



**Board of Commissioners Meeting
January 27, 2015
PD Community Room
6:30 PM**

- I. **COMMENCEMENT**
 - A. Call to Order
 - B. Ceremonial Opening
 - C. Adoption of Agenda
- II. **PUBLIC COMMENTS**
- III. **CONSENT AGENDA**
 - A. Approval of Minutes and Seal Closed Session
 - 1) October 17, 2014 Work Session
 - 2) December 9, 2014 Regular Session
 - 3) January 7, 2015 Special & Closed Session
 - 4) January 13, 2015 Regular & Closed Session
 - B. Approval of January Tax Refunds per NCGS
 - C. Approval of 2013 Property Tax Settlement
 - D. Approval of FY 14.15 General Fund Budget Amendments
 - E. Approval of FY 14.15 Capital Project Budget Amendments
 - F. Approval of Town Hall Furniture Estimate
 - G. Approval of July 4th Fireworks Contract
- IV. **RECOGNITIONS & REPORTS**
 - A. Years of Service Recognition
 - B. Mayor's Report
 - C. Commissioner's Report
 - D. Town Manager's Report
- V. **OLD BUSINESS**
 - A. Discussion & Possible Action of Petition CU-002641-2014
Request by Angela Berger, on behalf of Kid's Pit Stop, Inc, for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw Marvin Road for a daycare
Presenter: Chris Rice
 - B. Discussion & Possible Action of Petition CU-002567-2014
Request by Tommy Holevas, on behalf of Waxhaw Professional Park, LLC, for an amendment to the Conditional Use Permit for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved Conditional Use Permit plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow for church use. Phase 4 is located on the eastern

side of tax parcel 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings

Presenter: Lisa McCarter

- C. Discussion & Possible Appointment of 2015 CRTPO Delegate & Alternate

Presenter: Greg Mahar

- D. Discussion & Possible Approval of Town Board Rules of Procedure

Presenter: Chaplin Spencer

VI. **NEW BUSINESS**

- A. Discussion of Town Financial Statements for 2013-2014

Presenter: John Kapelar

- B. Discussion & Possible Approval of Waxhaw's Golf Cart Ordinance

Presenter: Chaplin Spencer

- C. Discussion & Possible Approval of Potential Pocket Park Appraisal

Presenter: Natalie Jackson

- D. Discussion of Town Communication & Public Relation Strategies and Approach

Presenter: Steve Maher

VII. **CLOSED SESSION**

- A. Personnel, contractual matters and to seek legal counsel per G. S. 143.318.11: Personnel, Contractual Matters and Real Estate

VIII. **ADJOURNMENT**

To speak concerning an item on the Agenda, please print your name and address on the signup sheet on the counter prior to the meeting. Each speaker will be limited to 3 minutes.

PLEASE SILENCE YOUR CELL PHONES WHILE MEETING IS IN PROGRESS

REFUNDS

<u>DATE</u>	<u>PARCEL #/ PRIVILEGE LICENSE/ PERMIT</u>	<u>OWNER NAME or PAYABLE TO</u>	<u>PRIVILEGE LICENSE NAME</u>	<u>OWNER ADDRESS</u>	<u>REFUND AMOUNT</u>
1/7/2015	05115057A - Overpayment	Kevin & Martha Murray		Murray Properties, 2006 Walkup Ave., Ste. A200, Monroe, NC 28110	\$772.55
1/9/2015	06162264, 06162295, 06192500, 06168072 - Overpayment	American Homes 4 Rent, LP		30601 Agoura Rd., Ste. 200, Agoura Hills, CA 91301	\$4,130.32
TOTAL					\$4,902.87

Town of Waxha 2013-2014 Property Tax Settlement

Real Estate	\$4,466,627.68
Personal Property	\$77,296.88
Sanitation	\$162,240.00
Late List	\$1,142.37
Suppress \$5.00 or less	-\$492.43
Actual Billed Amount	\$4,706,814.50

Public Service	\$92,365.40
Discoveries	\$2,340.83
Interest	\$7,520.69
Advertising	\$1,030.20
Liens Applied	\$0.00
Adjustments	\$983.76
	<hr/>
	\$104,240.88

TOTAL CHARGES **\$4,811,055.38**

Taxes Collected	\$4,606,810.57
Taxes Due	\$23,100.84
Releases	\$9,210.71
Interest Paid	\$4,733.45
Interest Due	\$2,787.24
Advertising Paid	\$377.40
Advertising Due	\$652.80
Late Listing Paid	\$592.47
Late Listing Due	\$549.90
Sanitation Paid	\$134,360.00
Sanitation Due	\$27,880.00
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TOTAL COLLECTIONS **\$4,811,055.38**

This 19th day of January, 2015



Ann F Sutton
Certified Tax Collector, Town of Waxhaw

TOWN OF WAXHAW
2014-2015 GENERAL FUND BUDGET AMENDMENTS

TOWN OF WAXHAW GENERAL FUND REVENUES	2014-2015 BOARD APPROVED	AFTER 10/14/14 BUDGET AMENDMENTS	INCREASE	DECREASE	01/27/15 REQUESTED BUDGET AMENDMENTS
REVENUES					
TOTAL	8,756,363	8,756,363			8,756,363
12-320-999 - Undesignated Fund Balance	122,185	122,185			122,185
TOTAL REVENUES FOR FUND	8,878,548	8,942,223			8,942,223

TOWN OF WAXHAW EXPENSES	2014-2015 BOARD APPROVED	AFTER 10/14/14 BUDGET AMENDMENTS	INCREASE	DECREASE	01/27/15 REQUESTED BUDGET AMENDMENTS
12-298-001 - Transfers Out to Capital Projects	669,200	669,200			669,200
12-298-002 - Transfers Out to Grant Fund	96,385	96,385			96,385
ADMINISTRATION EXPENSES					
12-420-081 - Unemployment Exp.	3,200	3,200		1,000	2,200
12-420-086 - Medical Testing	70	70	200		270
12-420-310 - Auto Car Allowance - Manager	5,400	5,400		3,000	2,400
12-420-318 - Board Retreat Expense	20,000	20,000		4,525	15,475
12-420-320 - Employee Expense			4,525		4,525
12-420-474 - Vehicle Maintenance	300	300		500	800
12-420-490 - Software Maintenance-FMS	4,500	4,500	625		5,125
12-420-711 - Event Donation Expense	4,000	4,000	660		4,660
12-420-791 - Parks & Rec. Master Plan	18,000	18,000		18,000	0
12-420-875 - Project Manager - Contract	40,000	40,000		10,500	29,500
12-420-990 - Misc. Expense	3,000	3,000	2,000		5,000
					0
ADMINISTRATION TOTALS	1,767,067	1,776,267	8,510	37,025	1,747,752
POLICE EXPENSES					
POLICE TOTALS	2,529,568	2,529,568			2,529,568
BUILDING INSPECTIONS DEPARTMENT EXPENSES					
12-530-080 - General Liability Insurance Ex.	9,000	7,000		1,500	5,500
12-530-081 - Unemployment Insurance	850	850	1,500		2,350
12-530-317 - BI Travel	1,930	1,930	1,500		3,430
12-530-480 - Technology Support/Equipment	680	2,680	2,000		4,680
BUILDING INSPECTIONS TOTALS	477,020	477,020	5,000	1,500	480,520
PLANNING & COMMUNITY DEVELOPMENT EXPENSES					
12-550-080 - General Liability Insurance Ex.	12,000	9,000		1,000	8,000
12-550-081 - Unemployment Insurance	2,200	2,200	4,500		6,700
12-550-410 - Telephone/Mobile Phone Exp.	9,758	9,758		2,985	6,773
12-550-420 - Office Supplies	5,750	5,750		1,000	4,750
12-550-480 - Technology Support/Equipment	2,600	2,600	1,500		4,100
12-550-853 - Small Area Plan		3,000	2,000		5,000
12-550-870 - Code Enforcement Expenditures	7,500	7,500		3,700	3,800
12-550-990 - Miscellaneous Expense	1,000	1,000	3,000		4,000
PCD TOTALS	988,938	988,938	11,000	8,685	991,253
PARK AND REC EXPENSES					
12-570-791 - Parks & Rec Master Plan			22,700		22,700
PARKS AND REC TOTALS	72,152	136,527	22,700	0	159,227
PUBLIC SERVICES EXPENSES					
PUBLIC SERVICE TOTALS	2,374,603	2,364,703			2,364,703
TOTAL GENERAL BUDGET AMENDMENTS	8,878,548	8,942,223	47,210	47,210	8,942,223

TOWN OF WAXHAW
2014-2015 CAPITAL PROJECTS BUDGET AMENDMENTS

Town of Waxhaw Capital Projects	2014-2015 BOARD APPROVED	AFTER 10/14/14 BUDGET AMENDMENTS	INCREASE	DECREASE	REQUESTED 01/27/15 BUDGET AMENDMENTS
Revenues					
14-300-001 Capital Project Transfers In	669,200	669,200			669,200
14-315-001 Capital Project Fund Interest					
14-399-001 Capital Fund Balance Appropria			315,476		315,476
Total Capital Revenues	669,200	669,200	315,476		984,676
Administration Expenses					
14-420-230 Attorney Fees for Town Hall		0	15,000		15,000
14-420-485 TH Building Maintenance/Renovations			100,000		100,000
14-420-500 Wayfinding Signage	86,700	86,700			86,700
14-420-611 Water Tank Refurbishment	51,000	51,000			51,000
14-420-612 Duncan-McDonald House		0	300,000		300,000
14-420-615 Town Hall Development	100,000	100,000		100,000	0
14-420-796 Land Acquisition - Kensington Drive					0
14-420-875 Project Manager			376		376
			100		100
Total Administration Expenses	237,700	237,700	415,476	100,000	553,176
Police Expenses					
Total Police Expenses	111,000	111,000			111,000
Building Inspections Expenses					
Total BI Expenses	35,000	35,000			35,000
Park and Rec Expenses					
Total Park and Rec Expenses	140,000	205,000			205,000
Public Services Expenses					
Total Public Services Expenses	145,500	80,500			80,500
Total Capital Project Fund Expenses	669,200	669,200	415,476	100,000	984,676



Office Furniture Proposal

Quote#

Bill To: Town of Waxhaw
Waxhaw NC
Town of Waxhaw

Ship To: Town of Waxhaw
Waxhaw NC

Quoted By: Mark Turcotte

Notes:

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
Location: 100							
1	4	H2093	HON	Pillowsoft 2090 Guest Sled Base w/Arms <i>GRADE: Leather UPHOLSERY \$(L)</i> <i>UPH: Leather .SR</i> <i>COLOR: Black 11 11</i> <i>FRAME: Black .T</i>	\$ 547.00	\$ 209.50	\$ 838.00
2	1	H80192	HON	Occasional Laminate Occasional Corner Table 24L 24W 20H <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 344.00	\$ 131.75	\$ 131.75
						Subtotal:	\$ 969.75
Location: 101							
3	12	H2092	HON	Pillowsoft 2090 Mgr Mid-back Swivel Tilt Arms <i>CASTER: Hard (Standard) .H</i> <i>GRADE: Leather UPHOLSERY \$(L)</i> <i>UPH: Leather .SR</i> <i>COLOR: Black 11 11</i> <i>FRAME: Black .T</i>	\$ 593.00	\$ 227.12	\$ 2,725.44
4	1	HTLB48168	HON	Preside 168W x 48D Boat Shaped Laminate Top <i>2MM/Flat .G</i> <i>Edge: Mahogany N</i> <i>No Grommets .N</i> <i>LAM: Mahogany .N</i>	\$ 1,271.00	\$ 486.79	\$ 486.79
5	1	HTLP168	HON	Preside Laminate Panel Base For 168" W Table Tops <i>LAM: Mahogany .N</i>	\$ 770.00	\$ 294.91	\$ 294.91
						Subtotal:	\$ 3,507.14
Location: 102							
6	1	H105896L	HON	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 1,199.00	\$ 459.22	\$ 459.22
7	1	H105905R	HON	10500 Series 48Wx24Dx29-1/2H Return Rt File/File Ped <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 847.00	\$ 324.40	\$ 324.40
8	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid <i>Arm: Height and Width Adj .A</i> <i>CASTER: Hard .H</i> <i>Back: Mesh Back .M</i> <i>GRADE: III UPHOLSTERY \$(3)</i> <i>UPH: Contourett .UR</i> <i>COLOR: Black 10</i> <i>FRAME: Black .T</i> <i>Base: Standard Black .SB</i>	\$ 724.00	\$ 277.29	\$ 277.29
						Subtotal:	\$ 1,060.91

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
Location: 105							
9	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 568.00	\$ 163.02	\$ 163.02
10	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,100.00	\$ 315.70	\$ 315.70
11	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,108.00	\$ 318.00	\$ 318.00
12	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 482.00	\$ 138.33	\$ 276.66
13	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 529.00	\$ 151.82	\$ 151.82
14	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 509.00	\$ 146.08	\$ 146.08
15	1	HST25823RR	HON	Flagship End Twr w/Bookcs FF RT-Bkcs Lt--Wrdrobe/R Pull Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 1,956.00	\$ 620.05	\$ 620.05
16	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T	\$ 379.00	\$ 145.16	\$ 145.16
17	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB	\$ 724.00	\$ 277.29	\$ 277.29
18	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88	\$ 283.00	\$ 108.39	\$ 108.39
Subtotal:						\$ 2,522.17	

Location: 106

19	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE)	\$ 568.00	\$ 163.02	\$ 163.02
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Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
20	1	HIN8933FP	HON	Paint: Charcoal .S Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 315.70	\$ 315.70
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
21	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 318.00	\$ 318.00
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
22	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 482.00	\$ 138.33	\$ 276.66
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
23	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 529.00	\$ 151.82	\$ 151.82
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
24	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 146.08	\$ 146.08
				Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
25	1	HST25823LR	HON	Flagship End Twr w/Bookcs FF Lt-Bkcs RT-Wrdrobe/R Pulls	\$ 1,956.00	\$ 620.05	\$ 620.05
				Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
26	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 145.16	\$ 145.16
				Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T			
27	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
28	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39
				GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88			
Subtotal:						\$ 2,522.17	

Location: 107

29	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 318.00	\$ 318.00
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
30	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 482.00	\$ 138.33	\$ 276.66
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
31	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 529.00	\$ 151.82	\$ 151.82

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
				Lock: Lock	.L		
32	1	HST25823RR	HON	Flagship End Twr w/Bookcs FF RT-Bkcs Lt--Wrdrobe/R Pull	\$ 1,956.00	\$ 620.05	\$ 620.05
				Standard Random Key Lock	.L		
				PAINT: Select Core Paint	\$(CORE)		
				PAINT: Charcoal	.S		

Subtotal: \$ 1,366.53

Location: 109

33	3	HITS5	HON	Ignition Task Stool Pneu Adj Footrest Back Ht Adj	\$ 664.00	\$ 254.31	\$ 762.93
				Arm: Height and Width Adj	.A		
				CASTER: Hard	.H		
				Back: Mesh Back	.M		
				GRADE: III UPHOLSTERY	\$(3)		
				UPH: Contourett	.UR		
				COLOR: Black	10		
				FRAME: Black	.T		
				Base: Standard Black	.SB		

Subtotal: \$ 762.93

Location: 110

34	10	H2092	HON	Pillowsoft 2090 Mgr Mid-back Swivel Tilt Arms	\$ 593.00	\$ 227.12	\$ 2,271.20
				CASTER: Hard (Standard)	.H		
				GRADE: Leather UPHOLSERY	\$(L)		
				UPH: Leather	.SR		
				COLOR: Black 11	11		
				FRAME: Black	.T		
35	1	HTLB48120	HON	Preside 120W x 48D Boat Shaped Laminate Top	\$ 919.00	\$ 351.98	\$ 351.98
				2MM/Flat	.G		
				Edge: Mahogany	.N		
				No Grommets	.N		
				LAM: Mahogany	.N		
36	1	HTLP120	HON	Preside Laminate Panel Base For 120" W Table Tops	\$ 499.00	\$ 191.12	\$ 191.12
				LAM: Mahogany	.N		

Subtotal: \$ 2,814.30

Location: 114

37	1	H10526L	HON	10500 SeriesP-Shaped Pen w/End Panel72Wx36Dx29-1/2H Lt	\$ 883.00	\$ 338.19	\$ 338.19
				LAM: Mahogany	.N		
38	1	H105292	HON	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$ 490.00	\$ 187.67	\$ 187.67
				LAM: Mahogany	.N		
39	1	H105690	HON	10500 Series 36Wx24Dx29-1/2H Lateral File Two-Drawer	\$ 880.00	\$ 337.04	\$ 337.04
				LAM: Mahogany	.N		
40	1	HPC180G	HON	Park Ave 3/4 Lgth Modesty Panel for Pen/Frosted Nickl	\$ 605.00	\$ 231.72	\$ 231.72
41	1	HPC230L	HON	Park Ave 72Wx24Dx29H SP Credenza Left F/F Pedestal	\$ 1,464.00	\$ 560.71	\$ 560.71
				Beaded Edge	.B		
				Bar/Satin Nickel	.C		
				LAM: Mahogany	.NN		
42	1	HPC402X	HON	Park Ave 48Wx24Dx29H Bridge ETA	\$ 422.00	\$ 161.63	\$ 161.63
				Beaded Edge	.B		
				Satin Nickel	.C		
				LAM: Mahogany	.NN		
43	2	HPC524G	HON	Park Ave 36x18 7/8 Wall Mount Storage 2 Frost Nickel Dr	\$ 1,021.00	\$ 391.04	\$ 782.08
				Beaded Edge	.B		
				LAM: Mahogany	.NN		

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
44	1	HPC525G	HON	Park Ave 30x18 7/8 Wall Mount Storage 2 Frost Nickel Dr	\$ 986.00	\$ 377.64	\$ 377.64
				<i>Beaded Edge</i> .B			
				<i>LAM: Mahogany</i> .NN			
45	2	HISB6	HON	Ignition Sled Bse Guest Chair	\$ 379.00	\$ 145.16	\$ 290.32
				<i>Arm: Fixed</i> .F			
				<i>Glide</i> .E			
				<i>Back: Upholstered</i> .U			
				<i>GRADE: III UPHOLSTERY</i> \$(3)			
				<i>UPH: Contourett</i> .UR			
				<i>COLOR: Black</i> 10			
				<i>FRAME: Black</i> .T			
46	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				<i>Arm: Height and Width Adj</i> .A			
				<i>CASTER: Hard</i> .H			
				<i>Back: Mesh Back</i> .M			
				<i>GRADE: III UPHOLSTERY</i> \$(3)			
				<i>UPH: Contourett</i> .UR			
				<i>COLOR: Black</i> 10			
				<i>FRAME: Black</i> .T			
				<i>Base: Standard Black</i> .SB			
47	1	HLSL72TW	HON	Tackboard for 72" W Wallmount Tackboard	\$ 269.00	\$ 103.03	\$ 103.03
				<i>GRADE: Fabric Grade III</i> \$(3)			
				<i>FABRIC: Sarto</i> .SRT			
				<i>COLOR: Ash</i> 88			
Subtotal:						\$ 3,647.32	

Location: 115

48	1	H105292	HON	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$ 490.00	\$ 187.67	\$ 187.67
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
49	3	H105381	HON	10500 Series Wall Mounted Storage Cabt 36"W x 14-5/8"D	\$ 643.00	\$ 246.27	\$ 738.81
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
50	1	H105690	HON	10500 Series 36Wx24Dx29-1/2H Lateral File Two-Drawer	\$ 880.00	\$ 337.04	\$ 337.04
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
51	1	H10570	HON	10500 Series Bridge 47W x 24D x 29-1/2H	\$ 318.00	\$ 121.79	\$ 121.79
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
52	1	H105894L	HON	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F BowTop	\$ 1,347.00	\$ 515.90	\$ 515.90
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
53	1	H10592	HON	10500 Series Desk Shell 72W x 30D x 29-1/2H	\$ 659.00	\$ 252.40	\$ 252.40
				<i>LAM: Mahogany</i> .N			
				<i>LAM: Mahogany</i> N			
54	2	HISB6	HON	Ignition Sled Bse Guest Chair	\$ 379.00	\$ 145.16	\$ 290.32
				<i>Arm: Fixed</i> .F			
				<i>Glide</i> .E			
				<i>Back: Upholstered</i> .U			
				<i>GRADE: III UPHOLSTERY</i> \$(3)			
				<i>UPH: Contourett</i> .UR			
				<i>COLOR: Black</i> 10			
				<i>FRAME: Black</i> .T			
55	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				<i>Arm: Height and Width Adj</i> .A			
				<i>CASTER: Hard</i> .H			
				<i>Back: Mesh Back</i> .M			
				<i>GRADE: III UPHOLSTERY</i> \$(3)			
				<i>UPH: Contourett</i> .UR			
				<i>COLOR: Black</i> 10			
				<i>FRAME: Black</i> .T			
				<i>Base: Standard Black</i> .SB			
56	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				GRADE: Fabric Grade III	\$(3)		
				FABRIC: Sarto	.SRT		
				COLOR: Ash	88		
Subtotal:						\$ 2,829.61	
Location: 119							
57	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 163.02	\$ 163.02
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
58	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 315.70	\$ 315.70
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
59	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 318.00	\$ 318.00
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
60	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 482.00	\$ 138.33	\$ 276.66
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
				Lock: Lock	.L		
61	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 529.00	\$ 151.82	\$ 151.82
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
				Lock: Lock	.L		
62	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 146.08	\$ 146.08
				Lock: Lock	.L		
				PAINT: Select Core Paint	\$(CORE)		
				PAINT: Charcoal	.S		
63	1	HST25823LR	HON	Flagship End Twr w/Bookcs FF Lt-Bkcs RT-Wrdrobe/R Pulls	\$ 1,956.00	\$ 620.05	\$ 620.05
				Standard Random Key Lock	.L		
				PAINT: Select Core Paint	\$(CORE)		
				PAINT: Charcoal	.S		
64	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 145.16	\$ 145.16
				Arm: Fixed	.F		
				Glide	.E		
				Back: Upholstered	.U		
				GRADE: III UPHOLSTERY	\$(3)		
				UPH: Contourett	.UR		
				COLOR: Black	10		
				FRAME: Black	.T		
65	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj	.A		
				CASTER: Hard	.H		
				Back: Mesh Back	.M		
				GRADE: III UPHOLSTERY	\$(3)		
				UPH: Contourett	.UR		
				COLOR: Black	10		
				FRAME: Black	.T		
				Base: Standard Black	.SB		
66	1	HL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39
				GRADE: Fabric Grade III	\$(3)		
				FABRIC: Sarto	.SRT		
				COLOR: Ash	88		
Subtotal:						\$ 2,522.17	

