect immediately upon adoption.

PASSED ON FIRST AND FINAL  
READING AND ADOPTED

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Honorable D. Craig Horn  
Mayor

Attest:

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Karen Dewey  
Town Administrator/Clerk



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## MEMORANDUM

**TO:** Town Council  
**FROM:** Robert G. Tefft, Town Planner  
**DATE:** September 12, 2022  
**SUBJECT:** Discussion and Consideration of Request for Proposals for Consultant for Comprehensive Plan/Downtown Master Plan

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### BACKGROUND:

Over the last few months, the Town Council has been discussing the possibility of issuing a Request for Proposals (RFP) to engage the services of a consultant for the preparation of a new Comprehensive Plan/Downtown Master Plan for the Town.

Most recently, at its meeting of August 8, 2022, the Town Council reviewed a draft of the RFP and provided staff with a comment to update the Comprehensive Plan Key Topic Areas with language calling for the preparation of a Fiscal Impact Analysis summarizing the impacts of future residential growth vs. non-residential growth (commercial and tax-exempt) along the NC-16 and NC-84 corridors and extensions. Staff has revised the draft RFP accordingly, as well as having made further additions to the documents for appropriate procurement purposes.

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### Attachments:

- Comprehensive Plan / Downtown Master Plan Request for Proposals



# COMPREHENSIVE PLAN / DOWNTOWN MASTER PLAN REQUEST FOR PROPOSALS



Date Issued: September 19, 2022  
Due Date: October 21, 2022





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## 1.0 PROJECT SUMMARY

### 1.1 BACKGROUND

The Town of Weddington, North Carolina (Town) is seeking responses from qualified planning professionals whether that be individual firms or teams of consultants (Consultant) to provide community planning services to support the development of a new Comprehensive Plan (Plan). The Plan will serve as a reference guide for Town staff, officials, and partner organizations as they regularly make decisions for the future of the community.

The Town is interested in firms or teams of consultants that are capable of providing professional services including: research and analysis of historic, present, and future land use patterns; limited market analysis; mapping; creative and diverse methods of public engagement and community visioning; development of recommendations for successful plan implementation; and document preparation.

In conjunction with the comprehensive planning process, the Town would also like to develop a new Downtown Master Plan. The Town established a Downtown Overlay District in 2015 and adopted a few associated Land Use Plan policies. Since that time, minimal development has occurred within the Downtown Overlay District; however, there has been public discussion regarding the clarification of the location of the “Town Center” as well as possible expansion of the Downtown Overlay District. The new Downtown Master Plan

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should address these issues, develop design guidelines, and recommend specific implementation strategies.

## 1.2 COMMUNITY INFORMATION

Located in northwest Union County, approximately 15 miles southeast of uptown Charlotte and 10 miles northwest of Monroe, the Town of Weddington is a thriving community of more than 13,000 residents. With its small downtown and access to big-city amenities, Weddington is one of the most highly desired locations in the Charlotte Metropolitan Statistical Area. As the popularity of Weddington has continued to grow, the Town has faced unprecedented development pressure. With municipal limits of approximately 17 square miles and greenfield rapidly dwindling, the Town is looking for strategies to manage growth, redevelop where appropriate, and keep the small-town rural charm that draws people to the community.

## 1.3 RELATED PLANNING EFFORTS

The Town's current Land Use Plan was most recently updated in 2019. While the revisions to the Land Use Plan addressed various issues, and relatively little time has passed, there have been dramatic changes in the world since that time, and the needs of the Town and its citizens continue to evolve.

The Land Use Plan has been revised numerous times with revisions being adopted four times between 2012 and 2019. The 2012 Land Use Plan served as a replacement to the 2002 Land Use Plan which was prepared by the Centralina Council of Governments, and which itself served as the replacement to the 1996 Land Use Plan written by the UNC Charlotte Urban Institute. Elements of these original plans may still be found in the Plan today.

It should be noted that the Urban Land Institute (ULI) prepared a Technical Assistance Program Report for the Town in July 2005. It is unclear as to how much, if any, of the recommendations of this report were ever incorporated into the Land Use Plan.

## 2.0 KEY TOPIC AREAS

### 2.1 COMPREHENSIVE PLAN

A successful Comprehensive Plan will remedy (or improve or resolve) the following:

- As part of the existing conditions report the Consultant shall conduct a limited market study. The market study should be used to link land use and development recommendations to existing and future market conditions. What are the best opportunities for Weddington?
- The Town desires a better sense of where its revenue might be derived, both now and in the future based on alternative land use plans. Accordingly, the Town is seeking the preparation of a Fiscal Impact Analysis summarizing the impacts of future residential growth vs. non-residential growth (commercial and tax-exempt) along the NC-16 and NC-84 corridors and extensions.



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- There are several future transportation improvements planned in the Weddington area. The Consultant should examine these improvements, the extent of the potential impacts on the Town, and how the Town may best position itself to take advantage of these improvements, or what the Town should do to avoid unwanted development stemming from these improvements.
- The Town desires to be proactive in considering the future of potential development sites along the NC-16 and NC-84 corridors. What type of development is likely in the coming years? How can the Town best prepare for this development to ensure it receives the type of development desired?
- The Town has concerns over maintaining its rural nature within the ever-growing expanse of the greater Charlotte region. How can the Town maintain its agricultural, historical, and equestrian appearance along NC-16? How can this be incentivized, or how may the Town successfully disincentivize development in areas that it desires to remain rural?
- As the Comprehensive Plan will serve as a reference guide for Town staff, officials, and partner organizations, it should include an implementation plan. Plan recommendations should identify short-term actions, long-term policy decisions, potential sources of funding, implementation mechanisms, and implementation partnership opportunities, where possible.