Location: 120

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
67	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 568.00	\$ 163.02	\$ 163.02
68	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,100.00	\$ 315.70	\$ 315.70
69	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,108.00	\$ 318.00	\$ 318.00
70	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 482.00	\$ 138.33	\$ 276.66
71	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 529.00	\$ 151.82	\$ 151.82
72	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 509.00	\$ 146.08	\$ 146.08
73	1	HST25823RR	HON	Flagship End Twr w/Bookcs FF RT-Bkcs Lt-Wrdrobe/R Pull Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 1,956.00	\$ 620.05	\$ 620.05
74	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T	\$ 379.00	\$ 145.16	\$ 145.16
75	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB	\$ 724.00	\$ 277.29	\$ 277.29
76	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88	\$ 283.00	\$ 108.39	\$ 108.39
Subtotal:						\$ 2,522.17	

Location: 121

77	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 568.00	\$ 163.02	\$ 163.02
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Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
78	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,100.00	\$ 315.70	\$ 315.70
79	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,108.00	\$ 318.00	\$ 318.00
80	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 482.00	\$ 138.33	\$ 276.66
81	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L	\$ 529.00	\$ 151.82	\$ 151.82
82	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 509.00	\$ 146.08	\$ 146.08
83	1	HST25823LR	HON	Flagship End Twr w/Bookcs FF Lt-Bkcs RT-Wrdrobe/R Pulls Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 1,956.00	\$ 620.05	\$ 620.05
84	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T	\$ 379.00	\$ 145.16	\$ 145.16
85	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB	\$ 724.00	\$ 277.29	\$ 277.29
86	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88	\$ 283.00	\$ 108.39	\$ 108.39
Subtotal:						\$ 2,522.17	

Location: 123

87	4	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T	\$ 379.00	\$ 145.16	\$ 580.64
88	1	HTLD42	HON	Preside 42"Round Shaped Laminate Top 2MM/Flat .G Edge: Shaker Cherry F No Grommets .N LAM: Shaker Cherry .F	\$ 399.00	\$ 152.82	\$ 152.82

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
89	1	HTLR42	HON	Preside Laminate Cylinder base for 42" Tops <i>LAM: Shaker Cherry .F</i>	\$ 554.00	\$ 212.18	\$ 212.18
						Subtotal:	\$ 945.64
Location: 126A							
90	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty <i>LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S</i>	\$ 568.00	\$ 163.02	\$ 163.02
91	1	HIN8925HP	HON	Initiate 24D x 72W Table Desk 1/2 Modesty <i>LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S</i>	\$ 1,078.00	\$ 309.39	\$ 309.39
92	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty <i>LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S</i>	\$ 1,108.00	\$ 318.00	\$ 318.00
93	2	HNOH48FD	HON	Initiate 48Wx14 3/8Dx15H Initiate Flipper Overhead Door <i>Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L</i>	\$ 552.00	\$ 158.42	\$ 316.84
94	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H <i>Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S</i>	\$ 509.00	\$ 146.08	\$ 146.08
95	1	H36820R	HON	Brigade Ped "R" Pull Freestanding F/F 20 20"D x 28"H <i>Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S</i>	\$ 493.00	\$ 141.49	\$ 141.49
96	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking <i>Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB</i>	\$ 379.00	\$ 145.16	\$ 145.16
97	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld <i>Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB</i>	\$ 724.00	\$ 277.29	\$ 277.29
98	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard <i>GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88</i>	\$ 283.00	\$ 108.39	\$ 108.39
						Subtotal:	\$ 1,925.66
Location: 127							
99	2	HMS1	HON	Motivate High Density Stacker-Sled Base-Set/4 <i>Arm: No Arm .N COLOR: Onyx .ON FRAME: Chrome .Y</i>	\$ 704.00	\$ 269.63	\$ 539.26

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
100	2	H1111	HON	Hospitality Tbl Sqr Hosp Tbl w/ T-Mld Edg 36D x 36W <i>Lam: Silver Mesh .B9</i> <i>T-Mold: Black .P</i>	\$ 228.00	\$ 87.32	\$ 174.64
101	2	HBBX36	HON	Hospitality Tbl 3" Dia. Single Column Base 36" x 36" <i>Color: Black .P</i>	\$ 215.00	\$ 82.35	\$ 164.70
Subtotal:						\$ 878.60	

Location: 132

102	1	HIN8944HP	HON	Initiate 24D x 48W Table Return 1/2 Modesty <i>LAM: Mahogany .N</i> <i>EDGE: Mahogany .N</i> <i>Grommet: Charcoal .S</i> <i>Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 834.00	\$ 239.36	\$ 239.36
103	1	HINDBCL1	HON	Initiate Back corner leg for corner units <i>PAINT: Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 137.00	\$ 39.32	\$ 39.32
104	1	HINDEP2429	HON	Initiate End panel support non-handed 29 1/2"H 24"D <i>PAINT: Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 161.00	\$ 46.21	\$ 46.21
105	1	HINDMP30H	HON	Initiate Modesty panel 30" w 1/2 Height <i>Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 137.00	\$ 39.32	\$ 39.32
106	1	HINDMP66H	HON	Initiate Modesty panel 66" w 1/2 Height <i>Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 158.00	\$ 45.35	\$ 45.35
107	1	HINDSL29	HON	Initiate Shared Leg <i>PAINT: Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i>	\$ 305.00	\$ 87.54	\$ 87.54
108	1	HNOH36FD	HON	Initiate 36Wx14 3/8Dx15H Initiate Flipper Overhead Door <i>Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i> <i>Lock: Lock .L</i>	\$ 505.00	\$ 144.94	\$ 144.94
109	1	HNOH48FD	HON	Initiate 48Wx14 3/8Dx15H Initiate Flipper Overhead Door <i>Select Core Paint \$(CORE)</i> <i>Paint: Charcoal .S</i> <i>Lock: Lock .L</i>	\$ 552.00	\$ 158.42	\$ 158.42
110	1	HWV93AALP	HON	Systems 72x36x24x24Left Corner Cove Worksurface Edgebd <i>LAM: Mahogany .N</i> <i>EDGE: Mahogany .N</i> <i>Grommet: Charcoal .S</i> <i>Omit Cantilever X</i>	\$ 625.00	\$ 179.38	\$ 179.38
111	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H <i>Lock: Lock .L</i> <i>PAINT: Select Core Paint \$(CORE)</i> <i>PAINT: Charcoal .S</i>	\$ 509.00	\$ 146.08	\$ 146.08
112	1	H36823R	HON	Brigade Ped "R" Pull Freestanding F/F 23"D x 28"H <i>Lock: Lock .L</i> <i>PAINT: Select Core Paint \$(CORE)</i> <i>PAINT: Charcoal .S</i>	\$ 509.00	\$ 146.08	\$ 146.08
113	2	HSC1872	HON	Storage Cabinet 18D x 36W x 72H <i>Standard Random Key Lock .L</i> <i>PAINT: Select Core Paint \$(CORE)</i> <i>PAINT: Charcoal .S</i>	\$ 777.00	\$ 246.31	\$ 492.62
114	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking <i>Arm: Fixed .F</i> <i>Glide .E</i> <i>Back: Upholstered .U</i> <i>GRADE: III UPHOLSTERY \$(3)</i> <i>UPH: Contourett .UR</i> <i>COLOR: Black 10</i>	\$ 379.00	\$ 145.16	\$ 145.16

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
115	1	HIWM3	HON	FRAME: Black .T Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
116	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39
				GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88			
Subtotal:						\$ 2,295.46	

Location: 133

117	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 163.02	\$ 163.02
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
118	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 315.70	\$ 315.70
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
119	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 318.00	\$ 318.00
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
120	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 482.00	\$ 138.33	\$ 276.66
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
121	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 529.00	\$ 151.82	\$ 151.82
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
122	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 146.08	\$ 146.08
				Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
123	1	HST25823LR	HON	Flagship End Twr w/Bookcs FF Lt-Bkcs RT-Wrdrobe/R Pulls	\$ 1,956.00	\$ 620.05	\$ 620.05
				Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
124	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 145.16	\$ 145.16
				Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T			
125	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR			

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell	
126	1	HLSL78TW	HON	COLOR: Black FRAME: Black Base: Standard Black Tackboard for 78" W Wallmount Tackboard				
				GRADE: Fabric Grade III FABRIC: Sarto COLOR: Ash	10 .T .SB \$(3) .SRT 88	\$ 283.00	\$ 108.39	\$ 108.39

Subtotal: \$ 2,522.17

Location: 134

127	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany EDGE: Mahogany Grommet: Charcoal Select Core Paint Paint: Charcoal	.N .N .S \$(CORE) .S	\$ 568.00	\$ 163.02	\$ 163.02
128	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany EDGE: Mahogany Grommet: Charcoal Select Core Paint Paint: Charcoal	.N .N .S \$(CORE) .S	\$ 1,100.00	\$ 315.70	\$ 315.70
129	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany EDGE: Mahogany Grommet: Charcoal Select Core Paint Paint: Charcoal	.N .N .S \$(CORE) .S	\$ 1,108.00	\$ 318.00	\$ 318.00
130	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint Paint: Charcoal Lock: Lock	\$(CORE) .S .L	\$ 482.00	\$ 138.33	\$ 276.66
131	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door Select Core Paint Paint: Charcoal Lock: Lock	\$(CORE) .S .L	\$ 529.00	\$ 151.82	\$ 151.82
132	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock PAINT: Select Core Paint PAINT: Charcoal	.L \$(CORE) .S	\$ 509.00	\$ 146.08	\$ 146.08
133	1	HST25823RR	HON	Flagship End Twr w/Bookcs FF RT-Bkcs Lt--Wrdrobe/R Pull Standard Random Key Lock PAINT: Select Core Paint PAINT: Charcoal	.L \$(CORE) .S	\$ 1,956.00	\$ 620.05	\$ 620.05
134	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed Glide Back: Upholstered GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black	.F .E .U \$(3) .UR 10 .T	\$ 379.00	\$ 145.16	\$ 145.16
135	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld Arm: Height and Width Adj CASTER: Hard Back: Mesh Back GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black Base: Standard Black	.A .H .M \$(3) .UR 10 .T .SB	\$ 724.00	\$ 277.29	\$ 277.29
136	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard GRADE: Fabric Grade III FABRIC: Sarto COLOR: Ash	10 .T .SB \$(3) .SRT 88	\$ 283.00	\$ 108.39	\$ 108.39

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
					Subtotal:	\$ 2,522.17	
Location: 135							
137	6	HIWM1	HON	Ignition Wk Mid-bck Pneu Swivel tilt Tilt Bck Ht Adj	\$ 619.00	\$ 237.08	\$ 1,422.48
				Arm: Height and Width Adj	.A		
				CASTER: Hard	.H		
				Back: Mesh Back	.M		
				GRADE: III UPHOLSTERY	\$(3)		
				UPH: Contourett	.UR		
				COLOR: Black	10		
				FRAME: Black	.T		
				Base: Standard Black	.SB		
138	1	HTLB3672	HON	Preside 72W x 36D Boat Shaped Laminate Top	\$ 522.00	\$ 199.93	\$ 199.93
				2MM/Flat	.G		
				Edge: Mahogany	.N		
				No Grommets	.N		
				LAM: Mahogany	.N		
139	1	HTLP72	HON	Preside Laminate Panel Base For 72" W Table Tops	\$ 468.00	\$ 179.24	\$ 179.24
				LAM: Mahogany	.N		
					Subtotal:	\$ 1,801.65	

Location: 136

140	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 163.02	\$ 163.02
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
141	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 315.70	\$ 315.70
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
142	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 318.00	\$ 318.00
				LAM: Mahogany	.N		
				EDGE: Mahogany	.N		
				Grommet: Charcoal	.S		
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
143	2	HNOH30FD	HON	Initiate 30Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 482.00	\$ 138.33	\$ 276.66
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
				Lock: Lock	.L		
144	1	HNOH42FD	HON	Initiate 42Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 529.00	\$ 151.82	\$ 151.82
				Select Core Paint	\$(CORE)		
				Paint: Charcoal	.S		
				Lock: Lock	.L		
145	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 146.08	\$ 146.08
				Lock: Lock	.L		
				PAINT: Select Core Paint	\$(CORE)		
				PAINT: Charcoal	.S		
146	1	HST25823RR	HON	Flagship End Twr w/Bookcks FF RT-Bkcs Lt--Wrdrobe/R Pull	\$ 1,956.00	\$ 620.05	\$ 620.05
				Standard Random Key Lock	.L		
				PAINT: Select Core Paint	\$(CORE)		
				PAINT: Charcoal	.S		
147	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 145.16	\$ 145.16
				Arm: Fixed	.F		
				Glide	.E		
				Back: Upholstered	.U		
				GRADE: III UPHOLSTERY	\$(3)		
				UPH: Contourett	.UR		
				COLOR: Black	10		

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
148	1	HIWM3	HON	FRAME: Black .T Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
149	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39
				GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88			
Subtotal:						\$ 2,522.17	

Location: Mayor Office

150	1	HPC031R	HON	Park Ave 66Wx30Dx29H SP Desk Rectangle Top Right P/M/F	\$ 1,588.00	\$ 608.20	\$ 608.20
				Beaded Edge .B Bar/Satin Nickel .C LAM: Mahogany .NN			
151	1	HPC402X	HON	Park Ave 48Wx24Dx29H Bridge ETA	\$ 422.00	\$ 161.63	\$ 161.63
				Beaded Edge .B Satin Nickel .C LAM: Mahogany .NN			
152	2	HPC524W	HON	Park Ave 36x18 7/8 Wall Mount Storage 2 Lam Doors	\$ 751.00	\$ 287.63	\$ 575.26
				Beaded Edge .B LAM: Mahogany .NN			
153	1	HPC525W	HON	Park Ave 30x18 7/8 Wall Mount Storage 2 Lam Doors	\$ 716.00	\$ 274.23	\$ 274.23
				Beaded Edge .B LAM: Mahogany .NN			
154	1	HPM514X	HON	Park Ave F/F Pedestal 15-3/4 x 22-3/4 x 27-3/4	\$ 710.00	\$ 271.93	\$ 271.93
				Bar/Satin Nickel .C LAM: Mahogany .N			
155	1	HPM632X	HON	Park Ave Cred Top/Back Panel Components-66x24	\$ 615.00	\$ 235.55	\$ 235.55
				Beaded Edge .B Satin Nickel .C LAM: Mahogany .NN			
156	1	HPM692R	HON	Park Ave End Panel for 24" Tops Right	\$ 169.00	\$ 64.73	\$ 64.73
				LAM: Mahogany .N			
157	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 145.16	\$ 145.16
				Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T			
158	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 277.29	\$ 277.29
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
159	1	HLSL78TW	HON	Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 108.39	\$ 108.39
				GRADE: Fabric Grade III \$(3) FABRIC: Sarto .SRT COLOR: Ash 88			
Subtotal:						\$ 2,722.37	

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				Tax 1	\$ 0.00	\$ 0.00	\$ 0.00
				Installation Labor	\$ 0.00	\$ 7,155.78	\$ 7,155.78
Project Total:						\$ 54,861.01	

Product is produced by the manufacturer to the above specifications. Once ordered it can not be changed, canceled or returned.

Project Authorization: _____ P.O. Number _____

Credit Card Authorization

Credit Card#: _____ Exp Date: _____ VISA MC AMEX

Cardholder: _____ Date: _____

Signature: _____ P.O. Number: _____



Office Furniture Proposal

Quote#

Bill To: Town of Waxhaw
Waxhaw NC
Town of Waxhaw

Ship To: Town of Waxhaw
Waxhaw NC

Quoted By: Mark Turcotte

Notes:

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
Location: 100							
1	4	H2093	HON	Pillowsoft 2090 Guest Sled Base w/Arms <i>GRADE: Leather UPHOLSERY \$(L)</i> <i>UPH: Leather .SR</i> <i>COLOR: Black 11 11</i> <i>FRAME: Black .T</i>	\$ 547.00	\$ 236.85	\$ 947.40
2	1	H80192	HON	Occasional Laminate Occasional Corner Table 24L 24W 20H <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 344.00	\$ 148.95	\$ 148.95
Subtotal:						\$ 1,096.35	
Location: 101							
3	12	H2092	HON	Pillowsoft 2090 Mgr Mid-back Swivel Tilt Arms <i>CASTER: Hard (Standard) .H</i> <i>GRADE: Leather UPHOLSERY \$(L)</i> <i>UPH: Leather .SR</i> <i>COLOR: Black 11 11</i> <i>FRAME: Black .T</i>	\$ 593.00	\$ 256.77	\$ 3,081.24
4	1	HTLB48168	HON	Preside 168W x 48D Boat Shaped Laminate Top <i>2MM/Flat .G</i> <i>Edge: Mahogany N</i> <i>No Grommets .N</i> <i>LAM: Mahogany .N</i>	\$ 1,271.00	\$ 550.34	\$ 550.34
5	1	HTLP168	HON	Preside Laminate Panel Base For 168" W Table Tops <i>LAM: Mahogany .N</i>	\$ 770.00	\$ 333.41	\$ 333.41
Subtotal:						\$ 3,964.99	
Location: 102							
6	1	H105896L	HON	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 1,199.00	\$ 519.17	\$ 519.17
7	1	H105905R	HON	10500 Series 48Wx24Dx29-1/2H Return Rt File/File Ped <i>LAM: Mahogany .N</i> <i>LAM: Mahogany N</i>	\$ 847.00	\$ 366.75	\$ 366.75
8	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid <i>Arm: Height and Width Adj .A</i> <i>CASTER: Hard .H</i> <i>Back: Mesh Back .M</i> <i>GRADE: III UPHOLSTERY \$(3)</i> <i>UPH: Contourett .UR</i> <i>COLOR: Black 10</i> <i>FRAME: Black .T</i> <i>Base: Standard Black .SB</i>	\$ 724.00	\$ 313.49	\$ 313.49
Subtotal:						\$ 1,199.41	

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
Location: 105							
9	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 568.00	\$ 174.38	\$ 174.38
10	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,100.00	\$ 337.70	\$ 337.70
11	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,108.00	\$ 340.16	\$ 340.16
12	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 509.00	\$ 156.26	\$ 156.26
13	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T	\$ 379.00	\$ 164.11	\$ 164.11
14	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB	\$ 724.00	\$ 313.49	\$ 313.49
Subtotal:						\$ 1,486.10	

Location: 106

15	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 568.00	\$ 174.38	\$ 174.38
16	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,100.00	\$ 337.70	\$ 337.70
17	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S	\$ 1,108.00	\$ 340.16	\$ 340.16
18	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S	\$ 509.00	\$ 156.26	\$ 156.26

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
19	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
				Arm: Fixed .F			
				Glide .E			
				Back: Upholstered .U			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
20	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A			
				CASTER: Hard .H			
				Back: Mesh Back .M			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
				Base: Standard Black .SB			
					Subtotal:	\$ 1,486.10	
Location: 109							
21	3	HITS5	HON	Ignition Task Stool Pneu Adj Footrest Back Ht Adj	\$ 664.00	\$ 287.51	\$ 862.53
				Arm: Height and Width Adj .A			
				CASTER: Hard .H			
				Back: Mesh Back .M			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
				Base: Standard Black .SB			
					Subtotal:	\$ 862.53	
Location: 110							
22	10	H2092	HON	Pillowsoft 2090 Mgr Mid-back Swivel Tilt Arms	\$ 593.00	\$ 256.77	\$ 2,567.70
				CASTER: Hard (Standard) .H			
				GRADE: Leather UPHOLSERY \$(L)			
				UPH: Leather .SR			
				COLOR: Black 11 11			
				FRAME: Black .T			
23	1	HTLB48120	HON	Preside 120W x 48D Boat Shaped Laminate Top	\$ 919.00	\$ 397.93	\$ 397.93
				2MM/Flat .G			
				Edge: Mahogany .N			
				No Grommets .N			
				LAM: Mahogany .N			
24	1	HTLP120	HON	Preside Laminate Panel Base For 120" W Table Tops	\$ 499.00	\$ 216.07	\$ 216.07
				LAM: Mahogany .N			
					Subtotal:	\$ 3,181.70	
Location: 114							
25	1	H10526L	HON	10500 SeriesP-Shaped Pen w/End Panel72Wx36Dx29-1/2H Lt	\$ 883.00	\$ 382.34	\$ 382.34
				LAM: Mahogany .N			
				LAM: Mahogany .N			
26	1	HPC180G	HON	Park Ave 3/4 Lgth Modesty Panel for Pen/Frosted Nickl	\$ 605.00	\$ 261.97	\$ 261.97
27	1	HPC230L	HON	Park Ave 72Wx24Dx29H SP Credenza Left F/F Pedestal	\$ 1,464.00	\$ 633.91	\$ 633.91
				Beaded Edge .B			
				Bar/Satin Nickel .C			
				LAM: Mahogany .NN			
28	1	HPC402X	HON	Park Ave 48Wx24Dx29H Bridge ETA	\$ 422.00	\$ 182.73	\$ 182.73
				Beaded Edge .B			
				Satin Nickel .C			
				LAM: Mahogany .NN			
29	2	HPC524G	HON	Park Ave 36x18 7/8 Wall Mount Storage 2 Frost Nickel Dr	\$ 1,021.00	\$ 442.09	\$ 884.18

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
30	1	HPC525G	HON	Beaded Edge LAM: Mahogany Park Ave 30x18 7/8 Wall Mount Storage 2 Frost Nickel Dr	\$ 986.00	\$ 426.94	\$ 426.94
31	2	HISB6	HON	Beaded Edge LAM: Mahogany Ignition Sled Bse Guest Chair	\$ 379.00	\$ 164.11	\$ 328.22
32	1	HIWM3	HON	Arm: Fixed Glide Back: Upholstered GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$ 724.00	\$ 313.49	\$ 313.49
33	1	HLSL72TW	HON	Arm: Height and Width Adj CASTER: Hard Back: Mesh Back GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black Base: Standard Black Tackboard for 72" W Wallmount Tackboard	\$ 269.00	\$ 116.48	\$ 116.48
					Subtotal:	\$ 3,530.26	
Location: 115							
34	1	H10570	HON	10500 Series Bridge 47W x 24D x 29-1/2H	\$ 318.00	\$ 137.69	\$ 137.69
35	1	H105894L	HON	LAM: Mahogany LAM: Mahogany 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F BowTop	\$ 1,347.00	\$ 583.25	\$ 583.25
36	1	H10592	HON	LAM: Mahogany LAM: Mahogany 10500 Series Desk Shell 72W x 30D x 29-1/2H	\$ 659.00	\$ 285.35	\$ 285.35
37	2	HISB6	HON	LAM: Mahogany LAM: Mahogany Ignition Sled Bse Guest Chair	\$ 379.00	\$ 164.11	\$ 328.22
38	1	HIWM3	HON	Arm: Fixed Glide Back: Upholstered GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$ 724.00	\$ 313.49	\$ 313.49
39	1	HLSL78TW	HON	Arm: Height and Width Adj CASTER: Hard Back: Mesh Back GRADE: III UPHOLSTERY UPH: Contourett COLOR: Black FRAME: Black Base: Standard Black Tackboard for 78" W Wallmount Tackboard	\$ 283.00	\$ 122.54	\$ 122.54
					Subtotal:	\$ 1,770.54	
Location: 119							
40	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 174.38	\$ 174.38

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
41	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 337.70	\$ 337.70
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
42	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 340.16	\$ 340.16
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
43	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 156.26	\$ 156.26
				Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
44	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
				Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contoureff .UR COLOR: Black 10 FRAME: Black .T			
45	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contoureff .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
					Subtotal:	\$ 1,486.10	
Location: 121							
46	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 174.38	\$ 174.38
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
47	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 337.70	\$ 337.70
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
48	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 340.16	\$ 340.16
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
49	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 156.26	\$ 156.26
				Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
50	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
				Arm: Fixed .F Glide .E			

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				Back: Upholstered .U			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
51	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A			
				CASTER: Hard .H			
				Back: Mesh Back .M			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
				Base: Standard Black .SB			
					Subtotal:	\$ 1,486.10	
Location: 123							
52	4	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 656.44
				Arm: Fixed .F			
				Glide .E			
				Back: Upholstered .U			
				GRADE: III UPHOLSTERY \$(3)			
				UPH: Contourett .UR			
				COLOR: Black 10			
				FRAME: Black .T			
53	1	HTLD42	HON	Preside 42" Round Shaped Laminate Top	\$ 399.00	\$ 172.77	\$ 172.77
				2MM/Flat .G			
				Edge: Shaker Cherry F			
				No Grommets .N			
				LAM: Shaker Cherry F			
54	1	HTLR42	HON	Preside Laminate Cylinder base for 42" Tops	\$ 554.00	\$ 239.88	\$ 239.88
				LAM: Shaker Cherry F			
					Subtotal:	\$ 1,069.09	
Location: 126A							
55	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 174.38	\$ 174.38
				LAM: Mahogany .N			
				EDGE: Mahogany .N			
				Grommet: Charcoal .S			
				Select Core Paint \$(CORE)			
				Paint: Charcoal .S			
56	1	HIN8925HP	HON	Initiate 24D x 72W Table Desk 1/2 Modesty	\$ 1,078.00	\$ 330.95	\$ 330.95
				LAM: Mahogany .N			
				EDGE: Mahogany .N			
				Grommet: Charcoal .S			
				Select Core Paint \$(CORE)			
				Paint: Charcoal .S			
57	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 340.16	\$ 340.16
				LAM: Mahogany .N			
				EDGE: Mahogany .N			
				Grommet: Charcoal .S			
				Select Core Paint \$(CORE)			
				Paint: Charcoal .S			
58	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 156.26	\$ 156.26
				Lock: Lock .L			
				PAINT: Select Core Paint \$(CORE)			
				PAINT: Charcoal .S			
59	1	H36820R	HON	Brigade Ped "R" Pull Freestanding F/F 20 20"D x 28"H	\$ 493.00	\$ 151.35	\$ 151.35
				Lock: Lock .L			
				PAINT: Select Core Paint \$(CORE)			
				PAINT: Charcoal .S			
60	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
				Arm: Fixed .F			
				Glide .E			

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T			
61	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
					Subtotal:	\$ 1,630.70	
Location: 127							
62	2	HMS1	HON	Motivate High Density Stacker-Sled Base-Set/4	\$ 704.00	\$ 304.83	\$ 609.66
				Arm: No Arm .N COLOR: Onyx .ON FRAME: Chrome .Y			
63	2	H1111	HON	Hospitality Tbl Sqr Hosp Tbl w/ T-Mid Edg 36D x 36W	\$ 228.00	\$ 98.72	\$ 197.44
				Lam: Silver Mesh .B9 T-Mold: Black .P			
64	2	HBBX36	HON	Hospitality Tbl 3" Dia. Single Column Base 36" x 36"	\$ 215.00	\$ 93.10	\$ 186.20
				Color: Black .P			
					Subtotal:	\$ 993.30	
Location: 132							
65	1	HIN8944HP	HON	Initiate 24D x 48W Table Return 1/2 Modesty	\$ 834.00	\$ 256.04	\$ 256.04
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
66	1	HINDBCL1	HON	Initiate Back corner leg for corner units	\$ 137.00	\$ 42.06	\$ 42.06
				PAINT: Select Core Paint \$(CORE) Paint: Charcoal .S			
67	1	HINDEP2429	HON	Initiate End panel support non-handed 29 1/2"H 24"D	\$ 161.00	\$ 49.43	\$ 49.43
				PAINT: Select Core Paint \$(CORE) Paint: Charcoal .S			
68	1	HINDMP30H	HON	Initiate Modesty panel 30" w 1/2 Height	\$ 137.00	\$ 42.06	\$ 42.06
				Select Core Paint \$(CORE) Paint: Charcoal .S			
69	1	HINDMP66H	HON	Initiate Modesty panel 66" w 1/2 Height	\$ 158.00	\$ 48.51	\$ 48.51
				Select Core Paint \$(CORE) Paint: Charcoal .S			
70	1	HINDSL29	HON	Initiate Shared Leg	\$ 305.00	\$ 93.64	\$ 93.64
				PAINT: Select Core Paint \$(CORE) Paint: Charcoal .S			
71	1	HNOH36FD	HON	Initiate 36Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 505.00	\$ 155.04	\$ 155.04
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
72	1	HNOH48FD	HON	Initiate 48Wx14 3/8Dx15H Initiate Flipper Overhead Door	\$ 552.00	\$ 169.46	\$ 169.46
				Select Core Paint \$(CORE) Paint: Charcoal .S Lock: Lock .L			
73	1	HWV93AALP	HON	Systems 72x36x24x24Left Corner Cove Worksurface Edgebd	\$ 625.00	\$ 191.88	\$ 191.88
				LAM: Mahogany .N EDGE: Mahogany .N			

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
74	2	HSC1872	HON	Grommet: Charcoal .S Omit Cantilever X Storage Cabinet 18D x 36W x 72H	\$ 777.00	\$ 320.90	\$ 641.80
75	1	HIGS6	HON	Standard Random Key Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
76	1	HIWM3	HON	Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
Subtotal:						\$ 2,167.52	

Location: 136

77	1	HIN8220HP	HON	Initiate 42W x 24D Bridge 1/2 Modesty	\$ 568.00	\$ 174.38	\$ 174.38
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
78	1	HIN8933FP	HON	Initiate 30D x 66W Table Desk Full Modesty	\$ 1,100.00	\$ 337.70	\$ 337.70
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
79	1	HIN8935HP	HON	Initiate 30D x 72W Table Desk 1/2 Modesty	\$ 1,108.00	\$ 340.16	\$ 340.16
				LAM: Mahogany .N EDGE: Mahogany .N Grommet: Charcoal .S Select Core Paint \$(CORE) Paint: Charcoal .S			
80	1	H36723R	HON	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	\$ 509.00	\$ 156.26	\$ 156.26
				Lock: Lock .L PAINT: Select Core Paint \$(CORE) PAINT: Charcoal .S			
81	1	HIGS6	HON	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$ 379.00	\$ 164.11	\$ 164.11
				Arm: Fixed .F Glide .E Back: Upholstered .U GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T			
82	1	HIWM3	HON	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld	\$ 724.00	\$ 313.49	\$ 313.49
				Arm: Height and Width Adj .A CASTER: Hard .H Back: Mesh Back .M GRADE: III UPHOLSTERY \$(3) UPH: Contourett .UR COLOR: Black 10 FRAME: Black .T Base: Standard Black .SB			
Subtotal:						\$ 1,486.10	

Line	Qty	Part Number	Mfg	Part Description	List	Sell	Ext Sell
				Tax 1	\$ 0.00	\$ 0.00	\$ 0.00
				Installation Labor	\$ 0.00	\$ 4,334.53	\$ 4,334.53
Project Total:						\$ 33,231.42	

Product is produced by the manufacturer to the above specifications. Once ordered it can not be changed, canceled or returned.

Project Authorization:  P.O. Number _____

Credit Card Authorization

Credit Card#: _____ Exp Date: _____ VISA MC AMEX

Cardholder: _____ Date: _____

Signature: _____ P.O. Number: _____



TOWN OF WAXHAW

Public Service Department
402 Brevard St.
Waxhaw, N.C 28173
Telephone (704) 843-7439 • Fax (704) 843-7355
www.waxhaw.com

**PUBLIC SERVICE
DIRECTOR**
N. TODD MATTHEWS JR.

**PUBLIC SERVICE
ADMINISTRATIVE ASSISTANT/
SOUTHSIDE CEMETERY MANAGER**
MARION P. MORTON

Hours: Monday-Friday 7:00 a.m. to 4:00 p.m.

January 14, 2015

To: Board of Commissioners
Town of Waxhaw

From: Marion Morton
Public Services Dept.
Town of Waxhaw

Re: 2015 July 4th Fireworks Contract

Please find attached the proposal and contract with East Coast Pyrotechnics for the annual July 4th fireworks show. The proposal details the types of the shells to be used during the show as well as the quantity of each. The contract cost is the same as last year with no increase being charged.

I respectfully request that you review this package and approve the contract as well as payment of the deposit. Please let me know should you have any questions and/or concerns. Thank you in advance for your prompt attention to this matter.

Cc: Melody Shuler, Town Clerk
Lisa Hoffman, Events Coordinator
Greg Mahar, Interim Town Manager
Paula Kee, Accounts Payable



January 8, 2015

Ms. Marion Morton
Town of Waxhaw
P.O. Box 6
Waxhaw, NC 28173

Dear Ms. Morton:

Thank you for your continued interest in East Coast Pyrotechnics.

Enclosed, please find a display proposal, and contract for your review. Keep in mind that this proposal represents a complete turnkey program. East Coast will provide all necessary material, qualified technicians and 5 million dollars of liability insurance coverage. In addition, we will work with local authorities to secure all required discharge permits.

The proposed display will feature the same high quality fireworks materials and will contain a combination of large aerial and repeater type materials. As with previous displays, I will include the best of our new inventory to keep the program fresh and exciting.

If the proposed display meets your approval, please return the enclosed contract to secure your upcoming event. For your convenience, you may fax (803-789-6440) or e-mail.

If you should have any questions feel free to contact me at (800) 238-5114 or joel@eastcoastpyro.com at anytime.

Sincerely,

Joel Matthews
Event Producer

Town of Waxhaw
July 4th, 2015
\$12,500.00 Proposal Synopsis

Opening

3 – 3” Silver Titanium Salute with Rising Silver Tails
120 Shot – 1½” Red, White & Blue Peony with Rising Tails “Z” Shape

Main Body

130 – 3” Caliber Shells
99 – 4” Caliber Shells
77 – 5” Caliber Shells

Mid – Show Flight

100 Shot – 1 ½” Silver Serpent to Variegated Color Peony “Z” Shape
36 Shot – 2 ½” Golden Crackle Dragon Egg with 36 Rising Tails
100 Shot – 1 ½” Blue Tail Comet to Falling Leaf
100 Shot – 1 ½” Silver Glitter Crossette with Rising Tails
210 Shot – 1” Red & Blue Comet Tails to Silver Crossette “X” Shape
49 Shot – 1 ½” Silver Spinning Farfalla “Fan” Shape
180 Shot – 1 ½” Crackle Flower with Golden Whirls “Z” Shape
36 Shot – 2 ½” Assorted Color Palm Tree with 36 Rising Tails

Grand Finale

50 – 2” Multi-Color Dahlia with 50 Rising Tails
36 – 2 ½” Assorted Color Peony & Salutes with 36 Rising Tails
280 Shot – ¾” Three Time Screaming Silver Whistle & Report
70 – 3” Assorted Color Dahlia Shells & Crown Shells
70 – 3” Variegated Color Peony & Chrysanthemum Shells
40 – 3” Silver Titanium Salutes with Rising Silver Tails

Suggested Duration: 18 to 20 minutes

EAST COAST PYROTECHNICS, INC.
AGREEMENT

This contract entered in this 8th day of January A.D. 2015 by and between EAST COAST PYROTECHNICS, INC. of Catawba, S.C. and Town of Waxhaw (customer) of City Waxhaw State NC.

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2015 Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price or additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC. on demand, all EAST COAST PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of \$12,500.00 (50% deposit due by April 1, 2015). A service fee of 1 1/2% per month shall be added if account is not paid in full within 30 days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Commercial Liability and Property Damage and Workers Compensation insurance.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 350 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice. Signor of this contract personally guarantees full payment of this agreement.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

EAST COAST PYROTECHNICS, INC.

By _____

Date Signed: January 8, 2015

Joel Matthews
PO Box 209
Catawba, SC 29704
P803-789-5733
F803-789-6440
joel@eastcoastpyro.com

CUSTOMER

By _____

It is duly authorized agent, who represents he/she has full authority to bind the Customer

Date Signed: _____

(Please Type or Print)

Name: _____

Address: _____

Phone: _____

Email: _____

Billing Email: _____



V. New Business

A. Discussion & Possible Action of Petition CU-002641-2014

Request by Angela Berger, on behalf of Kid's Pit Stop, Inc, for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw Marvin Road for a daycare

Presenter: [Chris Rice](#)

Information

A public hearing was held on January 13, 2015 for Petition CU-002641-2014 by Angela Berger, on behalf of Kid's Pit Stop, Inc., for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw Marvin Road for a daycare.

Board Action

- Possible deferral of Petition CU-002641-2014 by Angela Berger, for conditional use permit on parcel 06-168-015B located at 4710 Waxhaw Marvin Road



STAFF REQUEST TO PLACE ITEM ON BOARD AGENDA

Date of Meeting: January 13, 2015

Department Requesting: Planning and Community Development

Staff Member Requesting: Chris Rice

Case #: CU-002641-2014

Brief Summary of the item:

CU-002641-2014 is a request by Angela Berger, on behalf of Kid's Pit Stop, Inc., for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw-Marvin Road for a daycare.

Attachments Included:

- Application
- Aerial Map
- Future Land Use Map
- Zoning Map
- Applicant Letter
- Staff Report
- October 2014 Planning Board Minutes containing recommendation of item.
- Plans
- _____
- _____

Date submitted to Town Clerk: 12/31/2014



Town of Waxhaw
 Planning & Community Development
 PO Box 617
 Waxhaw, NC 28173
 704-843-2195 (Phone)
 704-243-3276 (Fax)
 www.waxhaw.com

Date Received	<u>8/1/2014</u>
Received By	<u>Dh</u>
Fee	\$440.00

CONDITIONAL USE PERMIT APPLICATION

Application Number: CU- 002641-2014 Date of Application: August 1, 2014

Applicant Information

Applicant Name: Angela M. Berger

Applicant Mailing Address: 3001 Waxhaw Crossing Drive, Waxhaw, NC 28173

Applicant Telephone: 954-916-9057 home, 704-771-5020 cell

Property Owner Name: Kids' Pit Stop, Inc.

Property Owner Mailing Address: 3001 Waxhaw Crossing Drive, Waxhaw, NC 28173

Property Owner Telephone: 954-916-9057 home, 704-771-5020 cell

Relationship of Applicant to Property Owner: Owner/Operator

Subject Property Information

Property Location: 4710 Waxhaw-Marvin Road, Waxhaw, NC 28173

Tax Map and Parcel Number(s): 06168015B

Existing Zoning: R-3 Single Family In Flood Area? No

Is Conditional Use (CU) Rezoning Requested: Yes No

Proposed Conditional Use: Childcare facility that will have a morning preschool program, after school program, drop-in childcare and birthday parties.

Comments: The maximum occupancy will be 30 children, ages 2 through 12.

Hours of operation: Monday through Thursday 8 am to 8 pm, Friday 8 am to 9 pm, Saturday 10 am to 9 pm, and Sunday 1 pm to 8 pm.

A site plan must be submitted for evaluation by the Zoning Administrator and Planning Board and subsequently approved by the Board of Commissioners prior to any development and/or construction and must be accompanied by the following:

1. Name, address, and phone number of the applicant and property owner(s) (if different from applicant).
2. A scaled boundary survey showing the total acreage, present zoning classification(s), date & north arrow.
3. The owner's names and addresses, the tax parcel numbers, and the existing land use(s) of all adjoining properties.
4. A scaled site plan showing the following information:
 - A: All existing easements, reservations, rights-of-way and all yard requirements on the property or properties which are subject to the application.
 - B: Proposed size, layout and setbacks of all proposed structures. For residential uses this shall include the number of units and an outline of the area where the structures will be located. For non-residential uses, this shall include the approximate gross floor area of all structures and an outline of the area where the structures will be located.
 - C: Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.
 - D: Landscape plans showing proposed screening and landscaping, including walls, fences or planted areas as well as treatment of any existing natural features within the site.
 - E: Delineation of areas within the regulatory floodplain as shown on the Official Flood Plain Hazard Boundary Maps.
 - F: Proposed number, type and location of all free-standing identification signs.
5. Proposed phasing, if any, and approximate completion time of the project.
6. A fee paid in accordance with the fee schedule.

No application will be considered complete unless it has been properly completed and submitted to the Zoning Administrator by the deadline for the Planning Board Meeting.

To the best of my knowledge, all of the information herein submitted is accurate and complete.

Digitally signed by Angela Berger
DN: cn=Angela Berger, o, ou,
email=angela.berger101@gmail.com, c=US
Date: 2014.10.01 08:29:42 -04'00'

Angela Berger

(Signature of Property Owner)

8/1/14

(Date)

Digitally signed by Angela Berger
DN: cn=Angela Berger, o, ou,
email=angela.berger101@gmail.com, c=US
Date: 2014.07.30 10:17:20 -04'00'

Angela Berger

(Signature of Applicant)

8/1/14

(Date)

All of the information herein required has been submitted by the applicant and is included or attached with this application.

Sori Oakley

(Signature of Zoning Administrator)

8-1-14

(Date)

TO BE FILLED OUT BY ZONING ADMINISTRATOR

Completed application submitted on: 8/1/14

Reviewed by Planning Board on: 10/20/14

Action of Planning Board: Voted unanimously (6 to 0) to
send a favorable recommendation to
the Board of Commissioners.