## 2.2 DOWNTOWN MASTER PLAN

In conjunction with the comprehensive planning process, the Town would like to develop a Downtown Master Plan. In 2015 the Town created a Downtown Overlay District (District) and associated Land Use Plan policies. While no development has occurred within the District since its creation, projects have been proposed, but have either been withdrawn or denied.

Additionally, there has been much public discussion regarding an apparent inconsistency between the location of the “Town Center” and that of the District, as well as the possible expansion of the District. The new Downtown Master Plan should provide much needed clarification of this issue, as well as develop design guidelines, and recommend specific implementation strategies.

### Key Topic Areas for the Downtown Plan:

- While the Town has very limited land area zoned for commercial development, there exists extensive commercial development in adjacent jurisdictions (i.e., Blakeney, Rea Village, Stonecrest, Village Commons, Waverly) which are utilized by Town residents. Is the expansion of the District necessary? If so, then where should this occur, and how much is viable as neighborhood scale businesses serving the needs of residents?
- As previously noted, the Town has very limited commercial development and what the Town does have has been in its current state since it was developed between 1994 and 2003. How can these existing commercial sites be reinvented? What form should that redevelopment take?
- Clearly establish both what is and what is not acceptable as commercial development.



### 3.0 SCOPE OF SERVICES

It is the expectation of the Town that the selected Consultant will fully lead the process to develop a Comprehensive Plan and Downtown Master Plan to address the key topic areas discussed in Sections 2.1, Comprehensive Plan, and 2.2, Downtown Master Plan, above, as well as the services described within this Scope of Services section. To achieve this goal, all expectations below must be identified within the Consultant's response. The performance of the Scope of Services will be considered and referred to as the Project. It is anticipated that the Project duration will be approximately 18 months from the time a contract is awarded to the presentation of a draft Plan for adoption by the Town Council. Responses should include any recommended deviations from this approximate timeline.

#### 3.1 PHASE 1

Organization and background research.

- Initial meeting with Town staff to review the project timeline, schedule meetings, and begin the process of data acquisition.
- Review all existing plans, maps, documents, data, and other materials relevant to the project.

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- Conduct initial meetings with key elected and appointed officials, and steering committee.
- Present initial findings to Town staff and Town Council.

### 3.2 PHASE 2

Develop and implement an extensive and innovative community engagement program that will obtain input from community members of all ages and backgrounds. This should include a variety of workshops and participatory events of different types and sizes. Online community engagement software or other technological tools may also be used to provide a well-rounded community engagement program. At a minimum, the community engagement program shall address the following:

- Identification of stakeholder groups.
- Engagement strategies and activities geared to reaching all identified stakeholder groups. Some activities may occur outside of normal working hours.
- Timeline for community engagement activities.
- Communication methods for sharing information.
- Strategy for effective and consistent messaging across platforms and messengers.
- Meaningful involvement of lower-income and underrepresented populations.

### 3.3 PHASE 3

- Develop Plan goals, objectives, and implementation strategies based on technical data and public input.
- Draft materials for review and comment by Town staff.
- Analyze consistency of current Town ordinances and policies in relationship to the Plan goals and objectives.
- Prepare draft documents for public review and comment and present to the Planning Board and Town Council.
- Prepare final documents and present at all associated meetings for adoption of the Plan. This will include, at minimum, one Planning Board meeting, and one public hearing before Town Council requiring in-person attendance by the Consultant. The Plan should be presented in a format and language that is user-friendly and easily understood by the general public.

### 3.4 PROJECT MANAGEMENT

The Consultant will manage the Project and coordination of any subconsultants and all Project activities, including meetings with staff and stakeholder groups. The Consultant will identify an individual as the Project Manager from their team to act as the direct point of contact for Town staff.

Throughout the Project, the Consultant will be responsible for the following:

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- Creation of maps necessary for the Project, including working maps and maps of potential and final preferred land use in ArcGIS format (existing Town data layers will be provided to the Consultant as needed).
- Providing electronic copies of all flyers, hand-outs, and other materials used to announce events and gather input from the community (in both pdf and native formats).
- Preparing materials and providing partial staffing needed for community engagement activities (Town staff will also be involved in engagement activities).
- Creation of, and content for, any on-line engagement tools used for the Project.
- Organizing and preparing a minimum of bi-weekly updates, primarily via e-mail or telephone/video and occasionally in-person, to update Town staff on Project status, discuss issues, and review drafts.
- Preparing and providing periodic written status reports, as well as limited status update presentations, as required, to the Planning Board and Town Council.

#### 4.0 PROPOSED TIMELINE

The schedule, as listed below, is the Town's intended course of action for this project. The Town will follow the schedule to the extent possible; however, the Town reserves the right to change both the sequence and timing if deemed necessary.

Issue RFP:	September 19, 2022
Deadline for Questions:	October 14, 2022, no later than 4:00 pm EST
Response Deadline:	October 21, 2022, no later than 4:00 pm EST
Evaluation of Responses:	October 24 – November 4, 2022
Interviews:	November 8-18, 2022
Anticipated Award Date:	December 12, 2022
Project Kick-Off:	January 2023

#### 5.0 RESPONSE

##### 5.1 RESPONSE CONTENT

Responses must include the information listed below:

- Cover letter.
- Qualifications for Consultant: A description of the Consultant with emphasis on work related to Comprehensive Plans for towns of similar size. A list of recent projects (with hyperlinks to completed plans or other similar prior work product examples) on which the key project team members have worked along with a description of their responsibilities, including the following information:
  - Professional background;