Town Board Public Hearing Held On: January 13, 2015

Date of Town Board Decision: _____

Action Taken by Town Board: _____

Newspaper Affidavit should be attached

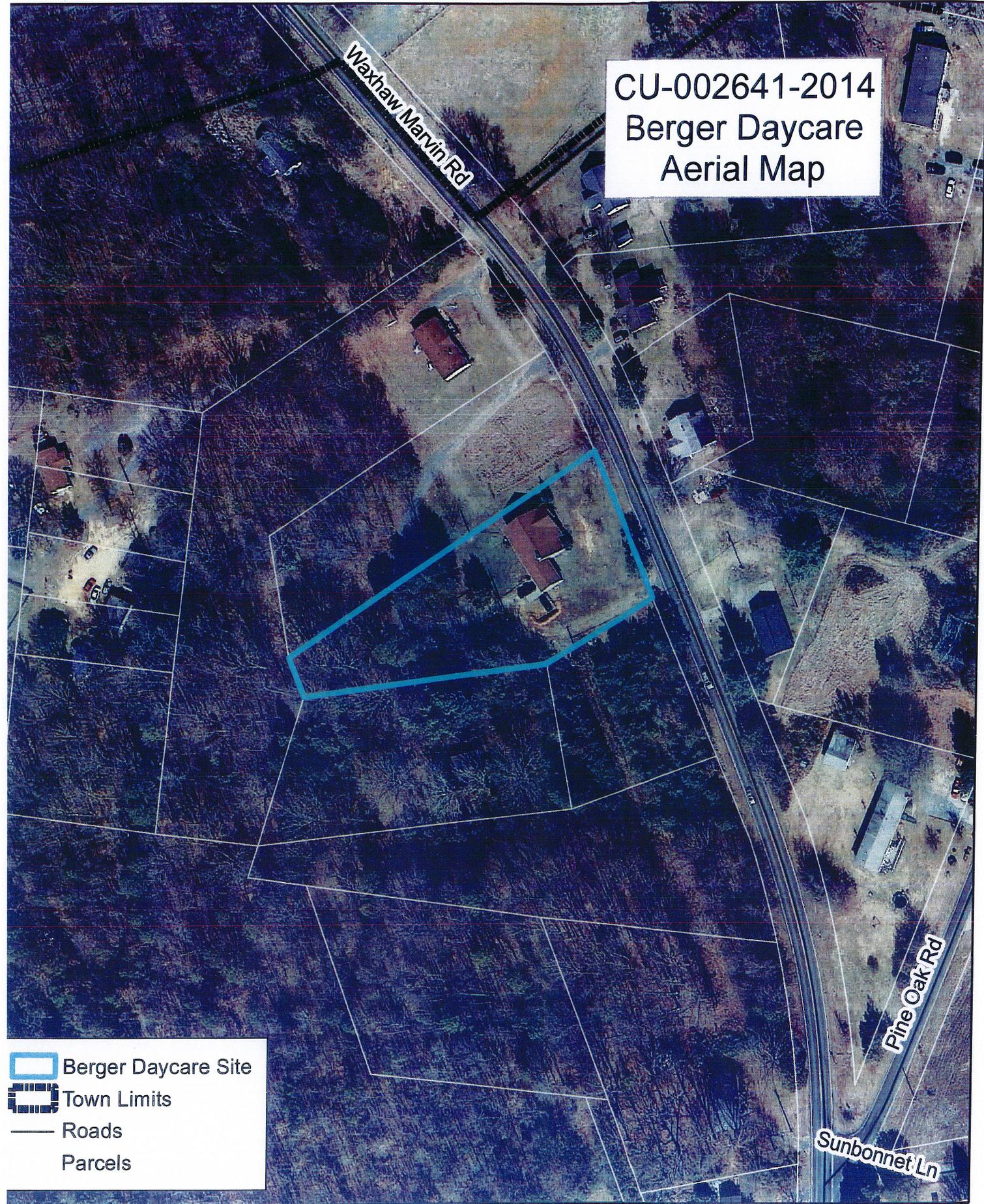
Public Hearing Notice Filed in (Newspaper): Enquirer - Journal

Date(s) Notices Published: January 2, 2015 and January 9, 2015

Notification to adjacent property owners mailed on: December 30, 2014

Property Posting Date: December 30, 2014

CU-002641-2014 Berger Daycare Aerial Map



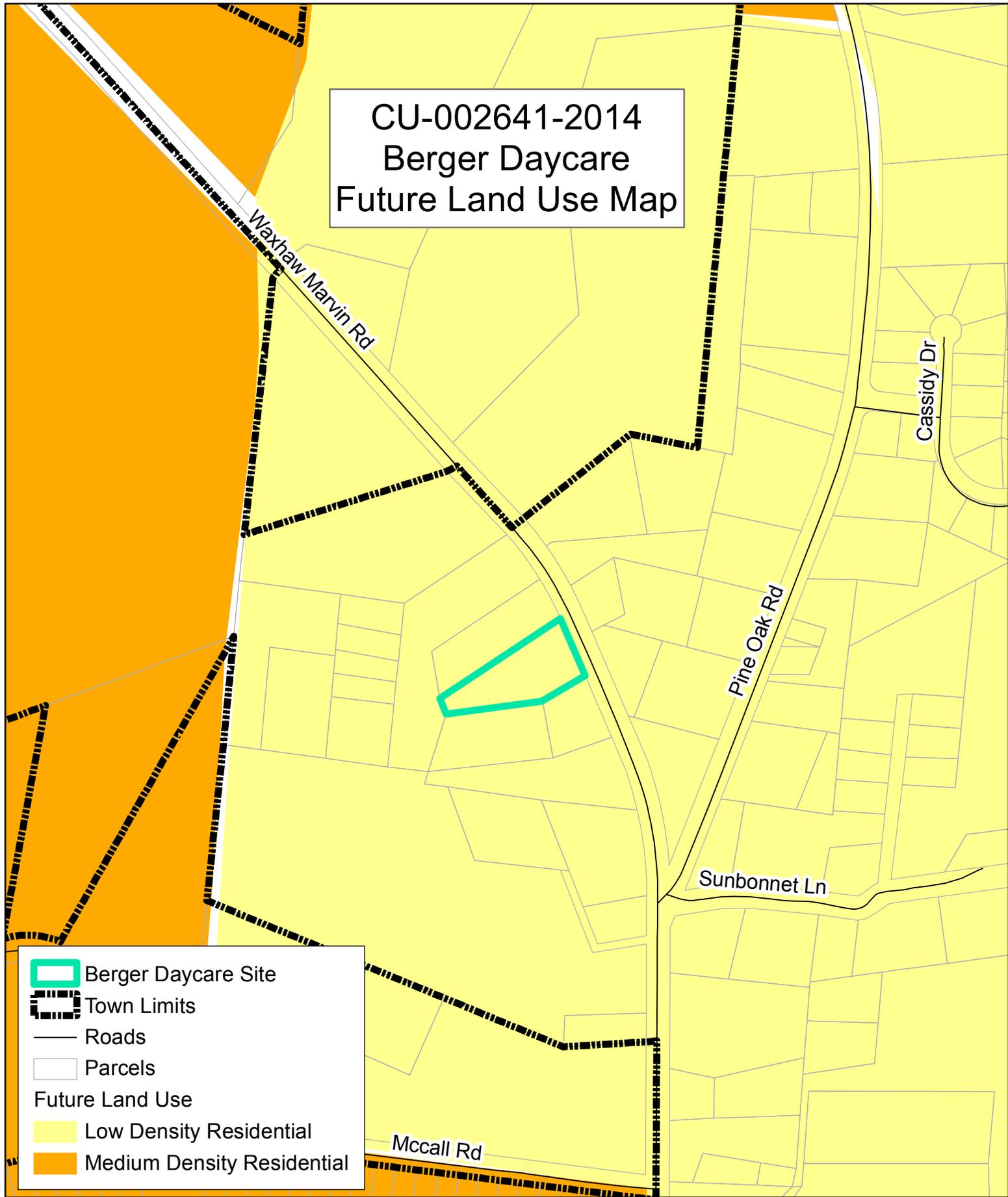
-  Berger Daycare Site
-  Town Limits
-  Roads
-  Parcels



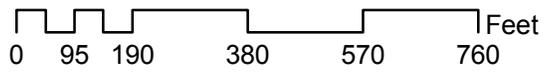
Data Source & Disclaimer
Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created October 2014.



CU-002641-2014
 Berger Daycare
 Future Land Use Map



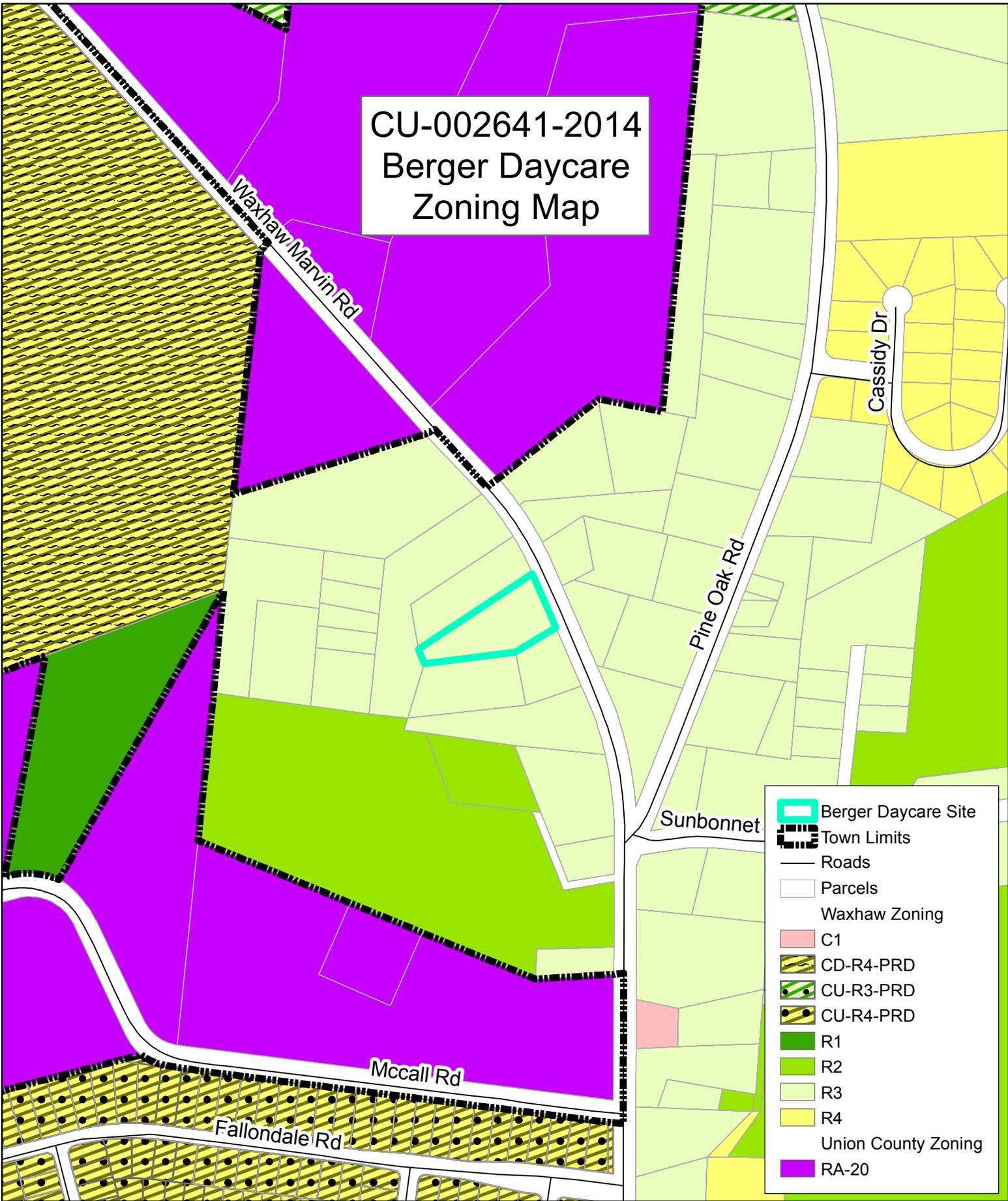
-  Berger Daycare Site
-  Town Limits
-  Roads
-  Parcels
- Future Land Use**
-  Low Density Residential
-  Medium Density Residential



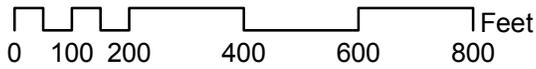
Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created October 2014.



CU-002641-2014 Berger Daycare Zoning Map



	Berger Daycare Site
	Town Limits
	Roads
	Parcels
Waxhaw Zoning	
	C1
	CD-R4-PRD
	CU-R3-PRD
	CU-R4-PRD
	R1
	R2
	R3
	R4
Union County Zoning	
	RA-20



Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created October 2014.



Kids' Pit Stop

**To: Town of Waxhaw Planning Board and
Town of Waxhaw Board of Commissioners**

From: Angela Berger, Owner of Kids' Pit Stop, Inc.

Date: October 8, 2014

Subj: Conditional Use Permit

Dear Town Officials,

I, on behalf of Kids' Pit Stop, would like to bring a new childcare facility to the Town of Waxhaw. This childcare facility will be the only one of its kind in Waxhaw and is a much needed addition to the community.

Kids' Pit Stop is a flexible childcare solutions provider. We have several quality programs taught by degreed professionals and credentialed staff. Our programs are unique in that there is never a registration fee, there is not a required minimum days of attendance, and parents only pay for the program time their child uses. We offer the following programs: a morning preschool, after school, drop-in care, school year camp (for teacher workdays and extended school breaks), summer camp, and the facility is available for birthday parties on the weekends.

In addition to our flexible attendance and payment formats, parents in the community are equally excited about the drop-in care program. The drop-in care program will allow parents to take care of needed appointments, errands, etc. during the week, and on Friday and Saturday evenings, we are open until 9:00 pm so parents can have some extra time for themselves.

The Waxhaw-Marvin Road location was chosen for the childcare facility because it is located in a residential area. Childcare fits naturally into a residential setting if certain conditions are met and any potential concerns are mitigated. Kids' Pit Stop has been proactive in researching common concerns and would like to address them upfront.

1. *How do the neighbors in the immediate vicinity feel about having a childcare facility in proximity to them?* This was Kids' Pit Stop's first concern. Kids' Pit Stop consulted with as many neighbors as possible in the immediate vicinity to get their thoughts on the project. The neighbors were favorable to the idea and cited no concerns.
2. *Will the facility be in harmony with the surrounding area?* Yes, the facility will retain its quaint residential appearance. There will be a tasteful sign of reasonable proportions, as per Waxhaw's Unified Development Ordinance (UDO), indicating that the location is a childcare facility. Other than the sign and modest parking accommodations, the facility blends in as any other residence.
3. *Is the facility located inside of a subdivision that would pose any concerns to the subdivision?* No, the facility is off of a main Waxhaw road and is not located within a subdivision or leading into a subdivision.

Kids' Pit Stop

4. *Will the facility impact traffic off of a main road leading into/out of Waxhaw?* Kids' Pit Stop feels that the majority of its customers will already be traveling by from the MillBridge community. And, with our flexible program format, there is not a push to have all of the children arrive or depart during peak traffic hours.
5. *Would there be an adverse effect on property values?* Kids' Pit Stop's property has a higher assessed value than other properties in the immediate vicinity so housing values should not be adversely affected.
6. *Will there be any major construction to the current house and property?* The house will have a small 513 square foot addition built on to the garage. The construction of an 11-space parking lot and sidewalk per Waxhaw's Unified Development Ordinance (UDO) is the only major grounds work to be completed outside of landscaping, also as per Waxhaw's UDO.

Overview of Kids' Pit Stop

Ages Served

2 years through 12 years

Maximum number of children served

30

This number was determined based on facility square footage, parking considerations and septic system requirements as governed by town, county and state authorities.

Programs

Drop-in Care
Morning Preschool
After School
School Year Camp (for teacher workdays and extended school breaks)
Summer Camp
Birthday Parties

Hours of Operation

Mondays – Thursdays	8:00 am to 8:00 pm
Fridays	8:00 am to 9:00 pm
Saturdays	10:00 am to 9:00 pm (birthday parties 10:00 am to 5:00 pm; drop-in care 5:00 pm to 9:00 pm)
Sundays	1:00 pm to 8:00 pm (birthday parties only)

I, on behalf of Kids' Pit Stop, am extremely excited to offer this flexible childcare solutions format to the community of Waxhaw. We look forward to being part of the Waxhaw business community and the community at large. Thank you in advance for your time and consideration.

Kind regards,



Angela Berger

**Conditional Use Permit CU-002641-2014
Berger Daycare Facility**

EXPLANATION OF THE REQUEST

Petition CU-002641-2014 is a request by Angela Berger, on behalf of Kid's Pit Stop, Inc., for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw-Marvin Road for a daycare.

LOCATION / LAND USE

Currently, the subject property contains a vacant single-family house. The property is zoned R3 – Single Family Residential.

- Condition and land use of the surrounding properties are:
- To the north – Single family houses located on both sides of Waxhaw Marvin Road zoned R3 Single Family Residential.
 - To the east – Single family houses zoned R3 Single Family Residential.
 - To the south – Several wooded parcels and an abandoned structure zoned R3 Single Family Residential.
 - To the west – Several wooded parcels and a single family house zoned R3 Single Family Residential.

The applicant recently purchased the existing single family home and is proposing to convert it into a daycare with a maximum of thirty (30) children. There will not be anyone living in the home. The current structure will have an addition added to the southwest corner. The proposed daycare facility will have a morning preschool program, after school program, drop-in child care and birthday parties. The existing home is approximately 3819 square feet and the proposed addition will bring the square footage to approximately 4332 square feet.

LAND USE / SITE PLAN ISSUES

1. A daycare is an allowed use in the R3 zoning district if the applicant secures a conditional use permit from the Waxhaw Board of Commissioners and meets the additional regulations set forth in Section 11.3.31. The proposed site plan for the daycare meets the requirements listed in Section 11.3.31 which state:

Day Care Centers, Principal Use

- A. *Outdoor play areas may be located in the rear yard or side yard only. If located in the side yard, a minimum side yard setback of ten (10) feet shall be observed. On corner or through lots, a minimum twenty (20) foot setback as measured from the abutting street right-of-way line shall be observed. (Greater setbacks may be required if otherwise called for in the underlying zoning district.)*
 - B. *All outdoor play areas shall be surrounded by a fence or wall at least four (4) feet in height.*
2. Water & Sewer – The site is currently served by a septic system for sewer and public water. The applicant is aware the proposed use may require a larger septic system. A permit application has been submitted for review to determine the final size and

location of the septic field. Currently the septic field is located in the front yard with a septic pump located at the rear of the house. The septic pump is partially located on the adjacent property. The applicant has acquired an easement from the adjacent property owner for the area where the existing septic pump encroaches on to the adjacent property. The applicant understands that a revised easement must be obtained if further encroachment onto the adjacent property is required for any expansion of the septic pump or septic field. If the final location of the septic field requires revising the Conditional Use Permit plan, the applicant understands that further approval by the Town of Waxhaw may be required.

3. The daycare will have a new paved driveway and parking lot (11 required spaces) constructed that will provide access to Waxhaw-Marvin Road, a North Carolina Department of Transportation maintained road. The 11 spaces include 1 ADA accessible space as required in Section 12.4.9. The existing gravel driveway will be removed. Also, the property owner will be installing a public sidewalk along the right-of-way of Old Waxhaw-Monroe Road across the entire frontage of the property.
4. All required permits for the addition shall be acquired by the applicant.
5. All signs will comply with Section 13 of the UDO.
6. Trash collection will be made by roll-out units and picked up by a private contractor hired by the applicant.
7. All lighting will meet Section 12.12 of the Unified Development Ordinance.
8. The hours of operation are proposed as follows:
 - A. Monday through Thursday 8:00 AM to 8:00 PM
 - B. Friday 8:00 AM to 9:00 PM
 - C. Saturday 10:00 AM to 9:00 PM (Birthday parties 10:00 AM to 5:00 PM, Drop-in daycare 5:00 PM to 9:00 PM.)
 - D. Sunday 1:00 PM to 8:00 PM. (Birthday parties only.)

TREE PRESERVATION / LANDSCAPING

Tree Preservation

The property owner will preserve trees on the property in accordance with Section 9.21.8. There are also existing trees that are going to be preserved within the side yards on the site.

Landscaping

1. The property owner is required to provide a 10 foot wide landscape area along Waxhaw-Marvin Road per Table 9.8.1.c.
2. The property owner is required to install a 10 foot wide buffer along the northern, western and southern property boundaries per Table 9.8.1.b. The property owner must install a minimum of two (2) trees and twenty (20) shrubs for every 100' of property line distance. If existing material is to be utilized it must meet the same requirement.

3. The property owner is required to install one (1) tree and four (4) shrubs per 1,000 square feet of vehicular use area for parking lot landscaping.
4. The applicant intends to utilize the rear of the property that is currently vegetated as recreational space in the future. This will be completed in phase 2 of the project. Prior to any occupancy of the property for the daycare use, the required buffers along the side and rear property lines, along with all other areas, shall be installed and meet the minimum caliper/size/height requirements set forth in Section 9.8.

ARCHITECTURAL GUIDELINES

The property owner is required to meet the Architectural Standards in Section 20 of the UDO for the proposed addition. The site plan states that the additions and renovations will utilize similar materials to blend into the neighborhood (i.e., brick, stone and painted wood). The applicant will not be making any changes to the existing home, except for adding an addition to the southwestern corner of the home. The addition will be designed and constructed to match the design and materials present on the existing home.

2030 COMPREHENSIVE PLAN

The 2030 Comprehensive Plan was adopted by the Waxhaw Board of Commissioners in April 2009. The subject property and surrounding properties are part of an area designated as "Low-Density Residential." Low-Density Residential is defined by the Comprehensive Plan as:

These areas provide opportunities for more suburban style, lower density traditional neighborhood living. They include detached single-family residential uses which range in density from 0.5 dwelling units per acre to 3 dwelling units per acre. Other types of uses that may occur are schools and parks.

PLANNING STAFF ANALYSIS

As stated earlier, a daycare is an allowed use in the R-3 Zoning District if the applicant secures a conditional use permit from the Waxhaw Board of Commissioners and meets the additional regulations set forth in Section 11.3.31. The site plan meets all of the requirements set forth in the Unified Development Ordinance including the supplemental regulations contained in Section 11.3.31.

The 2030 Comprehensive Plan states that other types of uses may occur in the Low-Density Residential District such as schools. Staff believes the proposed daycare use is less intensive than a school use and is in keeping with the Comprehensive Plan.

The existing building and the proposed addition will be in keeping with the surrounding residential area and the proposed landscaping and tree save areas meet the requirements listed in the UDO.

Planning staff recommends approval of the Conditional Use Permit CU-002641-2014, along with the submitted conditional use site plan with the following recommendations included:

- Hours of operation are limited to 8:00 AM to 8:00 PM Monday through Thursday, Friday 8:00 AM to 9:00 PM, Saturday 10:00 AM to 9:00 PM and Sunday 1:00 PM to 8:00 PM.

- The maximum capacity for the daycare is thirty (30) children, subject to approval from the State of North Carolina and the town's Building Inspector.
- The maximum square footage for the daycare is 4064 square feet, including the proposed addition.
- The applicant must secure any further easements required to encompass the area required for any portion of the septic system that encroaches, or may encroach onto the adjacent property. All easements will need to be acquired prior to review for zoning and building permit purposes.

PLANNING BOARD RECOMMENDATION

At the October 20, 2014 meeting, the Planning Board voted unanimously (6 to 0) to provide a favorable recommendation, with staff's recommended conditions, to the Board of Commissioners for TA-002641-2014.

The applicant and staff agreed that the recommendation of the Planning Board would be forwarded to the Board of Commissioners upon receipt of the approvals from NCDOT for the proposed driveway access and the Union County Health Department for the location of the septic system. Both approvals have been received by the applicant and provided to the staff.

In approving an application for a conditional use permit, the Board of Commissioners may attach fair and reasonable conditions to the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Board of Commissioners.

The Board of Commissioners shall issue a conditional use permit if it has evaluated an application and determined that:

- A. That the use requested is among those listed as an eligible Conditional Use in the District in which the subject property is located or is to be located.
- B. That the Conditional Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed.
- C. That the Conditional Use meets all required conditions and specifications; and
- D. That the location and character of the Conditional Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of Waxhaw and its environs.

*****Please refer to the 4 Findings of Fact listed above when making a decision*****

Submitted by: Chris Rice

**Minutes of the Waxhaw Planning Board
Town of Waxhaw, NC
October 20, 2014**

The Waxhaw Planning Board met in regular session Monday, October 20, 2014 at 6:30 p.m. at the Waxhaw Police Department Community Room.

Regular Meeting

1. Call to Order

Chairman Godfrey called the meeting to order at 6:30 p.m.

2. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Chairman Godfrey, Thomas Dwyer, Bob Morgan, John Cannamela, Michael Kreimer, Dan Gingrich, Staff Rice, Staff Oakley, and Recording Secretary Oliver.

Absent: Vice-Chair Underwood and Fred Burrell.

3. Work Session

NONE

4. Unfinished Business

NONE

5. New Business

- A. Petition CU-002641-2014 - A request by Angela Berger, on behalf of Kid's Pit Stop, Inc., for a conditional use permit on approximately 1.03 acres (Tax Parcel ID number 06-168-015B) located at 4710 Waxhaw-Marvin Road for a daycare.

Staff Rice gave a presentation on CU-002641-2014 (see attached).

Angela Burger gave a presentation (see attached).

Thomas Dwyer asked about the proposed daycare offering birthday parties on Sunday's. Angela Berger stated that parties would have 2 hour time slots and a maximum of 15 children. She stated that the daycare would offer arcade games and other commercial quality activities. Angela Berger stated that there would not be any food preparation on site but parties may bring food in. Thomas Dwyer asked about allowing parties to be hosted by the daycare and how that may affect the CUP. Staff Rice explained that it would be included in the conditions if passed.

John Cannamela asked staff if the proposed daycare would have an effect on real estate property values. Staff Rice stated that property values would be a function of market and that staff does not have a way of calculating that. John Cannamela asked about traffic. Staff Rice stated that to his understanding that NCDOT would not require a turn lane. Angela Berger stated that NCDOT would like for them to clear a site triangle on Waxhaw-Marvin Road. John Cannamela asked about hours of operation and stated that he was concerned with noise. Staff Rice stated that staff had a discussion with the applicant about hours of operation and settled on the times presented.

Bob Morgan asked if the proposed daycare would follow North Carolina regulations for daycares. Angela Berger stated that 4 hour daycares do not require a license but the state would be aware of the daycare. Bob Morgan asked if the applicant would have to come back to staff to ask for different hours of operation if she ever wished to change them. Staff Rice stated that she would have to go back to the Board of Commissioners for a CUP revision in order to change the hours of operation.

Chairman Godfrey asked about after school pick up. Angela Berger stated that they will have a small bus that does not require a commercial permit to operate. Chairman Godfrey asked about the number of staff. Angela Berger stated that the daycare would have 5 employees including herself and that they would all be certified in childcare.

Michael Kreimer asked if the daycare was a franchise. Angela Berger stated it was not. Michael Kreimer asked about staffing. Angela Berger stated that it would require flexible staffing for the different ages and operating hours.

Chairman Godfrey asked if the proposed daycare would have a full daycare aspect to it. Angela Berger stated she would only have morning and after school and that the daycare would be limited to 4 hour time slots. Chairman Godfrey asked if staff talked to any of the neighbors. Staff Rice stated that they posted the property but did not receive any calls but that prior to going to the Board of Commissioners there would be adjoining property owner mailings and legal ads would run in the paper.

Michael Kreimer asked if she had operated a business like the proposed daycare before. Angela Berger stated that she had not but that she had a background in Human Resources and that she is skilled in hiring and would be working with consultant to hire qualified staff.

Chairman Godfrey asked if Angela Berger is certified. Angela Berger stated that she would be certified as a child care administrator and completes the proper safety training prior to the daycare opening.

John Cannamela stated that he is concerned with traffic and the safety of the children. He asked if there would be any sort of containment to keep the kids out of the parking lot and away from the road. Angela Berger stated that she would be using 54 inch tall pool grade fencing and will have security cameras and alarms.

Bob Morgan motioned to send a favorable recommendation to the Board of Commissioners with staff's recommended conditions on CU-002641-2014. Thomas Dwyer seconded. The Motion passed unanimously, (6-0).

6. Other Business - Update on previous case(s) heard by the Planning Board

Staff Oakley stated that the Board of Commissioners had reviewed the RFPs for the Comprehensive Plan and she would go into more detail.

Staff Oakley stated that Andover Chapel requested a 90 day deferral and would most likely be going back to the BOC in December.

Staff Oakley stated that the BOC selected Benchmark as the consultant to complete the Comprehensive Plan update and that the actual contract would most likely go to the BOC next month.

Staff Oakley stated that Steering Committee for the Comprehensive Plan update started with about 30 members but is now down to about 24. She stated that there will probably be some restructuring and that David Godfrey has been selected as Chairman of the committee. Staff Oakley stated that if anyone would like to be on the committee to reach out the commissioners. She explained what may happen with the restructuring and possible cuts to the size of the committee.

David Godfrey stated that the town needs to get traffic under control on Highway 16 and that we were not on NCDOT's radar for road improvements but have now possibly advanced to the 3 to 5 year track for infrastructure improvements. Staff Oakley stated that there are plans for some of the suburban communities in the state to have infrastructure improvements to help provide easier access to the larger cities. She stated that NCDOT would most likely start with widening Highway 16 from Rea Road in Weddington, south to Bonds Grove Church Road in Waxhaw.

There was a discussion about the Comprehensive Plan update Steering Committee.

7. Minutes for correction and approval: September 15, 2014 regular meeting

Dan Gingrich motioned to approve the minutes from the September 15, 2014 regular meeting. Michael Kreimer seconded. The motion passed unanimously, (7-0).

8. Minutes for correction and approval: October 9, 2014 work session

Dan Gingrich motioned to approve the minutes from the October 9, 2014 work session. Thomas Dwyer seconded. The motion passed unanimously, (7-0).

9. Minutes for correction and approval: October 9, 2014 special called meeting

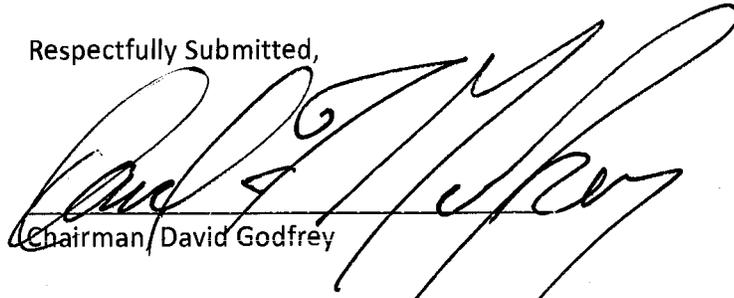
Dan Gingrich motioned to approve the minutes from the October 9, 2014 special called meeting. Bob Morgan seconded. The motion passed unanimously, (7-0).

10. Adjournment

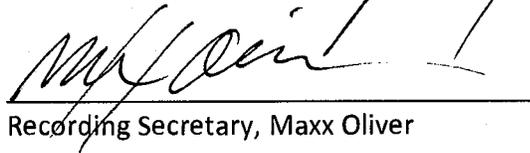
Thomas Dwyer motioned to adjourn the meeting at 7:12 pm. Michael Kreimer seconded. The motion passed unanimously, (7-0).

The meeting adjourned at 7:12 p.m.

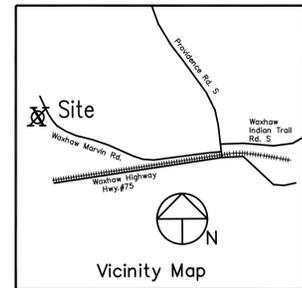
Respectfully Submitted,



Chairman/ David Godfrey



Recording Secretary, Maxx Oliver



VICINITY MAP - NOT TO SCALE



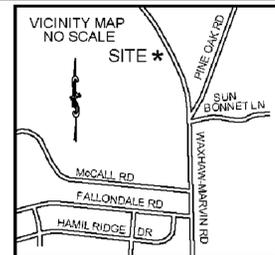
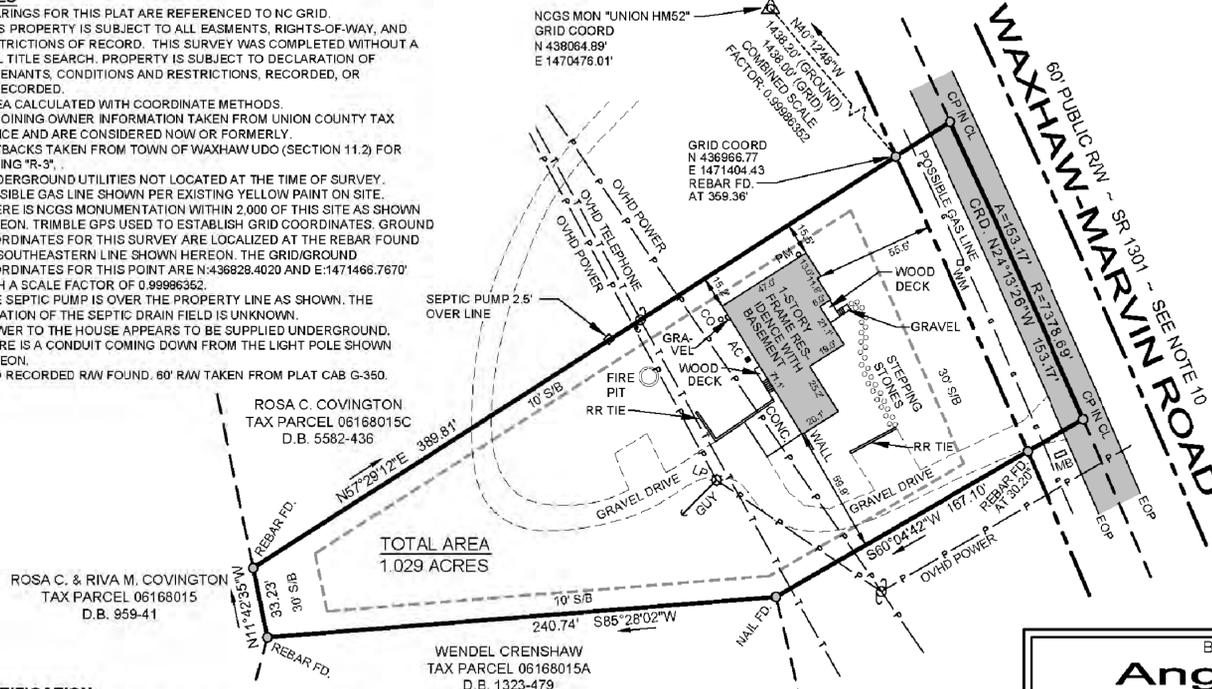
NOTES

1. BEARINGS FOR THIS PLAT ARE REFERENCED TO NC GRID.
2. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD. THIS SURVEY WAS COMPLETED WITHOUT A FULL TITLE SEARCH. PROPERTY IS SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, RECORDED, OR UNRECORDED.
3. AREA CALCULATED WITH COORDINATE METHODS.
4. ADJOINING OWNER INFORMATION TAKEN FROM UNION COUNTY TAX OFFICE AND ARE CONSIDERED NOW OR FORMERLY.
5. SETBACKS TAKEN FROM TOWN OF WAXHAW UDO (SECTION 11.2) FOR ZONING "R-3".
6. UNDERGROUND UTILITIES NOT LOCATED AT THE TIME OF SURVEY. POSSIBLE GAS LINE SHOWN PER EXISTING YELLOW PAINT ON SITE.
7. THERE IS NCGS MONUMENTATION WITHIN 2,000' OF THIS SITE AS SHOWN HEREON. TRIMBLE GPS USED TO ESTABLISH GRID COORDINATES. GROUND COORDINATES FOR THIS SURVEY ARE LOCALIZED AT THE REBAR FOUND ON SOUTHEASTERN LINE SHOWN HEREON. THE GRID/GROUND COORDINATES FOR THIS POINT ARE N:436828.4020 AND E:1471466.7670' WITH A SCALE FACTOR OF 0.99996352.
8. THE SEPTIC PUMP IS OVER THE PROPERTY LINE AS SHOWN. THE LOCATION OF THE SEPTIC DRAIN FIELD IS UNKNOWN.
9. POWER TO THE HOUSE APPEARS TO BE SUPPLIED UNDERGROUND. THERE IS A CONDUIT COMING DOWN FROM THE LIGHT POLE SHOWN HEREON.
10. NO RECORDED RAW FOUND. 60' RAW TAKEN FROM PLAT CAB G-350.

CERTIFICATION

I, MATTHEW J. STIKELATHER, CERTIFY THAT THIS SURVEY WAS COMPLETED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DESCRIPTION FROM D.B. 6194-781); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED; THAT THE RATIO OF PRECISION EXCEEDS 1:10,000; AND THAT THIS SURVEY MEETS OR EXCEEDS NORTH CAROLINA STANDARDS OF PRACTICE FOR PROFESSIONAL LAND SURVEYING AS SET FORTH IN TITLE 21-58.1606 OF THE NORTH CAROLINA ADMINISTRATIVE CODE.

MATTHEW J. STIKELATHER, NC PLS L-4243



- LEGEND**
- MB - MAIL BOX
 - CO - SEPTIC CLEANOUT
 - AC - AIR CONDITIONER
 - S/B - SETBACK
 - OVHD - OVERHEAD
 - CONC - CONCRETE
 - CP - CALCULATED POINT
 - RAW - RIGHT OF WAY
 - PM - POWER METER
 - WM - WATER METER
 - LP - LIGHT POLE
 - RR TIE - RAILROAD TIE FOR LANDSCAPE EDGE
 - - PROPERTY CORNER - AS DESCRIBED
 - - SUBJECT PROPERTY LINE
 - - - ADJACENT OWNER LINE (UNSURVEYED UNLESS DIMENSIONED)
 - - - RIGHT-OF-WAY
 - - UTILITY POLE

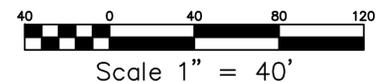
BOUNDARY SURVEY FOR:

Angela Berger

SCALE	TOWN	COUNTY	STATE	DATE
1" = 40'	TOWN OF WAXHAW SANDY RIDGE TOWNSHIP	UNION	N.C.	7-23-14

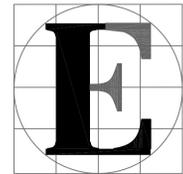
4710 Waxhaw-Marvin Road - Tax Parcel 06168015B
Owner as of Survey Date: David H. & Janice K. Bothwell

DEED RECORDED 6194-781	PROVIDENCE LAND GROUP, PLLC 3716 PROVIDENCE ROAD SOUTH WAXHAW NC 28173 704.400.0117 NC FIRM # P-0910 SC COA # 4356
MAP RECORDED NONE	
SURVEYED CJS	
DRAWN JCK	



THE ORIGINAL SCALE OF THE SURVEY IS 1" = 60'. FOR PRESENTATION PURPOSES ONLY, THE SCALE WAS CHANGED TO 1" = 40'. THE SURVEY PORTION OF THE PLAN HAS NOT BEEN ALTERED.

Revisions:



LASH ENGINEERING
Consulting Civil Engineer/Planner
1104 Cindy Carr Drive
Matthews, N.C. 28105
Phone: 704/247-3031
email: mikel@lashengineering.com
License Number C-2433



PROJECT ENGINEER:
MICHAEL LASH, P.E.
THESE DRAWINGS AND THE DESIGN SHOWN THEREON ARE INSTRUMENTS OF LASH ENGINEERING, INC. THE REPRODUCTION OR UNAUTHORIZED USE OF THE DOCUMENTS WITHOUT THE CONSENT OF LASH ENGINEERING, INC. IS PROHIBITED.

CLIENT:
Angela Berger
3001 Waxhaw-Crossing, Dr.
Waxhaw, NC. 28173

Phone: (704)771-5020

PROJECT:
Conditional Use Permit Plan
Facility at:
4710 Waxhaw-Marvin Rd.
Waxhaw, NC 28173
Tax Parcel #06168015B

DESCRIPTION:
Existing Survey

Conditional Use Plan

SUBMITTED TO: Town

Scale: 1" = 40'
Date: 12/16/2014

SHEET NO. **1 OF 5**

CONTRACTOR TO FIELD VERIFY ALL EXISTING UTILITIES, LOCATIONS AND ELEVATIONS BEFORE BEGINNING CONSTRUCTION. ANY DISCREPANCIES FOUND SHALL BE REPORTED

(3) DAYS BEFORE DIGGING IN NORTH CAROLINA CALL: 1.800.632.4949 NORTH CAROLINA 1 CALL CENTER

ROSA C. COVINGTON
TAX PARCEL 06168015C
D.B. 5582-436
Zoning:R3
Single Family

EASEMENT HAS BEEN GRANTED AND RECORDED TO ALLOW OWNER THE RIGHT TO MAINTAIN, INSPECT, REPLACE, RECONSTRUCT, REPAIR, AND/OR MAKE IMPROVEMENTS ON THE SEPTIC SYSTEM.

ROSA C. & RIVA M. COVINGTON
TAX PARCEL 06168015
D.B. 959-41
Zoning:R3
Single Family

WENDEL CRENSHAW
TAX PARCEL 06168015A
D.B. 1323-479
Zoning:R3
Single Family

VICTOR L. & LORA A. BARRETT
TAX PARCEL 06168015D
D.B. 1698-664
PLAT CAB. G-350
Zoning:R3
Single Family

SEE SHEET 3 of 4 for LANDSCAPE PLAN

SEE SHEET 4 of 4 for LIGHTING PLAN

ZONING/DEVELOPMENT DATA
EXISTING ZONING: R3 SINGLE FAMILY
PROPOSED USE: PRIMARILY DAY CARE USE
Area = 1.029 Acres

GENERAL NOTES:
1. THE PROPOSED DEVELOPMENT WILL COMPLY WITH ALL APPLICABLE TOWN OF WAXHAW AND UNION COUNTY REGULATIONS.
2. ALL DRAINAGE STRUCTURES, CURB & GUTTER, HANDICAP RAMPS, DRIVEWAY ENTRANCE, EROSION CONTROL MEASURES ETC. SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LAND DEVELOPMENT STANDARDS APPROVED BY THE TOWN OF WAXHAW, THE STATE EROSION CONTROL MANUAL.

AREAS OF FACILITY
EXISTING SQUARE FOOTAGE:

Upstairs:	1,970 sf.
Basement (to be finished):	1,081 sf.
Garage (to be finished):	500 sf.
TOTAL EXISTING SQUARE FOOTAGE:	3,551 sf.

PROPOSED ADDITIONAL SPACE
Proposed Addition (19' x 17'):

	513 sf.
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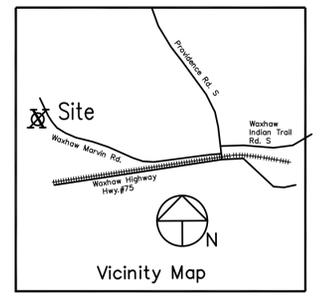
TOTAL SQUARE FOOTAGE OF FACILITY: 4,064 sf.