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- Experience on similar prior projects;
  - Years of experience; and
  - Primary office location.
- Qualifications for Project Manager: A description of the Project Manager with emphasis on work related to Comprehensive Plans for towns of similar size. A list of recent projects (with hyperlinks to completed plans or other similar prior work product examples) on which they have worked along with a description of their responsibilities, including the following information:
  - Professional background;
  - Experience on similar projects;
  - Years of experience; and
  - Primary office location.
- Statement of Project Approach, including the following information:
  - Overall approach to the Project;
  - Consultant's general philosophy regarding the provision of the requested services;
  - Detailed and comprehensive description of how the Consultant intends to provide the services requested or a Statement of Project Approach;
  - Approaches, methods and assumptions that will be utilized to accomplish the Scope of Services;
  - How and when data will be delivered to the Town, communication and coordination;
  - Description of the working relationship between the Consultant and Town staff;
  - How the Project will be managed and scheduled;
  - Proposed work plan with schedule based on months of project divided into phases identifying key tasks, milestones, approximate dates and deliverables; and
  - Innovative approaches to community engagement plans providing effective stakeholder engagement and public participation with examples of how input would be captured that is representative of all the Town's residents.
- Detailed outline of Consultant's management plan, including proposed staff, their availability, and their roles/responsibilities.
- If the team includes subconsultants, then provide a detailed explanation of the responsibilities of each subconsultant.
- A minimum of three (3) client references for both the Consultant and Project's Manager, for similar projects having recently been completed. These shall include the firm/agency name, address, email, telephone number, project title and information, and contact person. The Town reserves the right to contact each point of contact.
- Provide Consultant's Cost Proposal detailing the cost breakdown per the three phases stated in the Scope of Services contained within this Request for Proposals (RFP).
  - Each phase shall include line items for:
    - Each job classification, the unit cost or hourly rate for each job classification, the estimated quantity or number of hours for each job classification, and the extended cost or *unit cost × quantity* for each job classification;



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- Contingency costs and a brief explanation of these costs; and
- Expenses such as printing, travel, etc.
  - Proposed costs will be subtotaled per phase and then the subtotals will be tallied into a grand total line for purposes of evaluation.
- Provide a copy of license to do business in the State of North Carolina, and certificate of insurance.
- The Consultant, and any proposed subconsultants, if any, must disclose in writing any potential conflict of interest to the Town as a part of their response.

## 5.2 RESPONSE INSTRUCTIONS

Submit an electronic copy of the response in PDF format to both Robert Tefft, Town Planner, ([rtefft@townofweddington.com](mailto:rtefft@townofweddington.com)) and Karen Dewey, Town Administrator/Town Clerk, ([kdewey@townofweddington.com](mailto:kdewey@townofweddington.com)). All responses must be received by 4:00 pm EST on Friday, October 21, 2022.

- Responses should be limited to a maximum of 20 pages, not including resumes, examples of prior work product, business license and certificate of insurance. Examples should be provided via web links. Responses exceeding 20 pages may be removed from consideration.
- When received, all responses and supporting materials, as well as correspondence relating to the RFP, shall become the property of the Town and subject to the public records laws of the State of North Carolina. All RFP responses shall be made public as required by G.S. 132 and G.S. 143B-1350.
- In submitting a response, it is understood by the Consultant that the Town reserves the right to accept any response IN WHOLE OR IN PART, to reject any and all responses as non-responsive, and to waive any irregularities or informalities in responses when doing so is in the best interest of the Town. The town reserves the right to negotiate directly with one or more Consultant(s) if the response to this RFP demonstrates a lack of competition; to not award; or if all responses are found non-responsive terminate and reissue the RFP.
- In submitting a response, it is understood by the Consultant that Consultant agrees to abide by the laws of State of North Carolina, Union County, and the Town of Weddington and that Consultant has not colluded with other Consultants in the preparation of their response.
- Any response may be withdrawn or modified by written request of the Consultant, provided such request is received by the Town at the designated email address prior to the date and time set for receipt of responses as noted in the Proposed Timeline section contained herein.
- If a response includes any confidential or propriety information, then such information must be specifically identified as such on every page on which this information appears. After determining that such information is excepted from G.S. 132, data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by Town personnel solely for the purposes of

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- evaluating responses and conducting contract negotiations. The practice of labeling unqualified pages as confidential, including the bid form, may result in a response being dismissed from evaluation.
- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the response. However, the Town reserves the right to change the conditions, requirements, and specifications as it deems necessary.
  - No responses will be accepted from any person or organization that is in arrears for any obligation to the Town, or that otherwise may be deemed irresponsible or unresponsive by Town staff or the Town of Weddington Town Council.
  - All prices quoted must be held firm for a period of ninety (90) days following the Response Deadline to allow for evaluation and a contract award period.
  - The cost of preparing a response to the RFP will not be reimbursed by the Town.
  - No agreements with any selected Consultant shall be binding until a contract is signed and executed by Town Council and authorized representative(s) of the Consultant.
  - Any responses that do not adhere to these response instructions may be deemed non-responsive and rejected on that basis. Only information that is received in response to this RFP will be evaluated.
  - Delivery of the response to the Town on or before the above date is solely and strictly the responsibility of the Consultant.
  - The Town Planner shall be the official authority for determining late bids.
  - It is the Consultant's responsibility to read and understand the requirements of this Request for Proposal (RFP).

### 5.3 DOING BUSINESS

Awarded Consultant shall possess or be able to acquire a license to do business in the State of North Carolina. Awarded Consultant shall produce a certificate of insurance to the Town with the following limits and coverages:

- Workman's Compensation Insurance
  - The awarded Consultant shall maintain during the life of the contract all Workmen's Compensation Insurance as is or may be required by the Laws of North Carolina.
- Automobile Liability Insurance
  - Insurance for all vehicles used in the performance of this contract must be in place at minimum in amounts of at least \$300,000.00 per person and \$500,000.00 per occurrence for personal injury and wrongful death; and at least \$100,000 for property damage; and medical payment coverage of at least \$5,000.00 per occurrence.
- Professional Insurance

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- Consultant shall also maintain professional liability insurance with minimum limits of \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage coverage, and shall include premises and operations, independent contractors, products and completed operations, contractual liability, and broad form property damage. The Town shall be named as an additional insured on each of said insurance policies. Consultant shall furnish copies of all such policies and all renewals, terminations, and alterations to the Town on a current basis.

#### 5.4 INTERPRETATIONS AND CLARIFICATIONS

- Requests for information or clarification of this RFP must be made in writing and emailed to Robert Tefft at [rtefft@townofweddington.com](mailto:rtefft@townofweddington.com). E-mail is the preferred method of communication. The RFP name, page number (if applicable), and topic of question should be included with the request. Any and all amendments or revisions to this RFP will be made via written addendum and posted to the Town's website.
- All questions must be received by 4:00 pm EST on October 14, 2022. Replies will be posted to the Town's website. There will be no last date of addendum for this RFP.

### 6.0 EVALUATION AND AWARD

#### 6.1 SELECTION CRITERIA

Responses will be evaluated and scored by a committee consisting of, at a minimum, the Town Planner and the Town Administrator/Town Clerk. To assist the evaluation committee in determining which response represents the best value for the Town, the evaluation and scoring of responses will be based on the following criteria. The evaluation committee will consider the information submitted in the response and the interview. The evaluation criteria listed below will be used to recommend selection of the Consultant or for the purpose of selecting short-listed Consultant(s) for interview(s). The Town may choose to award without engaging in interviews.

Selection Criteria	Maximum Score
<p>Project Approach</p> <ol style="list-style-type: none"><li>1. <i>Understanding of the unique elements, issues, concerns and variety of interests, and approach to analyzing and solving key issues with a rational methodology to implementation;</i></li><li>2. <i>Clearly identified methods to be used by the Consultant and link methods to specific deliverables identified by the Town; and</i></li><li>3. <i>Coordination of the Project, and proposed timeline for completion of the Project.</i></li></ol> <p><i>Additional consideration will be given for:</i></p>	30 points

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<p>1. <i>Effective, proven methodologies that will ensure satisfactory performance and timely completion of the Project.</i></p>	
<p>Consultant's Overall Experience and Qualifications</p> <ol style="list-style-type: none"> <li>1. <i>Overall experience and qualification of Consultant, excluding the proposed Project Manager;</i></li> <li>2. <i>Comparable experience to the requirements in this RFP and for other similar projects;</i></li> <li>3. <i>Comprehensive organizational descriptions which include professional history of the Consultant and demonstrate a working knowledge or previous performance of the Services required; and</i></li> <li>4. <i>Comparable experience and resources Consultant provides with respect to land use planning, comprehensive planning, market studies, fiscal impact analysis, and public engagement.</i></li> </ol> <p><i>Additional consideration will be given for:</i></p> <ol style="list-style-type: none"> <li>1. <i>Licenses and certifications held by Consultant personnel, excluding the proposed Project Manager;</i></li> <li>2. <i>Experience with small town; and</i></li> <li>3. <i>Feedback obtained from Consultant's client references.</i></li> </ol>	<p>25 points</p>
<p>Project Manager's Overall Experience and Qualifications</p> <p><i>The evaluation includes, at a minimum:</i></p> <ol style="list-style-type: none"> <li>1. <i>Overall experience and qualification of the proposed Project Manager, including experience outside the Consultant's firm;</i></li> <li>2. <i>Histories, skillsets, and relevant previous projects that demonstrate experience in and a working knowledge of the Services required in this RFP;</i></li> <li>3. <i>Overall understanding and knowledge of Comprehensive Planning; and</i></li> <li>4. <i>Overall understanding and knowledge of G.S. 160D.</i></li> </ol> <p><i>Additional consideration will be given for:</i></p> <ol style="list-style-type: none"> <li>1. <i>Licenses and certifications held by the proposed Project Manager;</i></li> <li>2. <i>Availability to the Town;</i></li> <li>3. <i>Proximity to the Town;</i></li> <li>4. <i>Experience with small town; and</i></li> <li>5. <i>Feedback obtained from Project Manager client references.</i></li> </ol>	<p>20 points</p>
<p>Interview</p>	<p>15 points</p>

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<ol style="list-style-type: none"> <li>1. <i>Knowledge demonstrated by the Consultant's representatives who attend the interview. The individual identified in the response as the Project Manager should attend the interview.</i></li> <li>2. <i>Participation from Consultant's representatives.</i></li> </ol>	
Cost Proposal	10 points
<b>Total Possible Score</b>	<b>100 Points</b>

## 6.2 AWARD

The Town reserves the right to select the response that is most advantageous to the Town and meets the best needs of the Town considering available funding, proposed methodology and process, and other factors deemed relevant by the Town. The Town will make a final selection based on the evaluation committee's recommendation and such other factors as the Town deems to be in its best interest.