DEVELOPMENT NOTES:

- GENERAL PROVISIONS
 - This petition relates to that certain 1.029 acre parcel of land (Tax Parcel 06168015B) lying within the Town of Waxhaw, hereinafter referred to as the "Site". This petition is requesting to add a conditional use to the existing R3 Zoning.
 - Development of the Site will be controlled by the standards depicted on this Zoning Plan and by the standards of the Unified Development Ordinance. The development depicted on the Zoning Plan is intended to reflect the arrangements of existing buildings and uses on the Site, but the exact configurations, placements and sizes of individual elements may be altered or modified within the limits prescribed by the Ordinance during the design development and construction phases.
 - Unless more stringent standards are established by these Development Standards, all development standards established under the Unified Development Ordinance (the "Ordinance") for the R3 (Single Family) District shall be followed with respect to the Site.
 - The Petitioner has contacted and coordinated with the County Health Department related to septic tanks and waste water facilities.
- STATEMENTS WITH RESPECT TO THE GRAPHICS WHICH ARE SET FORTH ON EXHIBITS ACCOMPANYING THE CONDITIONAL USE PLAN.
 - Any Exhibits accompanying the CONDITIONAL USE PLAN are conceptual images of portions of the Site. They are not to be considered as development plans but rather as preliminary representations of the types and quality of development proposed for the Site.
 - The Zoning Plan identifies an existing building. No new buildings are being proposed. However, the Petitioner reserves the right to add a shed, garage or similar structure as is allowed by the Unified Development Ordinance.
- PERMITTED USES AND MAXIMUM DEVELOPMENT
 - The Site is a R3 Single Family District. The following use is specifically requested:
 - Day Care Facility - For up to a maximum of 30 children.
- ACCESS POINTS
 - The total number of ingress/egress points to and from the Site shall be limited to one entrance on Waxhaw-Marvin Road. The exact location may vary somewhat from those depicted based upon final design and location requirements as regulated by the transportation engineer and Town of Waxhaw. Any other driveway for the site will be abandoned (none are apparent).
 - The Petitioner is expecting to install the proposed driveway of the site in close proximity to the existing driveway and be upgraded to an approved driveway type (NC.DOT#848.02 (Radius) Type).
- SETBACK, SIDE YARDS AND REAR YARDS
 - No buildings or parking areas shall be allowed in the 30 foot front setback along Waxhaw-Marvin Road or the Sides or Rear Yard Setbacks. No new buildings are proposed with this plan.
- DESIGN AND PERFORMANCE STANDARDS
 - The Site shall comply with all requirements of the Unified Development Ordinance.
 - The Developer shall preserve and maintain the natural areas per ordinance.
 - The Building shall be connected by sidewalk to a proposed 5 foot sidewalk along Waxhaw-Marvin Road.
 - All sidewalks installed within the Site that connect to the public Right-of-Way shall be at least five feet in width.
 - All Sidewalks shall be ADA compliant.
- EXTERIOR FEATURES
 - The Exterior will remain the same. All repairs/renovations or alterations are to be approved by the Town of Waxhaw.
- PARKING
 - Off-street vehicular parking for the Site shall meet or exceed the minimum standards established by the Unified Development Ordinance.
- LIGHTING
 - All outdoor lighting is to meet the standards within Waxhaw Outdoor Lighting Ordinance.
- STORMWATER
 - The petitioner shall tie into the existing storm water system(s).
 - The petitioner shall control the stormwater runoff from the site to satisfy the stormwater ordinance.
- SIGNS
 - A separate Permit is necessary for the installation of a new sign through the Town of Waxhaw. The Petitioner will be requesting this permit with the Town.
 - The Pylon Sign would be freestanding and conforming to the sign ordinance.
 - The location for the proposed sign is shown on this plan. Located a minimum of 5' off R/W (min.) and out of the NCDOT Sight Triangle.
- BINDING EFFECT
 - Upon approval, all conditions applicable to development of the Site imposed under the Conditional Use Plan and these Development Notes will, unless amended in the manner provided under the Ordinance, be binding upon and inure to the benefit of the Petitioners and the current and subsequent owners of the Site and their respective successors in interest and assigns. Throughout these Development Notes, the terms "Developer", "Petitioner", "Owner" or "Owners", shall, with respect to each parcel within the Site, be deemed to include the heirs, devisees, personal representatives, successors in interest and assignees of the owner or owners of the Site who may be involved in its development from time to time.

GENERAL NOTES

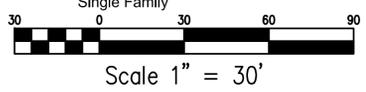
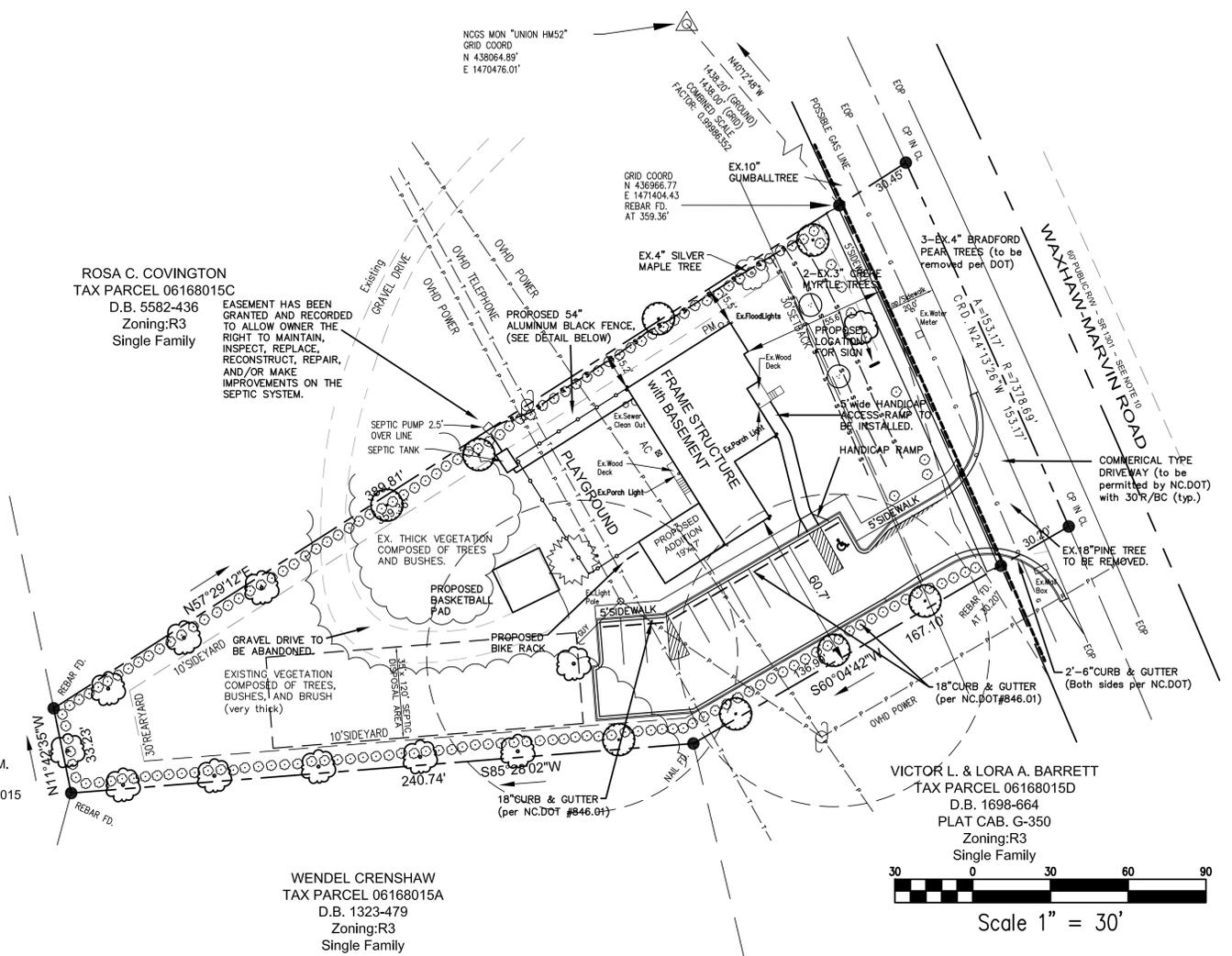
- NOTES
- BEARINGS FOR THIS PLAT ARE REFERENCED TO NC GRID.
 - THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD. THIS SURVEY WAS COMPLETED WITHOUT A FULL TITLE SEARCH. PROPERTY IS SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, RECORDED, OR UNRECORDED.
 - AREA CALCULATED WITH COORDINATE METHODS.
 - ADJOINING OWNER INFORMATION TAKEN FROM UNION COUNTY TAX OFFICE AND ARE CONSIDERED NOW OR FORMERLY.
 - SETBACKS TAKEN FROM TOWN OF WAXHAW UDO (SECTION 11.2) FOR ZONING "R3 Single Family".
 - UNDERGROUND UTILITIES NOT LOCATED AT THE TIME OF SURVEY.
 - THERE IS NOGS MONUMENTATION WITHIN 2,000 OF THIS SITE AS SHOWN HEREON. TRIMBLE GPS USED TO ESTABLISH GRID COORDINATES. GROUND COORDINATES FOR THIS SURVEY ARE LOCALIZED AT THE REBAR FOUND ON SOUTHEASTERN LINE SHOWN HEREON. THE GRID/GROUND COORDINATES FOR THIS POINT ARE N:436828.4020 AND E:1471466.7670' WITH A SCALE FACTOR OF 0.99998352.
 - THE SEPTIC PUMP IS OVER THE PROPERTY LINE AS SHOWN AND AN EASEMENT HAS BEEN ACQUIRED FROM THE ADJACENT PROPERTY OWNER. THE EXACT LOCATION OF THE SEPTIC DRAIN LINES HAVE NOT BEEN FIELD LOCATED BUT THE HEALTH DEPARTMENT HAS REVIEWED AND APPROVED THE SYSTEM (Added a Line).
 - PROPERTY IS SERVED BY PUBLIC WATER (UCPW).
 - PROPERTY IS SERVED BY PRIVATE SEWER (Septic).
 - POWER TO THE HOUSE APPEARS TO BE SUPPLIED UNDERGROUND. THERE IS A CONDUIT COMING DOWN FROM THE LIGHT POLE SHOWN HEREON.
 - NO RECORDED R/W FOUND. 60' R/W TAKEN FROM PLAT CAB G-350.



LEGEND

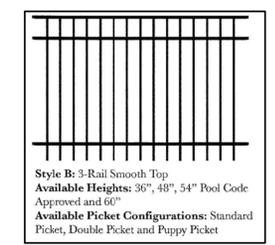
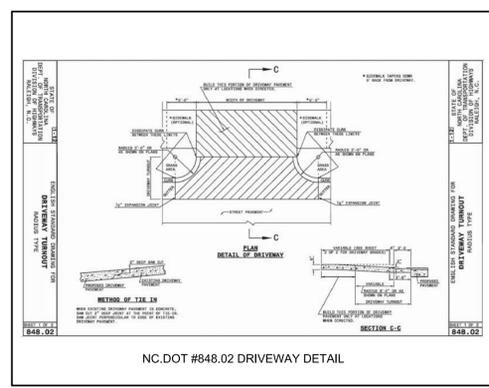
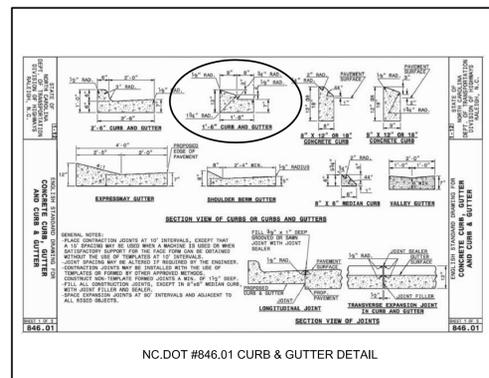
ch	chord
IPF/IRF	iron pipe/rebar found
IRF/IRS	iron rebar found/set
L,R	curve length, radius
MB,DB	record map, deed reference
OU	overhead utilities
PKF/S	PK Nail found/set
s.f.	square feet (by coordinates)
□	catch basin
⊕	water meter
⊕	water valve
⊕	light pole

- HOUSE ADDITION NOTES:
- THE ADDITION IS PROPOSED FOR THIS PERMIT, HOWEVER IT IS UNDER REVIEW BY UNION POWER COOPERATIVE.
 - THERE IS AN EXISTING OVERHEAD UNION POWER, POWER LINE THAT GOES OVER THE TOP OF THE ADDITION.
 - UNION POWER COOPERATIVE IS CURRENTLY REVIEWING THE AERIAL LINE TO REMOVE, RELOCATE OR BURY.
 - IF UNION POWER DECLARES THAT THE POWER LINE NEEDS TO REMAIN THEN THE ADDITION WILL NOT BE BUILT.
 - THE POWER LINE IS SHOWN IN PLAN VIEW ON THIS SHEET.



PARKING SPACE TABLE
Zoning: R3

USE: DAY CARE FACILITY, LICENSED CAPACITY = 30
Parking Requirement = 0.35 x licensed person = 1 spc.
0.35 x 30 licensed people = 10.5 spaces Use 11 spaces
11 spaces requires 1 handicap space.
PERMITTED USE SPACES PROVIDED:
INCLUDED ONE HANDICAP SPACES: 11 spaces Total



PROPOSED FENCE FOR BACKYARD

BMP Analysis:
Total Area for Site = 40,241 sf. (excluding area within DOT R/W)
Existing Impervious Area for the Site = 7,824 sf. (19.4%)
Proposed Impervious Area for the Site = 11,404 sf. (28.3%)
Therefore, the project has a net gain of: 3,580 sf. (8.9%)
The BMP for this Site is:
1. Total Impervious Area for the Site is less than the 20,000 sf allowable by regulation.
2. These numbers may change depending on the review process but it is the intent of this plan to have the total impervious area to be less than the 20,000 sf allowable.
3. The parking lot drains away from the street and toward the backyard behind the house. Drainage Control will be in the form of Curb Cuts to establish a better sheet/shallow flow to the existing drainage areas off site. There are no offsite or onsite outfalls available. All existing drainage (onsite & adjacent offsite) is sheet and shallow flow.

CONTRACTOR TO FIELD VERIFY ALL EXISTING UTILITIES, LOCATIONS AND ELEVATIONS BEFORE BEGINNING CONSTRUCTION. ANY DISCREPANCIES FOUND SHALL BE REPORTED

(3) DAYS BEFORE DIGGING IN NORTH CAROLINA CALL: 1.800.632.4949
NORTH CAROLINA 1 CALL CENTER



NORTH SIDE



EAST SIDE

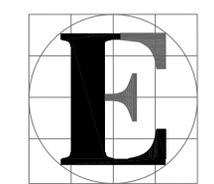


SOUTH SIDE



WEST SIDE

Revisions:



LASH ENGINEERING
Consulting Civil Engineer/Planner
1104 Cindy Carr Drive
Matthews, N.C. 28105
Phone: 704/847-3031
email: mlash@lashengineering.com
License Number C-2433

PROJECT ENGINEER:
MICHAEL LASH, P.E.

CLIENT:
Angela Berger
3001 Waxhaw-Crossing, Dr.
Waxhaw, NC. 28173

Phone: (704)771-5020

PROJECT:
Conditional Use Permit Plan

Facility at:
4710 Waxhaw-Marvin Rd.
Waxhaw, NC 28173
Tax Parcel #06168015B

DESCRIPTION:
Conditional Use Plan

SUBMITTED TO: Town

Scale: 1" = 30'
Date: 12/16/2014

SHEET NO. **2 OF 5**

ROSA C. COVINGTON
TAX PARCEL 06168015C
D.B. 5582-436
Zoning:R3
Single Family

ROSA C. & RIVA M.
COVINGTON
TAX PARCEL 06168015
D.B. 959-41
Zoning:R3
Single Family

WENDEL CRENSHAW
TAX PARCEL 06168015A
D.B. 1323-479
Zoning:R3
Single Family

VICTOR L. & LORA A. BARRETT
TAX PARCEL 06168015D
D.B. 1698-664
PLAT CAB. G-350
Zoning:R3
Single Family

CLEARING for PROPOSED SEPTIC DISPOSAL
1. AREA TO BE CLEARED ACCORDING TO HEALTH DEPARTMENTS STANDARDS (NOT WITH HEAVY EQUIPMENT).
2. APPROPRIATE SEPTIC DISPOSAL INSTALLED.

PHASE 2 - CLEARING
1. UPON ACQUISITION OF CONDITIONAL USE PERMIT AND AS PART OF THE ENGINEERING PLAN REVIEW PROCESS, THE EXISTING MATERIAL IN THE PHASE 2 BUFFERS WILL BE VERIFIED TO MEET THE REQUIREMENTS OF THE U.D.C.
2. ANY DEFICIENCIES IN THE BUFFER REQUIREMENT WILL BE CORRECTED.
2. THE SURVEY WILL ALSO INCLUDE ANY TREES THAT MEET THE TREE PRESERVATION REQUIREMENTS.
3. ANY MATERIAL MEETING THESE REQUIREMENTS WILL BE LOCATED AND SHOWN ON THE PLAN.

Shrub Requirements
Shrubs used for buffers and / or perimeter screening shall be at least thirty (30) inches tall when planted, and be expected to grow to a minimum height of five (5) to six (6) feet when mature, with a minimum mature width four (4) feet.

Tree Requirements
Trees used to meet buffer planting requirements shall have a minimum trunk caliper (measured six (6) inches above ground) of two (2) inches for large maturing trees and one and one-half (1-1/2) inches for small maturing trees, and a minimum height of ten (10) feet.

Interior Parking Lot Landscaping "A"
At least one existing or planted tree
And four shrubs of appropriate minimum caliper and height shall be provided for every 1,000 sf. of vehicular use area. Area of Parking = 5,147 sf.
REQUIRED TREES = 5147/1000 = 6 Trees
2 RED MAPLE (LARGE MATURING.)
4 RED BUD TREES.
REQUIRED 75% LARGE MATURING TREES.
2/6 = 33% LARGE MATURING TREES PROVIDED.
DUE TO EXCESSIVE POWER LINES.

Street Frontage "B"
WAXHAW-MARVIN ROAD
Ex. Gum Ball, Pine Tree AND 3 Bradford Pear Trees are to be removed. Street Tree Requirement per Sec.9.8.2.70 is 4 TOTAL TREES being met by Proposed 4 Maple Trees. with 10 SHRUBS

Buffer Requirements "C"
PHASE 1
Side Buffers: 67 Shrubs & 8 Trees.
PHASE 2
Side & Rear Buffers: 86 Shrubs & 10 Trees
A Class "C" Buffer is required to buffer adjacent property.
Class "C" Buffer: 2 Trees & 20 Shrubs/100' Required.

ZONING/DEVELOPMENT DATA
EXISTING ZONING: R3
PROPOSED USE: PRIMARILY DAY CARE USE
Area:1.029Acres

GENERAL NOTES:
1. THE PROPOSED DEVELOPMENT WILL COMPLY WITH ALL APPLICABLE TOWN OF WAXHAW AND UNION COUNTY REGULATIONS.
2. ALL DRAINAGE STRUCTURES, CURB & GUTTER, HANDICAP RAMPS, DRIVEWAY ENTRANCE, ETC. SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE APPROPRIATE DEVELOPMENT STANDARDS UNLESS SPECIFICALLY NOTED ON THE PLANS.

LEGEND

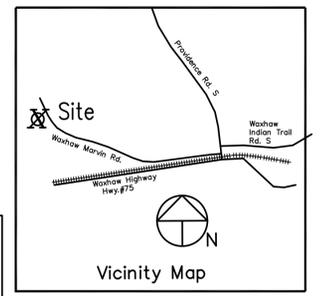
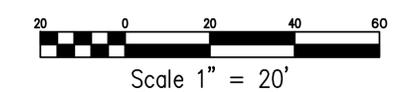
MB,DB	record map, deed reference
ch.	chord
IPF/IRF	iron pipe/rebar found
IRF/IRS	iron rebar found/set
L,R	curve length, radius
s.f.	square feet (by coordinates)
OU	overhead utilities
PKF/S	PK Nail found/set
⊗	light pole
⊠	catch basin
⊞	water meter
⊚	water valve

LANDSCAPE LEGEND

GUMBALL TREE	
BRADFORD PEAR	
CRAPE MYRTLE	
CEDAR TREE	
EVERGREEN EUONYMUS	
RED MAPLE TREE	
EASTERN REDBUD	

CONTRACTOR TO FIELD VERIFY ALL EXISTING UTILITIES, LOCATIONS AND ELEVATIONS BEFORE BEGINNING CONSTRUCTION. ANY DISCREPANCIES FOUND SHALL BE REPORTED

(3) DAYS BEFORE DIGGING IN NORTH CAROLINA CALL: 1.800.632.4949 NORTH CAROLINA 1 CALL CENTER



Revisions:

LASH ENGINEERING
Consulting Civil Engineer/Planner
1104 Cindy Carr Drive
Matthews, N.C. 28105
Phone: 704/847-3031
email: mikel@lashengineering.com
License Number C-2433



PROJECT ENGINEER:
MICHAEL LASH, P.E.
THESE DRAWINGS AND THE DESIGN SHOWN THEREON ARE INSTRUMENTS OF LASH ENGINEERING, INC. THE REPRODUCTION OR UNAUTHORIZED USE OF THE DOCUMENTS WITHOUT THE CONSENT OF LASH ENGINEERING, INC. IS PROHIBITED.