WEDDINGTON

*North Carolina*



## **MONTHLY CODE ENFORCEMENT REPORT**

### **Active Cases - August 2022**

1. **4313 Beulah Church Rd.** – Complaint regarding a vacant lot with high grass and rodents. Initial site visit conducted on 6/21/22. Notice has been prepared and the owner will be notified of the violations and issued a compliance deadline of July 21, 2022.
2. **3514 Forest Lawn Dr. Tract 1B** – Complaint regarding dilapidated shed (tree fallen on shed). Conducted site visit on June 13, 2022. Met neighbor (complainant – Mark Rodriguez), took photos and conducted site investigation. Called the owner and informed him of the violation and requested compliance.
3. **4208 Waxhaw-Indian Trail Rd.** – Complaint regarding too many accessory buildings, use of RV for residential purposes, junk vehicle, trash and debris. Notice of Violation has been prepared and a compliance deadline of July 21, 2022 has been issued.
4. **7239 Cobblecreek Dr.** – Complaint regarding unpermitted “accessory structure”. Site visit was conducted and a meeting with the homeowner was held. Homeowner confirmed that he failed to obtain a permit but agreed to obtain the permit. The owner has submitted the permit and is working with the Zoning Administrator to submit final documentation.
5. **1408 Highland Ridge Court** –Complaint regarding “Accessory Building” constructed without permit. Met owner on site on 2/3/22. Owner stated he wasn’t aware a permit was required and agreed to obtain permit immediately. Courtesy Letter dated 2/4/22 was issued requesting owner obtain a permit and requesting meeting on site on 2/11/22. Met owner at site. Explained permit process. Conducted side-yard set-back measurements. Building appears to violate required setback requirement. Site visit 4/11/22 building has not been relocated. Owner hiring surveyor to identify property lines to assist with relocation of building. Owner has agreed to relocate building to rear yard area and is obtaining a “new” permit for building relocation.
6. **4125 Huntington Dr.** – Complaint regarding use of RV for residential purposes. Conducted site visit, confirmed violation and issued “Courtesy Letter dated January 24, 2022. Owner called and confirmed they were using the RV as a residence. Owner asked if



the Town would allow them to stay in the RV until the end of the school year (**June 3, 2022**). Says they have kids in school, and it would be difficult to relocate them during the school year. I forwarded the owners request to Town officials. **Town officials agreed to grant extension.** Issued "Compliance Deadline Extension Request APPROVAL" letter to owner dated February 25, 2022.

7. **233 Weddington Rd.** – Complaint filed regarding construction of an "Accessory Building" without a permit. Conducted site visit. Met owner at property. Accessory building is an addition to an existing building. Owner says he was not aware he needed a permit. Says he'll apply for permit immediately. Issued Courtesy Letter dated January 13, 2022. Site visit 4/11/22 - Construction stopped. Building frame remains.
8. **4915 Beulah Church Rd.** – Complaints filed regarding Junk, debris, junk vehicles and use of property as Salvage Yard. Site visit conducted and violations confirmed. Issued "Courtesy Letter" on January 13, 2022. Follow-up site visit conducted on 3/3/22. Clean-up activity in progress. Site cleanup in progress. Some vehicles remain. Site visit on 4/11/22 major improvement. Will continue to monitor.
9. **8308 Potters Rd.** - (Utility building in front yard area without a permit) Site visit was conducted and confirmed that construction is in progress. Issued a letter requesting the owner obtain a permit and take the appropriate actions to comply with setback requirements. Met owners and owners representatives on site. Owner informed me that the "storage" building was "existing" when he purchased the property and he decided to enclose the storage building and install HVAC unit. The owner said his contractor failed to obtain the permit. I informed him the structure was in violation of Town Zoning ordinances (accessory buildings not allowed in front yard areas. 4/11/22 Site visit conducted. Structure still in violation.
10. **7200 Forest Ridge Rd. 9/30/20**  
3/31/21----Notice of Violation issued ordering all sawing and related activity to stop.  
4/30/21----Zoning Administrator met property owner; timeline developed to bring property into compliance.  
5/31/21-----Owner still pursuing extension; violations continue.  
6/31/21---- Continued monitoring case  
7/31/21-----Continued monitoring
11. **675 Weddington Rd.** – Complaint received related to construction activity coupled with possible commercial construction activity. Site was visited on 8/24/22, photos taken, and site investigation conducted which confirmed lot was graded and utilized to store commercial construction activity. Courtesy letter issued on 8/24/22, check back date 9/8/22.





- 12. 4000 Ambassador Ct.** – Complaint received regarding construction equipment and debris left on property. Site visit on 8/16/22 confirmed presence of violations – site photographed and violations documented. Courtesy letter issued on 8/22/22 with a check back date of 9/6/22.
- 13. 4909 Beulah Church Rd.** – Complaint received regarding an accumulation of debris in the yard and conducting business on residential property. Site visit on 8/16/22 confirmed presence of violations – site photographed and violations documented. Courtesy letter issued on 8/22/22 with a check back date of 9/6/22.
- 14. 4915 Beulah Church Rd** - Complaint received regarding an accumulation of debris in the yard. Site visit on 8/16/22 confirmed presence of violations – site photographed and violations documented. Courtesy letter issued on 8/22/22 with a check back date of 9/6/22.

2023

2022

Assets

10-1120-000	SOUTH STATE CHECKING ACCOUNT	550,603.39	2,079,665.04
10-1120-001	TRINITY MONEY MARKET	0.00	0.00
10-1120-002	CITIZENS SOUTH CD'S	0.00	0.00
10-1130-000	BB&T/TRUIST CHECKING	1,601,041.36	1,764,466.50
10-1130-001	BB&T/TRUIST MONEY MARKET	250,011.05	250,008.93
10-1140-000	WACHOVIA	0.00	0.00
10-1170-000	NC CASH MGMT TRUST	2,060,427.64	559,707.00
10-1205-000	A/R OTHER	0.00	0.00
10-1211-001	A/R PROPERTY TAX	0.00	19,874.01
10-1212-001	A/R PROPERTY TAX - 1ST YEAR PRIOR	11,181.95	1,431.14
10-1212-002	A/R PROPERTY TAX - NEXT 8 PRIOR YRS	4,985.93	3,666.54
10-1213-000	A/R PROPERTY TAX INTEREST RECEIVABL	2,087.48	2,542.81
10-1214-000	PREPAID ASSETS	0.00	15,825.90
10-1215-000	A/R INTERGOVT-LOCAL OPTION SALES TX	0.00	53,110.99
10-1216-000	A/R INTERGOVT - MOTOR VEHICLE TAXES	0.00	20,108.38
10-1217-000	A/R INTERGOVT	0.00	0.00
10-1232-000	SALES TAX RECEIVABLE	670.89	670.89
10-1240-000	INVESTMENT INCOME RECEIVABLE	0.00	0.00
10-1610-001	FIXED ASSETS - LAND & BUILDINGS	2,425,183.33	2,425,183.33
10-1610-002	FIXED ASSETS - FURNITURE & FIXTURES	9,651.96	9,651.96
10-1610-003	FIXED ASSETS - EQUIPMENT	17,747.14	17,747.14
10-1610-004	FIXED ASSETS - INFRASTRUCTURE	26,851.00	26,851.00
10-1610-005	FIXED ASSETS - COMPUTERS	10,155.51	10,155.51
10-1610-006	FIXED ASSETS - COMPUTER SOFTWARE	182,994.00	182,994.00
	Total Assets	<u>7,153,592.63</u>	<u>7,443,661.07</u>