CLIENT:
Angela Berger
3001 Waxhaw-Crossing, Dr.
Waxhaw, NC. 28173

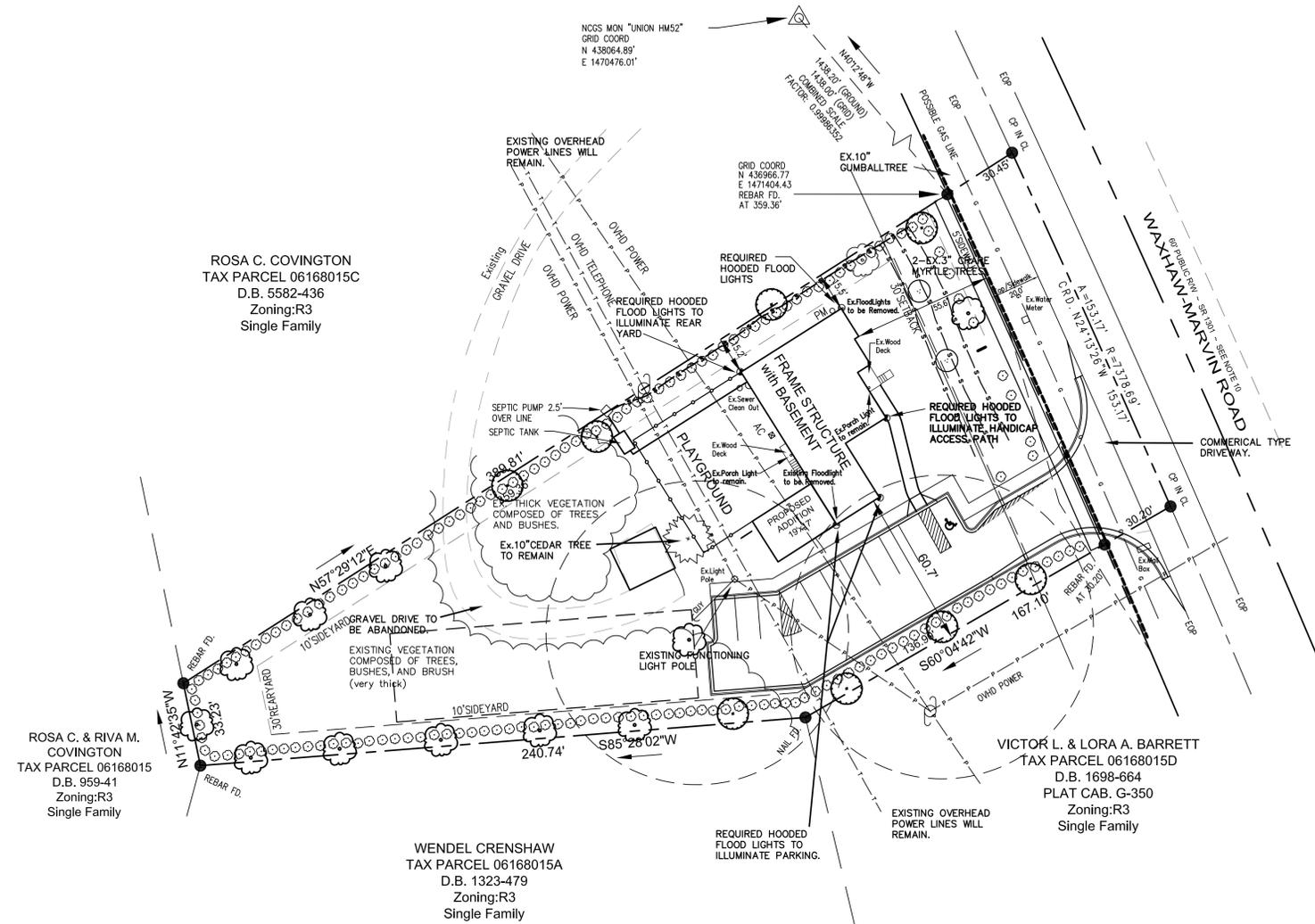
Phone: (704)771-5020

PROJECT:
Conditional Use Permit Plan
Facility at:
4710 Waxhaw-Marvin Rd.
Waxhaw, NC 28173
Tax Parcel #06168015B

DESCRIPTION:
Landscape Plan

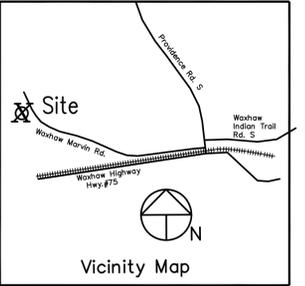
Conditional Use Plan

SUBMITTED TO: Town
Scale: 1" = 20'
Date: 12/16/14
SHEET NO. **3 OF 5**



ZONING/DEVELOPMENT DATA
 EXISTING ZONING: R3
 PROPOSED USE: PRIMARILY DAY CARE USE
 Area: 1.029 Acres

GENERAL NOTES:
 1. THE PROPOSED DEVELOPMENT WILL COMPLY WITH ALL APPLICABLE TOWN OF WAXHAW AND UNION COUNTY REGULATIONS.
 2. ALL DRAINAGE STRUCTURES, CURB & GUTTER, HANDICAP RAMPS, DRIVEWAY ENTRANCE, ETC. SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE WAXHAW LAND DEVELOPMENT STANDARDS MANUAL UNLESS SPECIFICALLY NOTED ON THE PLANS. CATCH BASINS AND PIPING IN LANDSCAPED AREAS (if required) WILL BE OF A TYPE SUITABLE FOR LANDSCAPE AREAS.



VICINITY MAP - NOT TO SCALE

LEGEND	
ch.	chord
IPF/IRF	iron pipe/rebar found
IRF/IRS	iron rebar found/set
L,R	curve length, radius
MB,DB	record map, deed reference
OU	overhead utilities
PKF/S	PK Nail found/set
s.f.	square feet (by coordinates)
□	catch basin
⊠	water meter
⊗	water valve
⊕	light pole

- LIGHTING Specifications**
- Flood lights on south side of the building are to be arranged such that the parking lot is illuminated but not the Adjacent Property. Other Lights are to be directed toward the ground or path for the illumination of that area only.
 - Existing Flood Lights are to be removed and new HOODED Floodlights per Detail are to be installed at locations shown on Plan.
 - The illumination of the Sign out front shall be from the ground. Light Detail is shown on this sheet.
 - Front and Rear Porch Lights are to Remain.

SIGN LIGHT SPECIFICATION



LED
 Series: TAFLL
 Description
 The TAFLL flood light is a versatile unit with multiple mounting options that satisfy many of your lighting applications. The TAFLL can be utilized as a floodlight or a security light in conjunction with our MSP motion sensor range, and can be adjusted to almost any position to direct the light where needed.
 Features
 * Durable die cast powder coated aluminum housing with stainless hardware
 * Finned heat sink designed to dissipate the radiant heat efficiently.
 * Fully gasketed tempered glass lens.
 * 120-277V Operation
 * Ultra-bright 5000K, 10W LED producing over 850 lumens.
 * Specular aluminum back reflector creating a 160A° beam spread.
 * LED light source does not attract most insects.
 * Mountable with yoke bracket or canopy with provided weather-proof mounting canopy
 * Fixture provided with 6' power cord to allow versatility in many installation applications.
 * UL listed for wet locations.

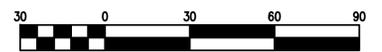
FLOOD LIGHT SPECIFICATION



SPECIFICATIONS:
 1. POLYCARBONATE CONSTRUCTION
 2. 120V OPERATION ONLY
 3. FIXTURE INCLUDES MOUNTING HARDWARE FOR INSTALLATION UNDER EAVES.
 4. 180° MOTION SENSOR.
 5. RATED FOR 500W max.
 6. UL LISTED FOR WET CONDITIONS.

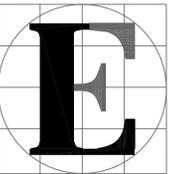
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(3) DAYS BEFORE DIGGING IN NORTH CAROLINA CALL: 1.800.632.4949 NORTH CAROLINA 1 CALL CENTER



Scale 1" = 30'

Revisions:



LASH ENGINEERING
 Consulting Civil Engineer/Planner
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 Matthews, N.C. 28105
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CLIENT:
 Angela Berger
 3001 Waxhaw-Crossing, Dr.
 Waxhaw, NC. 28173

Phone: (704)771-5020

PROJECT:
 Conditional Use Permit Plan
 Facility at:
 4710 Waxhaw-Marvin Rd.
 Waxhaw, NC 28173
 Tax Parcel #061680158

DESCRIPTION:
 Lighting Plan

Conditional Use Plan

SUBMITTED TO: Town

Scale: 1" = 30'
 Date: 12/16/2014

SHEET NO. **4 OF 5**



RENDERING OF PERSPECTIVE FROM STREET



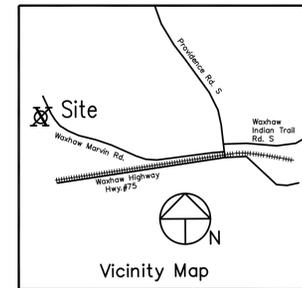
RENDERING SHOWING THE FRONT ACCESS



RENDERING OF PERSPECTIVE FROM REAR PARKING.



RENDERING SHOWING THE REAR PLAYGROUND

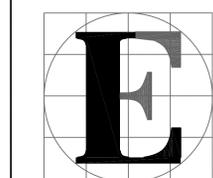


VICINITY MAP - NOT TO SCALE



Revisions:

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 Consulting Civil Engineer/Planner
 1104 Cindy Carr Drive
 Matthews, N.C. 28105
 Phone: 704/847-3031
 email: mikel@lashengineering.com
 License Number C-2433

RENDERINGS PROVIDED BY:

Residential Designs
 Michael McCollum
 2909 Marshville-Olive Branch Rd.
 Marshville, NC. 28103
 704-996-7740

CLIENT:

Angela Berger
 3001 Waxhaw-Crossing, Dr.
 Waxhaw, NC. 28173

Phone: (704)771-5020

PROJECT:

Conditional Use Permit Plan

Facility at:
 4710 Waxhaw-Marvin Rd.
 Waxhaw, NC 28173
 Tax Parcel #061680158

DESCRIPTION:

Renderings

Conditional Use Plan

SUBMITTED TO: Town

Scale: nts
 Date: 12/16/2014

SHEET NO.

NOTE:

1. The existing exterior materials of the existing building will remain the same.
2. An effort will be made on the new addition to match the materials used on the existing building.



V. New Business

B. Discussion & Possible Action of Petition CU-002567-2014

Request by Tommy Holevas, on behalf of Waxhaw Professional Park, LLC, for an amendment to the Conditional Use Permit for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved Conditional Use Permit plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow for church use. Phase 4 is located on the eastern side of tax parcel 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings

Presenter: [Lisa McCarter](#)

Information

A public hearing was held on January 13, 2015 for Petition CU-002567-2014 by Tommy Holevas, on behalf of Waxhaw Professional Park, LLC, for an amendment to the Conditional Use Permit for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved Conditional Use Permit plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow for church use. Phase 4 is located on the eastern side of tax parcel 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings.

Board Action

- Possible action on Petition CU-002567-2014 by Tommy Holevas, for an amendment to the Conditional Use Permit for Phase 4 of Waxhaw Park Shopping Center located on the eastern side of tax parcel 06-141-007



STAFF REQUEST TO PLACE ITEM ON BOARD AGENDA

Date of Meeting: January 13, 2015

Department Requesting: Planning and Community Development

Staff Member Requesting: Lisa McCarter

Case #: CU-002567-2014

Brief Summary of the item:

CU-002567-2014 is a request by the applicant, Tommy Holevas on behalf of Waxhaw Professional Park, LLC, for an amendment to the CUP (Conditional Use Permit) for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved CUP plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow a church use. Phase 4 is located on the eastern side of tax parcel number 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings.

Attachments Included:

- Application
- Aerial Map
- Future Land Use Map
- Zoning Map
- Staff Report & Town of Waxhaw Review Comments - Town/County Agencies
- Photos of Phase 3 Elevations for Architectural Example of New Phase 4 Buildings
- Originally Approved CUP Plan
- Approved Phase 2 & Phase 3 Plans
- 11 by 17 CUP Amendment Plans
- Full Size CUP Amendment Plans

Date submitted to Town Clerk: 12/19/2014



Town of Waxhaw
 Planning & Community Development
 PO Box 617
 Waxhaw, NC 28173
 704-843-2195 (Phone)
 704-243-3276 (Fax)
 www.waxhaw.com

Date Received
7-3-2014
 Received By
D
 Fee
440.00

AMENDMENT

CONDITIONAL USE PERMIT APPLICATION

Application Number: CU- 002567-2014 Date of Application: 6-26-14

Applicant Information

Applicant Name: Tommy Holvas

Applicant Mailing Address: 10033 STRIKE The Gold Lane WAXHAW NC 28173

Applicant Telephone: 704-506-1354

Property Owner Name: WAXHAW Professional Park, LLC

Property Owner Mailing Address: SAME 101 WAXHAW Professional Park Dr
 WAXHAW NC 28173

Property Owner Telephone: same

Relationship of Applicant to Property Owner: same

Subject Property Information

Property Location: 101 WAXHAW Profesional Park Dr.

Tax Map and Parcel Number(s): 06141007

Existing Zoning: CU-C3 In Flood Area? No

Is Conditional Use (CU) Rezoning Requested: Yes No

Proposed Conditional Use: office same as phase 3 +
 church

Comments: _____

A site plan must be submitted for evaluation by the Zoning Administrator and Planning Board and subsequently approved by the Board of Commissioners prior to any development and/or construction and must be accompanied by the following:

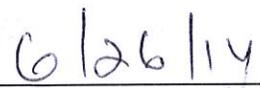
1. Name, address, and phone number of the applicant and property owner(s) (if different from applicant).
2. A scaled boundary survey showing the total acreage, present zoning classification(s), date & north arrow.
3. The owner's names and addresses, the tax parcel numbers, and the existing land use(s) of all adjoining properties.
4. A scaled site plan showing the following information:
 - A: All existing easements, reservations, rights-of-way and all yard requirements on the property or properties which are subject to the application.
 - B: Proposed size, layout and setbacks of all proposed structures. For residential uses this shall include the number of units and an outline of the area where the structures will be located. For non-residential uses, this shall include the approximate gross floor area of all structures and an outline of the area where the structures will be located.
 - C: Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.
 - D: Landscape plans showing proposed screening and landscaping, including walls, fences or planted areas as well as treatment of any existing natural features within the site.
 - E: Delineation of areas within the regulatory floodplain as shown on the Official Flood Plain Hazard Boundary Maps.
 - F: Proposed number, type and location of all free-standing identification signs.
5. Proposed phasing, if any, and approximate completion time of the project.
6. A fee paid in accordance with the fee schedule.

No application will be considered complete unless it has been properly completed and submitted to the Zoning Administrator by the deadline for the Planning Board Meeting.

To the best of my knowledge, all of the information herein submitted is accurate and complete.



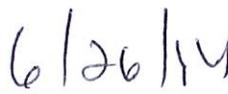
(Signature of Property Owner)



(Date)



(Signature of Applicant)



(Date)

All of the information herein required has been submitted by the applicant and is included or attached with this application.

Sari Oakley

(Signature of Zoning Administrator)

7-3-14

(Date)

TO BE FILLED OUT BY ZONING ADMINISTRATOR

Completed application submitted on: 7-3-2014

Reviewed by Planning Board on: 12-15-14

Action of Planning Board: The Planning Board made a favorable motion to accept the applicants request to reduce the buildings from 11 to 4 with the conditions that the parking meets the 2007 UDO requirements and church use is not allowed. (unanimous)

Town Board Public Hearing Held On: _____

Date of Town Board Decision: _____

Action Taken by Town Board: _____

***Newspaper Affidavit should be attached**

Public Hearing Notice Filed in (Newspaper): _____

Date(s) Notices Published: _____

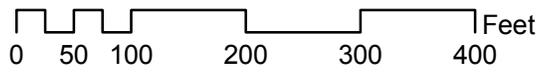
Notification to adjacent property owners mailed on: _____

Property Posting Date: _____

CU-002567-2014 Waxhaw Park Shopping Center Aerial Map



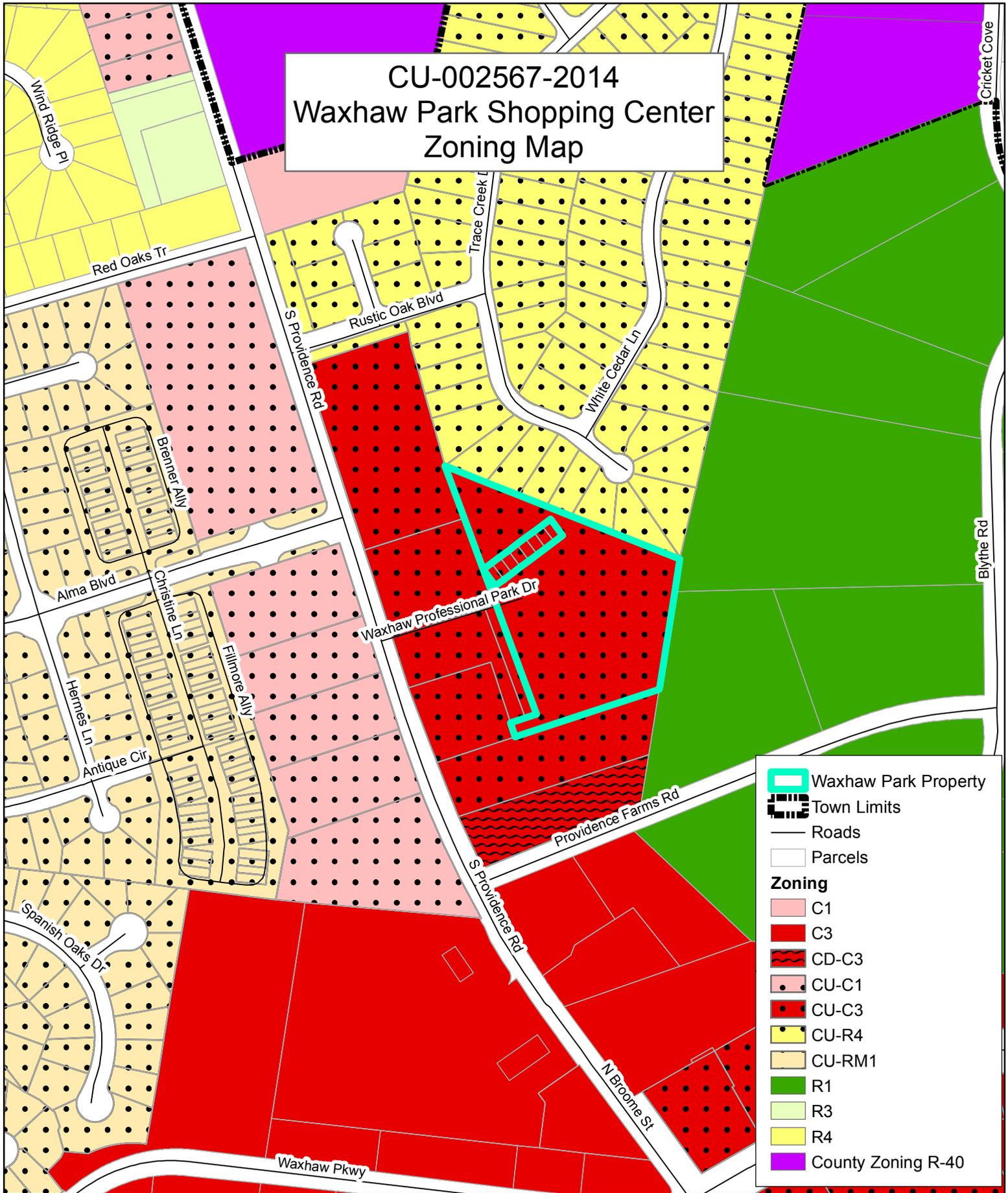
-  Waxhaw Park Property
-  Town Limits
-  Roads
-  Parcels



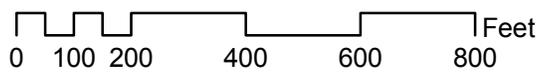
Data Source & Disclaimer
Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created November 2014.



CU-002567-2014 Waxhaw Park Shopping Center Zoning Map



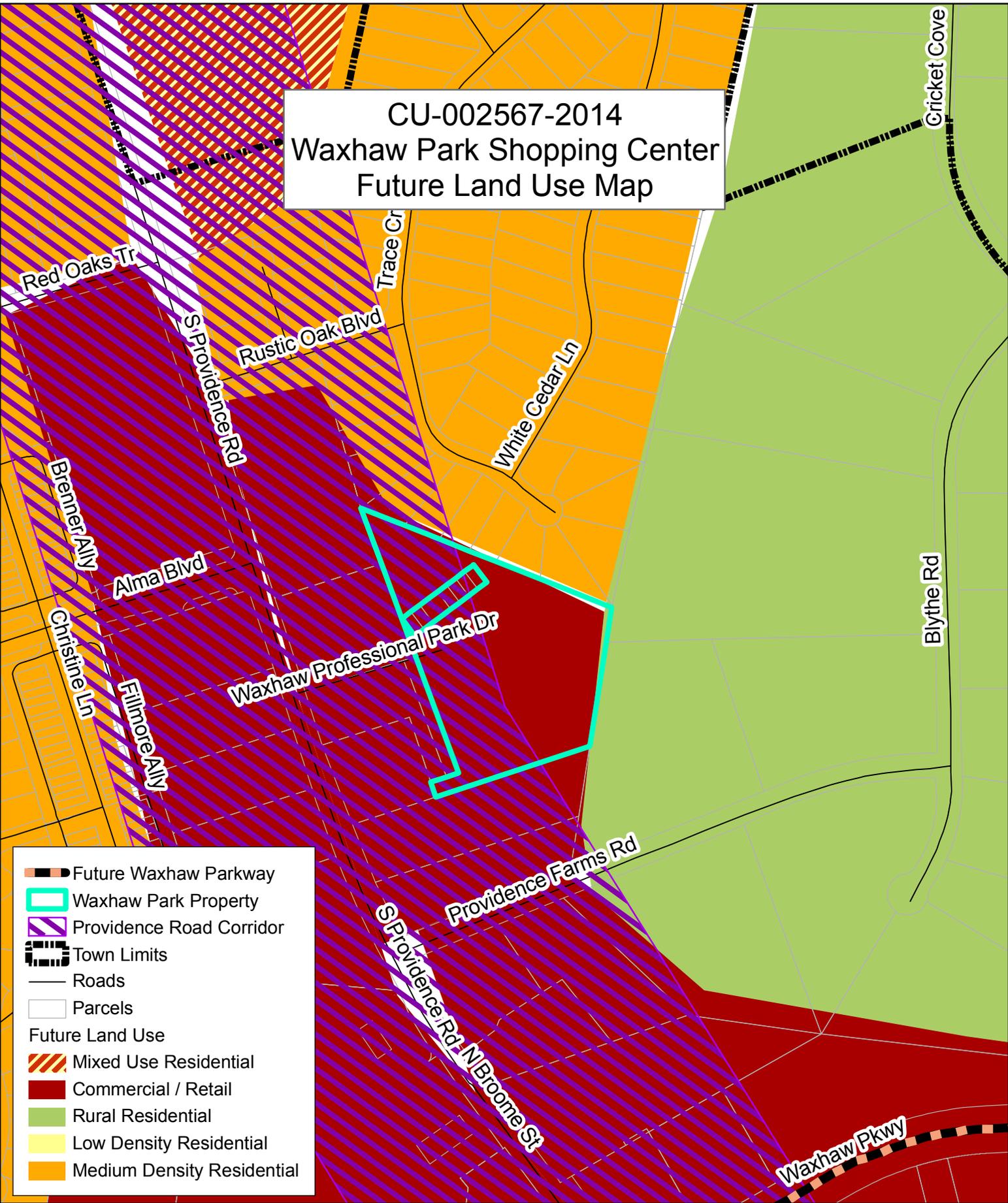
	Waxhaw Park Property
	Town Limits
	Roads
	Parcels
Zoning	
	C1
	C3
	CD-C3
	CU-C1
	CU-C3
	CU-R4
	CU-RM1
	R1
	R3
	R4
	County Zoning R-40



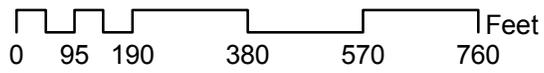
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CU-002567-2014 Waxhaw Park Shopping Center Future Land Use Map



	Future Waxhaw Parkway
	Waxhaw Park Property
	Providence Road Corridor
	Town Limits
	Roads
	Parcels
Future Land Use	
	Mixed Use Residential
	Commercial / Retail
	Rural Residential
	Low Density Residential
	Medium Density Residential



Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created November 2014.