Liabilities & Fund Balance

10-2110-000	ACCOUNTS PAYABLE	0.00	17,499.93
10-2115-000	ACCOUNTS PAYABLE ACCRUAL	0.00	0.00
10-2116-000	CUSTOMER REFUNDS	1,419.02	541.56
10-2120-000	BOND DEPOSIT PAYABLE	75,002.25	75,002.25
10-2151-000	FICA TAXES PAYABLE	0.00	0.00
10-2152-000	FEDERAL TAXES PAYABLE	0.00	0.00
10-2153-000	STATE W/H TAXES PAYABLE	0.00	0.00
10-2154-001	NC RETIREMENT PAYABLE	0.00	0.00
10-2155-000	HEALTH INSURANCE PAYABLE	204.00-	0.00
10-2156-000	LIFE INSURANCE PAYABLE	0.00	0.00
10-2157-000	401K PAYABLE	0.00	0.00
10-2200-000	ENCUMBRANCES	0.00	0.00
10-2210-000	RESERVE FOR ENCUMBRANCES	0.00	0.00
10-2605-000	DEFERRED REVENUES- TAX INTEREST	2,082.41	2,537.74
10-2620-000	DEFERRED REVENUE - DELQ TAXES	11,181.95	1,431.14
10-2625-000	DEFERRED REVENUE - CURR YR TAX	0.00	19,874.01
10-2630-000	DEFERRED REVENUE-NEXT 8	4,985.93	3,666.54
	Total Liabilities	<u>94,467.56</u>	<u>120,553.17</u>
10-2640-001	FUND BALANCE - UNASSIGNED	3,131,556.46	3,131,556.46
10-2640-002	FUND BALANCE - RESERVE WATER/SEWER	0.00	0.00
10-2640-003	FUND BALANCE-ASSIGNED	820,000.00	820,000.00
10-2640-004	FUND BALANCE-INVEST IN FIXED ASSETS	2,672,582.94	2,672,582.94
10-2640-005	CURRENT YEAR EQUITY YTD	0.00	0.00
	Total	<u>6,624,139.40</u>	<u>6,624,139.40</u>
	Revenue	82,854.11	2,848,267.98
	Less Expenses	346,836.94	2,149,299.48

	2023	2022
Net	263,982.83-	698,968.50
Total Fund Balance	6,360,156.57	7,323,107.90
Total Liabilities & Fund Balance	6,454,624.13	7,443,661.07

Statement of Revenue and Expenditures

Revenue Account Range: First to Last	Include Non-Anticipated: Yes	Year To Date As Of: 08/31/22
Expend Account Range: First to Last	Include Non-Budget: No	Current Period: 08/01/22 to 08/31/22
Print Zero YTD Activity: No		Prior Year: 08/01/21 to 08/31/21

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
10-3101-110	AD VALOREM TAX - CURRENT	\$1,244.93	\$1,400,000.00	-\$332.44	-\$877.46	\$0.00	-\$1,400,877.46	-0%
10-3102-110	AD VALOREM TAX - 1ST PRIOR YR	-\$406.50	\$2,500.00	\$2,052.61	\$8,811.03	\$0.00	\$6,311.03	352%
10-3103-110	AD VALOREM TAX - NEXT 8 YRS PRIOR	\$760.32	\$2,250.00	\$0.00	\$112.18	\$0.00	-\$2,137.82	5%
10-3110-121	AD VALOREM TAX - MOTOR VEH CURRENT	\$10,976.97	\$110,000.00	\$22,293.29	\$11,467.87	\$0.00	-\$98,532.13	10%
10-3115-180	TAX INTEREST	\$99.65	\$2,250.00	\$135.17	\$535.44	\$0.00	-\$1,714.56	24%
10-3231-220	LOCAL OPTION SALES TAX REV - ART 39	\$0.00	\$540,000.00	\$56,848.49	\$56,848.49	\$0.00	-\$483,151.51	11%
10-3322-220	BEER & WINE TAX	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00	-\$45,000.00	0%
10-3324-220	UTILITY FRANCHISE TAX	\$0.00	\$457,500.00	\$0.00	\$0.00	\$0.00	-\$457,500.00	0%
10-3329-220	ARPA FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-3340-400	ZONING & PERMIT FEES	\$4,132.05	\$10,000.00	\$2,627.50	\$4,875.00	\$0.00	-\$5,125.00	49%
10-3350-400	SUBDIVISION FEES	\$110.00	\$10,000.00	\$0.00	\$0.00	\$0.00	-\$10,000.00	0%
10-3360-400	STORMWATER EROSION CONTROL FEES	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	-\$10,000.00	0%
10-3830-891	MISCELLANEOUS REVENUES	\$825,093.75	\$1,000.00	\$40.00	\$358.80	\$0.00	-\$641.20	36%
10-3831-491	INVESTMENT INCOME	\$0.00	\$1,000.00	\$720.64	\$722.76	\$0.00	-\$277.24	72%
General Fund Revenue Total		\$842,011.17	\$2,591,500.00	\$84,385.26	\$82,854.11	\$0.00	-\$2,508,645.89	3%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
10-4110-000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-120	FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-126	FIRE DEPT SUBSIDIES	\$66,785.42	\$817,675.00	\$68,121.08	\$134,906.50	\$0.00	\$682,768.50	16%
10-4110-127	FIRE DEPARTMENT BLDG/MAINTENANCE	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
10-4110-150	POLICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-155	POLICE PROTECTION	\$0.00	\$334,775.00	\$0.00	\$83,961.23	\$0.00	\$250,813.77	25%
10-4110-160	EVENT PUBLIC SAFETY	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%
10-4110-180	GOVERNING BOARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

## Statement of Revenue and Expenditures

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
10-4110-190	LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-192	ATTORNEY FEES - GENERAL	\$5,000.00	\$67,500.00	\$0.00	\$0.00	\$0.00	\$67,500.00	0%
10-4110-193	ATTORNEY FEES - LITIGATION	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
10-4110-320	OTHER GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-330	ELECTION EXPENSE	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-4110-340	PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4110-342	HOLIDAY/TREE LIGHTING	\$0.00	\$4,500.00	\$457.59	\$457.59	\$0.00	\$4,042.41	10%
10-4110-343	SPRING EVENT	\$0.00	\$10,175.00	\$0.00	\$0.00	\$0.00	\$10,175.00	0%
10-4110-344	OTHER COMMUNITY EVENTS	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0%
	<b>4110 Total</b>	<b>\$71,785.42</b>	<b>\$1,258,875.00</b>	<b>\$68,578.67</b>	<b>\$219,325.32</b>	<b>\$0.00</b>	<b>\$1,039,549.68</b>	<b>17%</b>
10-4120-000	ADMINISTRATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4120-120	SALARIES & EMPLOYEE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4120-121	SALARIES - CLERK	\$4,047.90	\$54,000.00	\$4,348.30	\$8,372.11	\$0.00	\$45,627.89	16%
10-4120-123	SALARIES - TAX COLLECTOR	\$5,786.87	\$53,000.00	\$4,406.91	\$8,465.30	\$0.00	\$44,534.70	16%
10-4120-124	SALARIES - FINANCE OFFICER	\$818.26	\$14,175.00	\$1,625.40	\$2,670.30	\$0.00	\$11,504.70	19%
10-4120-125	SALARIES - MAYOR & TOWN COUNCIL	\$2,100.00	\$25,200.00	\$2,100.00	\$4,200.00	\$0.00	\$21,000.00	17%
10-4120-181	FICA EXPENSE	\$855.05	\$11,500.00	\$954.76	\$1,813.64	\$0.00	\$9,686.36	16%
10-4120-182	EMPLOYEE RETIREMENT	\$1,501.81	\$21,750.00	\$1,768.55	\$3,401.16	\$0.00	\$18,348.84	16%
10-4120-183	EMPLOYEE INSURANCE	\$1,164.00	\$14,590.00	\$1,160.00	\$2,320.00	\$0.00	\$12,270.00	16%
10-4120-184	EMPLOYEE LIFE INSURANCE	\$31.08	\$200.00	\$16.00	\$32.00	\$0.00	\$168.00	16%
10-4120-185	EMPLOYEE S-T DISABILITY	\$13.00	\$175.00	\$13.00	\$26.00	\$0.00	\$149.00	15%
10-4120-190	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4120-191	AUDIT FEES	\$0.00	\$8,750.00	\$0.00	\$0.00	\$0.00	\$8,750.00	0%
10-4120-193	CONTRACT LABOR	\$10,290.92	\$51,500.00	\$0.00	\$6,030.26	\$0.00	\$45,469.74	12%
10-4120-200	OTHER ADMINISTRATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4120-205	OFFICE SUPPLIES - ADMIN	\$118.33	\$9,000.00	\$19.07	\$117.48	\$0.00	\$8,882.52	1%
10-4120-210	PLANNING CONFERENCE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-4120-321	TELEPHONE - ADMIN	\$113.80	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%

## Statement of Revenue and Expenditures

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
10-4120-325	POSTAGE - ADMIN	\$1,026.26	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-4120-331	UTILITIES - ADMIN	\$339.53	\$5,000.00	\$375.01	\$375.01	\$0.00	\$4,624.99	8%
10-4120-351	REPAIRS & MAINTENANCE - BUILDING	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
10-4120-352	REPAIRS & MAINTENANCE - EQUIPMENT	\$4,151.09	\$72,450.00	\$4,064.46	\$22,155.05	\$0.00	\$50,294.95	31%
10-4120-354	REPAIRS & MAINTENANCE - GROUNDS	\$71,605.81	\$102,500.00	\$7,988.00	\$12,083.00	\$0.00	\$90,417.00	12%
10-4120-355	REPAIRS & MAINTENANCE - PEST CONTRL	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-4120-356	REPAIRS & MAINTENANCE - CUSTODIAL	\$400.00	\$6,000.00	\$400.00	\$400.00	\$0.00	\$5,600.00	7%
10-4120-370	ADVERTISING - ADMIN	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-4120-397	TAX LISTING & TAX COLLECTION FEES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-4120-400	ADMINISTRATIVE:TRAINING	\$200.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
10-4120-410	ADMINISTRATIVE:TRAVEL	\$116.31	\$4,000.00	\$160.43	\$160.43	\$0.00	\$3,839.57	4%
10-4120-450	INSURANCE	\$13,193.00	\$16,500.00	\$0.00	\$16,436.45	\$0.00	\$63.55	100%
10-4120-491	DUES & SUBSCRIPTIONS	\$0.00	\$25,000.00	\$1,925.00	\$14,921.00	\$0.00	\$10,079.00	60%
10-4120-498	GIFTS & AWARDS	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-4120-499	MISCELLANEOUS	\$443.02	\$15,500.00	\$100.00	\$100.00	\$0.00	\$15,400.00	1%
10-4120-500	CAPITAL EXPENDITURES	\$0.00	\$19,500.00	\$0.00	\$0.00	\$0.00	\$19,500.00	0%
10-4120-600	CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>4120 Total</b>	<b>\$118,316.04</b>	<b>\$552,540.00</b>	<b>\$31,424.89</b>	<b>\$104,079.19</b>	<b>\$0.00</b>	<b>\$448,460.81</b>	<b>19%</b>
10-4130-000	ECONOMIC & PHYSICAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-120	SALARIES & EMPLOYEE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-121	SALARIES - ZONING ADMINISTRATOR	\$0.00	\$82,500.00	\$6,875.00	\$13,750.00	\$0.00	\$68,750.00	17%
10-4130-122	SALARIES - ASST ZONING ADMINISTRATR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-123	SALARIES - ADMINISTRATIVE ASSISTANT	\$1,800.84	\$24,000.00	\$1,644.30	\$3,236.63	\$0.00	\$20,763.37	13%
10-4130-124	SALARIES - PLANNING BOARD	\$325.00	\$5,150.00	\$250.00	\$450.00	\$0.00	\$4,700.00	9%
10-4130-125	SALARIES - SIGN REMOVAL	\$294.34	\$7,500.00	\$252.00	\$567.00	\$0.00	\$6,933.00	8%
10-4130-181	FICA EXPENSE - P&Z	\$305.71	\$9,000.00	\$535.45	\$1,067.92	\$0.00	\$7,932.08	12%
10-4130-182	EMPLOYEE RETIREMENT - P&Z	\$694.07	\$17,000.00	\$1,045.00	\$2,090.00	\$0.00	\$14,910.00	12%
10-4130-183	EMPLOYEE INSURANCE	\$1,164.00	\$14,635.00	\$970.00	\$1,940.00	\$0.00	\$12,695.00	13%

## Statement of Revenue and Expenditures

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
10-4130-184	EMPLOYEE LIFE INSURANCE	\$13.44	\$375.00	\$26.56	\$53.12	\$0.00	\$321.88	14%
10-4130-185	EMPLOYEE S-T DISABILITY	\$13.00	\$175.00	\$13.00	\$26.00	\$0.00	\$149.00	15%
10-4130-190	CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-192	CONSULTING STORMWATER CONTROL	\$8,279.94	\$84,000.00	\$0.00	\$0.00	\$0.00	\$84,000.00	0%
10-4130-193	CONSULTING	\$11,388.23	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0%
10-4130-194	CONSULTING - COG	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
10-4130-195	STORMWATER EROSION CONTROL	-\$11,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-200	OTHER PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-4130-201	OFFICE SUPPLIES - PLANNING & ZONING	\$96.94	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
10-4130-202	ZONING SPECIFIC OFFICE SUPPLIES	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-4130-215	HISTORIC PRESERVATION	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
10-4130-220	INFRASTRUCTURE	\$0.00	\$445,000.00	\$0.00	\$0.00	\$0.00	\$445,000.00	0%
10-4130-321	TELEPHONE - PLANNING & ZONING	\$113.80	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-4130-325	POSTAGE - PLANNING & ZONING	\$1,026.26	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-4130-331	UTILITIES - PLANNING & ZONING	\$339.54	\$5,000.00	\$251.76	\$251.76	\$0.00	\$4,748.24	5%
10-4130-370	ADVERTISING - PLANNING & ZONING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
	<b>4130 Total</b>	<b>\$14,655.11</b>	<b>\$780,085.00</b>	<b>\$11,863.07</b>	<b>\$23,432.43</b>	<b>\$0.00</b>	<b>\$756,652.57</b>	<b>3%</b>
	<b>General Fund Expend Total</b>	<b>\$204,756.57</b>	<b>\$2,591,500.00</b>	<b>\$111,866.63</b>	<b>\$346,836.94</b>	<b>\$0.00</b>	<b>\$2,244,663.06</b>	<b>13%</b>

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General Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$842,011.17	\$84,385.26	\$82,854.11
Expended:	\$204,756.57	\$111,866.63	\$346,836.94
Net Income:	\$637,254.60	-\$27,481.37	-\$263,982.83

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$842,011.17	\$84,385.26	\$82,854.11
Expended:	\$204,756.57	\$111,866.63	\$346,836.94
Net Income:	\$637,254.60	-\$27,481.37	-\$263,982.83





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

**TO:** Mayor and Town Council

**FROM:** Kim Woods, Tax Collector

**DATE:** September 12, 2022

**SUBJECT:** Monthly Report–August 2022

<b>Transactions:</b>	
Balance Adjustments	\$139.93
<b>Taxes Collected:</b>	
2021	\$(2187.78)
<b>As of August 31, 2022; the following taxes remain Outstanding:</b>	
2011	\$52.18
2012	\$254.13
2013	\$273.59
2014	\$264.24
2015	\$616.75
2016	\$420.14
2017	\$799.69
2018	\$796.36
2019	\$1471.52
2020	\$1441.02
2021	\$11,865.74
<b>Total Outstanding:</b>	<b>\$18,255.36</b>