**Conditional Use Petition CU-002567-2014
Waxhaw Park Shopping Center Phase 4
Conditional Use Permit Amendment**

EXPLANATION OF THE REQUEST

CU-002567-2014 is a request by the applicant, Tommy Holevas on behalf of Waxhaw Professional Park, LLC, for an amendment to the CUP (Conditional Use Permit) for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved CUP plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow a church use. Phase 4 is located on the eastern side of tax parcel number 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings.

LOCATION / CURRENT LAND USE

The property is located off Waxhaw Professional Park Drive on the east side of Providence Road behind the Napa Auto Parts & Snap Fitness buildings. The property is zoned CU-C3 (Conditional Use-General Commercial). Currently, the subject property is undeveloped and is Phase 4 of the Waxhaw Park Shopping Center.

- Condition and land use of the surrounding properties. The adjoining properties are:
- To the north – Camberley single-family residential subdivision zoned CU-R4 (Conditional Use-Single-Family Residential).
 - To the south – Ace Hardware retail store. This property is zoned CU-C3 (Conditional Use-General Commercial).
 - To the east – Providence Farms single-family residential subdivision zoned R-1 (Single-Family Residential).
 - To the west – Four parcels: A parcel with a retail building containing NAPA Auto Parts, Studio Forma florist, Jackson Hewitt insurance company, and The Groomery pet grooming; A parcel that is Phase 1 of the Waxhaw Park Shopping Center with a retail building including Kim’s Curtains Interiors & Blinds, and Snap Fitness; A parcel that is Phase 2 of the Waxhaw Park Shopping Center with a retail building including Studio U Salon & Spa, Waxhaw Family Vision Care, WOW Taekwondo, Dream Dinners, PMAC, Personal & Group Fitness, and Trattoria Antica restaurant; and a parcel that contains two retail buildings including Sherwin-Williams Paint, Sephora Nails, Sweet Repeats, The Color Bar Hair Salon, Subway, Domino’s Pizza, a gym, a Drycleaners, and a tanning salon. These properties are all zoned CU-C3.

LAND USE

The Waxhaw Park Shopping Center was approved in phases beginning when the CUP was approved by the Board of Commissioners in April 2007. This original plan (attached) showed eleven smaller buildings versus the four larger buildings the applicant is proposing. Phases 2 and 3 were approved administratively on August 22, 2008 and October 27, 2008 respectively. Phase 2 was consistent with the approved CUP, however Phase 3 was approved in error because the plans did not go to the Board of Commissioners for approval since there is a condition on the CUP that the buildings not be combined or enlarged without Board of Commissioner approval. In Phase 3, two smaller buildings that were shown on the approved CUP plan were combined into one larger building. Phase 4 is labeled as future development on both the Phase 2 and Phase 3 plans and shows four larger buildings (consistent with this CUP amendment request) as opposed to the originally approved CUP that showed eleven smaller buildings. However, future development shown on a plan does not constitute site plan approval. The applicant is

proposing to remove the condition that buildings not be combined or enlarged without approval by the Board of Commissioners, but this condition still currently requires the applicant to receive approval by the Board of Commissioners to request four larger buildings instead of the approved eleven smaller buildings on the approved CUP plan.

The applicant is proposing three office buildings and one church building. Per the conditions of the Conditional Use Permit for the Waxhaw Park Shopping Center approved by the Waxhaw Board of Commissioners on April 10, 2007, only office uses allowed in the OIS (Office, Institutional & Specialty) zoning district are allowed by right. The applicant is proposing to amend this condition to allow church use also. (Proposed conditions of the CUP can be found on the attached CUP Amendment Site Plan).

PARKING

This project is regulated by the Unified Development Ordinance that was in effect at the time of approval on April 10, 2007. Therefore, this request has been reviewed under those regulations. The applicant has met these requirements.

The parking regulations for office use required one parking space per 200 sq. ft. of net rentable area with the further standard that the net rentable area be considered 80% of the gross floor area. The applicant's three office buildings total 29,246 sq. ft. gross floor area, so the applicant is required to provide 117 spaces for the office buildings.

The parking regulations for churches required one space per four seats in the largest assembly room. The applicant is proposing 400 seats in the largest assembly room, so 100 spaces are required.

The combined required parking spaces for the office buildings and the church equals 217 spaces, however, under the former UDO regulations at the time of approval, there was a provision for Day Time/Night Time Assignments which stated:

One-half the required parking spaces for churches, theaters, or assembly halls whose peak attendance is at night or on Sundays may be assigned to a use which will be closed at night or Sundays.

The applicant proposes to use this provision to reassign 50 parking spaces from Phase 3 to use as parking for the church. This brings the total required parking spaces to 167. The applicant has proposed to provide 167 spaces. The plans also show seven handicap spaces which meets the requirements and is the total required for the full 217 spaces before the 50 space subtraction for reassigned spaces.

LANDSCAPING AND BUFFERING

There is no interior lot landscaping required by the April 2007 UDO, however, the applicant is providing some interior parking lot landscaping.

The April 2007 UDO did require a 20 foot perimeter buffer where a C3 district abuts a residential district. Where this property abuts the Providence Farms and Camberley Subdivisions which have residential zoning, the applicant has provided a buffer in accordance with requirements. There is a proposed nine mature trees (1/3 evergreen) and 20 large shrubs provided per 100 feet of buffer strip.

The applicant proposes to screen the dumpster on the site adjacent to the church with an opaque (brick) screen in keeping with the other Phase 3 of the shopping center. The brick used for the buildings and the dumpster enclosure will be the same in appearance as the brick on the buildings in Phase 3 (photos attached). The other buildings will not utilize dumpsters at this time.

2030 Comprehensive Plan

The Future Land Use Map from the 2030 Comprehensive Plan show the property as Commercial / Retail and Providence Road Corridor. (See attached Future Land Use Map.)

Commercial / Retail is summarized in the plan as:

Commercial / Retail. These areas focus on retail and commercial uses. They should be located along main transportation corridors and near residential and employment areas to provide access to goods and services.

The Providence Road Corridor is described in the plan as:

Providence Road Corridor. This classification designates a corridor along Providence Road (NC-16) - the primary road corridor through Waxhaw - that has been identified for additional planning. A plan for this corridor should include recommendations for specific design standards, such as building orientation, location and amount of parking, pedestrian and bicycle facilities, signage, and architectural requirements. Standards should also address transportation design, such as access management.

PLANNING STAFF ANALYSIS

The plan is in compliance with the April 2007 UDO. Two existing CUP conditions require the applicant's proposed plan to be approved by the Board of Commissioners as opposed to administrative approval by staff. These conditions are the use of one of the proposed buildings as a church (as opposed to an office use allowed in OIS), and the combining and enlarging of eleven smaller buildings on the approved plan to four larger buildings.

The parking meets the requirements of the 2007 UDO with the 50 spaces that will be reassigned from the existing Phase 3 for the church building. The applicant is providing 167 parking spaces and seven of those spaces will be handicap. The applicant is providing landscaping within the parking lot area although none is required by the UDO in effect at the time of approval. The applicant is also providing a 20' perimeter buffer where the property abuts residential. The applicant also proposes to screen the dumpster located next to the church with an opaque brick screen compliant with UDO requirements.

The Future Land Use Plan from the 2013 Comprehensive Plan shows the property as Providence Road Corridor and Commercial/Retail. These both include the proposed office use; however they do not include the proposed church use. The Town is currently beginning the process of updating the 2030 Comprehensive Plan.

The Waxhaw Park Shopping Center was approved in phases beginning when the CUP was approved by the Board of Commissioners in April 2007. This original plan (attached) showed eleven smaller buildings versus the four larger buildings the applicant is proposing. Phase 4 is labeled as future development on both the Phase 2 and Phase 3 plans and shows four larger buildings consistent with this CUP amendment request. However, future development shown on a plan does not constitute site plan approval, so the Phase 4 CUP amendment still requires approval by the Board of Commissioners since a condition of the plan says there is to be no combining or enlarging of buildings without Board of Commissioners approval. The requested revision to the CUP is more consistent with the existing Phase 3 than the Phase 4 area shown on the original CUP plan.

PLANNING STAFF RECOMMENDATION

Planning staff recommends approval of CU-0002567-2014, a request for modification of the approved CUP plan that includes reconfiguration of the site to show four large buildings and a church use.

However, staff recommends that the church implement special traffic measures, such as hiring an off-duty police officer to direct traffic on Sunday to ensure traffic flow is maintained on Highway 16 when services are held. (See attached Waxhaw Police Department comment.)

The CUP amendment plan meets the UDO requirements at the time of development. The requested plan also meets the conditions of the originally approved CUP with the exception of one condition; that uses permitted are only office uses allowed in the OIS district. The church use is substantially different from an office use; however staff feels that the traffic generation is the only difference that would require mitigation measures. The applicant is compliant with the condition that enlarging or combining buildings be approved by the Board of Commissioners since the revised CUP is going through the review process.

The revised CUP plan meets the parking, screening and buffer requirements of the 2007 UDO. The church use is not consistent with the 2030 Comprehensive Plan; however the town is currently undertaking a complete revision of this plan.

Finally, the requested amendment to the CUP plan is more consistent with the existing Phase 3 which is a larger building then what is shown for Phase 4 on the original CUP plan.

PLANNING BOARD RECOMMENDATION

At the Planning Board meeting the applicant indicated that they may not use one of the four buildings as a church and the uses for all four buildings would probably be office use, but they would still like the option of having a church use on the property. The applicant's amended CUP plan calculated the parking requirements based on three office buildings and one church building so it was not known at the meeting if the site plan would meet the parking requirements if all the buildings were office use. Therefore;

The Planning Board made a favorable motion to accept the applicants request to reduce the buildings from eleven smaller buildings to four larger buildings with the conditions that the parking meets the 2007 UDO requirements for office use for all four buildings and church use is not allowed. (Unanimous)

The Planning Board had concerns with a church use on the site due to traffic flow on Highway 16 during services and services possibly being held during the week or on holidays when the offices needed parking.

Planning Staff has calculated the parking requirements if the all the buildings are office use and the parking meets the 2007 UDO requirements, which is 167 spaces.

In approving an application for a conditional use permit, the Board of Commissioners may attach fair and reasonable conditions to the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Board of Commissioners.

The Board of Commissioners shall issue a conditional use permit if it has evaluated an application and determined that:

- A. That the use requested is among those listed as an eligible Conditional Use in the District in which the subject property is located or is to be located.
- B. That the Conditional Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed.
- C. That the Conditional Use meets all required conditions and specifications; and
- D. That the location and character of the Conditional Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of Waxhaw and its environs.

*****Please refer to the 4 Findings of Fact listed above when making a decision*****

Submitted by: Lisa McCarter

Town of Waxhaw
Review Comments- Town/County Agencies
Waxhaw Park Shopping Center Phase 4

Name of Project: *Waxhaw Park Shopping Center Phase 4 Conditional Use Permit Amendment*

Location of Project: *Parcel # 06-141-007, located off Waxhaw Professional Park Drive*

Waxhaw Police (Chief Eiss)

Concerns:

1. What is the number of people that attend the church? There may be a traffic issue with a high volume of cars, and also there is only one entrance.
2. Make sure there is adequate parking lot lighting for security reasons.

Waxhaw Fire (Rob Fitzgerald)

Concerns:

1. Access for fire apparatus
 - a. It looks like a tight turn coming in the entrance and making the right to access building 6
 - b. Other islands with mature trees
2. Hydrant location
3. Tree canopy once the trees have matured blocking fire apparatus
4. Fire Dept Connection (FDC) if there is one in any of the buildings and where will it be located
5. The retention ponds seem pretty deep. With a neighborhood right behind this property is there a requirement for a fence around them?

Fire Dept. Requirements

1. You are required to put a Knox Box on each building.
2. We need 3 sets of master keys in each Knox Box for each building.
3. It appears that the buildings are one story. If two stories we will need a key for the elevator in the Knox Box so that we can put the elevator in firefighter mode and override the elevator.

Union County Public Works Department

Please have the developer revise the Phase 4 Plan, to show all of the requirements of Article 2, Section 2.2 of the *Union County Water and Sewer Extension Ordinance* (copy attached).

ARTICLE 2 – SUBMISSION AND REVIEW OF WATER AND SEWER PLANS

2.1- Overview

The outline in this Section 2.1 is intended solely to provide a general overview of the submission and review process. Developer must follow the specific requirements as delineated in the subsequent sections of this Article.

1. Where required by the policies of the Appropriate Planning Agency, Developer shall submit a sketch plan to the Appropriate Planning Agency for distribution to reviewing entities, including UCPW. Where not so required, Developer shall submit the sketch plan directly to UCPW. Developer shall include in the sketch plan a description of the types of development and an initial estimate of the water and sewer capacity being requested for the Development.
2. UCPW will review the sketch plan and issue a Conditional Sketch Plan Comment Letter to the Appropriate Planning Agency and to Developer. UCPW will concurrently provide a sample Standard Water and Sewer Services Extension Agreement to Developer.
3. Developer shall submit Water and Sewer Plans incorporating comments from the Conditional Sketch Plan Comment Letter.
4. UCPW will review plans for conformance with UCPW Sanitary Sewer and Water Specifications and provide response to Developer and the Appropriate Planning Agency through transmittal of red-lined drawings or through participation in the technical review committee of the Appropriate Planning Agency. UCPW will include in its comments a statement of the quantity of water and sewer capacity necessary for the Development and an estimate of the amount of the corresponding Capacity Fees in effect at that time.
5. If the Water and Sewer Plans are approved by UCPW, UCPW will submit an application to NCDENR for water and/or sewer construction permit(s) for the Project and send an Accessibility Letter to the Appropriate Planning Agency.
6. Upon (i) receipt of the appropriate water and/or sewer permits from NCDENR, (ii) mutual execution of the Standard Water and Sewer Services Extension Agreement, and (iii) payment of all applicable fees by Developer, UCPW will issue an Approval to Construct Letter to Developer for the Development Phase.

2.2 - Sketch Plan Approval Requirements and Process

(a) Sketch Plan Submittal

A Developer desiring a water or sewer extension for a Development shall first submit to the Appropriate Planning Agency a sketch plan of the proposed Development. If the Development lies in a jurisdiction where the Appropriate Planning Agency does not provide a central clearinghouse for development review and approval, Developer shall submit the sketch plans directly to UCPW. Developer shall identify for UCPW the engineer designated as Developer's Engineer of Record for the Project. For purposes of this Ordinance, the sketch plan shall include the following information:

1. Name, address, phone and email of the person submitting the sketch plan (Developer or development firm and designated contact person).
2. Name, address, phone, email, legal description of the Owner(s).
3. Identification of property to be developed by tax map, block and Lot number, deed book and page number, and any other pertinent information such as subdivision name and lot number, general plat of property, name and/or highway number of adjacent streets and highways and adjacent property owners as may be necessary to properly identify the property.
4. Nature of development contemplated and proposed number and type of units, square footage and proposed construction schedule and phases as applicable.
5. Services requested with estimated consumption or flow volumes (water, sewer, and/or fire flow, and irrigation). For residential development, Developer shall base water and sewer capacity requests on the number of units planned. For commercial and industrial development, Developer shall base water and sewer capacity requests on total gallons per day in accordance with NCDENR guidelines. Developer shall list in the sketch plan the proposed number of water meters to serve the Development and shall classify whether any of the meters are intended for use as master meters for multiple customers. UCPW reserves the right, at its discretion, to make the final determination of use of master or individual meter sets.
6. For wastewater service, quality of waste to be delivered to UCPW's system for treatment (domestic, industrial, commercial).

(b) Sketch Plan Review by UCPW

UCPW will review the sketch plan and provide a Conditional Sketch Plan Comment Letter to the Appropriate Planning Agency and to Developer. At this time, UCPW will also provide Developer with a sample Standard Water and Sewer Services Extension Agreement for Developer's reference regarding terms and conditions for potential allocation of capacity. Depending on the nature and extent of comments by UCPW, UCPW may require Developer to submit a revised sketch plan as a prerequisite for reviewing Developer's Water and Sewer Plan. As part of this sketch plan review, UCPW will notify Developer or Developer's Engineer of Record of any potential off-site and oversize improvements that may be required for the Project to conform to the UCPW Master Water and Sewer Plan.

Following its receipt of the Conditional Sketch Plan Comment Letter, Developer shall submit within 180 days either a revised sketch plan, if required by UCPW, or Developer's Water and Sewer Plans, accompanied by payment of all applicable costs and fees. If Developer fails to submit the required documentation and costs/fees within 180 days, the Project will be considered inactive for purposes of this Ordinance. Should Developer desire to proceed with the Project after it is determined inactive, Developer shall be required to submit a new sketch plan.



10-05-14

WAXHAW PARK - BLDG 2 1/6



WAXHAN PARK - BLDG 2 2/16

10-05-14



10-05-14

WAXHAW PARK - BLDG 2 3/6



10-05-14

WAXHAW PARK - BLDG 2 416



10-05-14

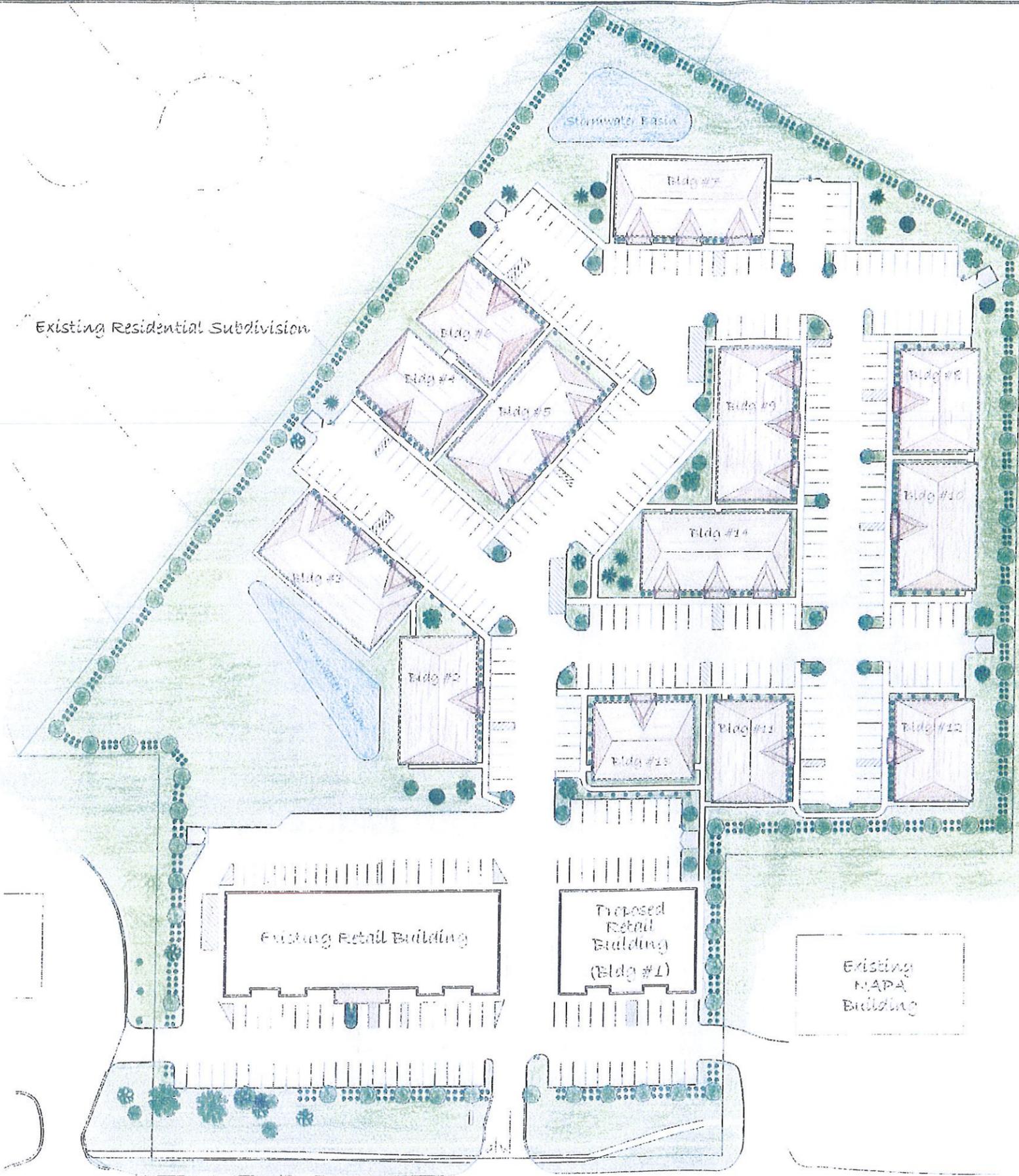
WAXHAW PARK - BLDG 2 5/6



10-05-14

WAXHAW PARK - BUDG 2 6/6

Existing Residential Subdivision



Waxhaw Park
Shopping and Office Center

Master Site Plan

Scale: 1" = 40'

PROVIDENCE ROAD - NC HWY. 16

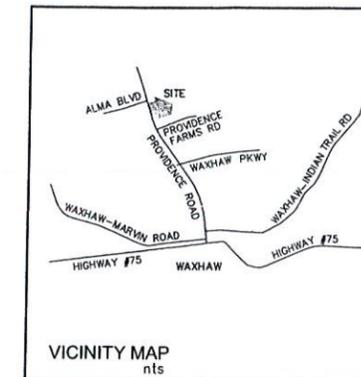
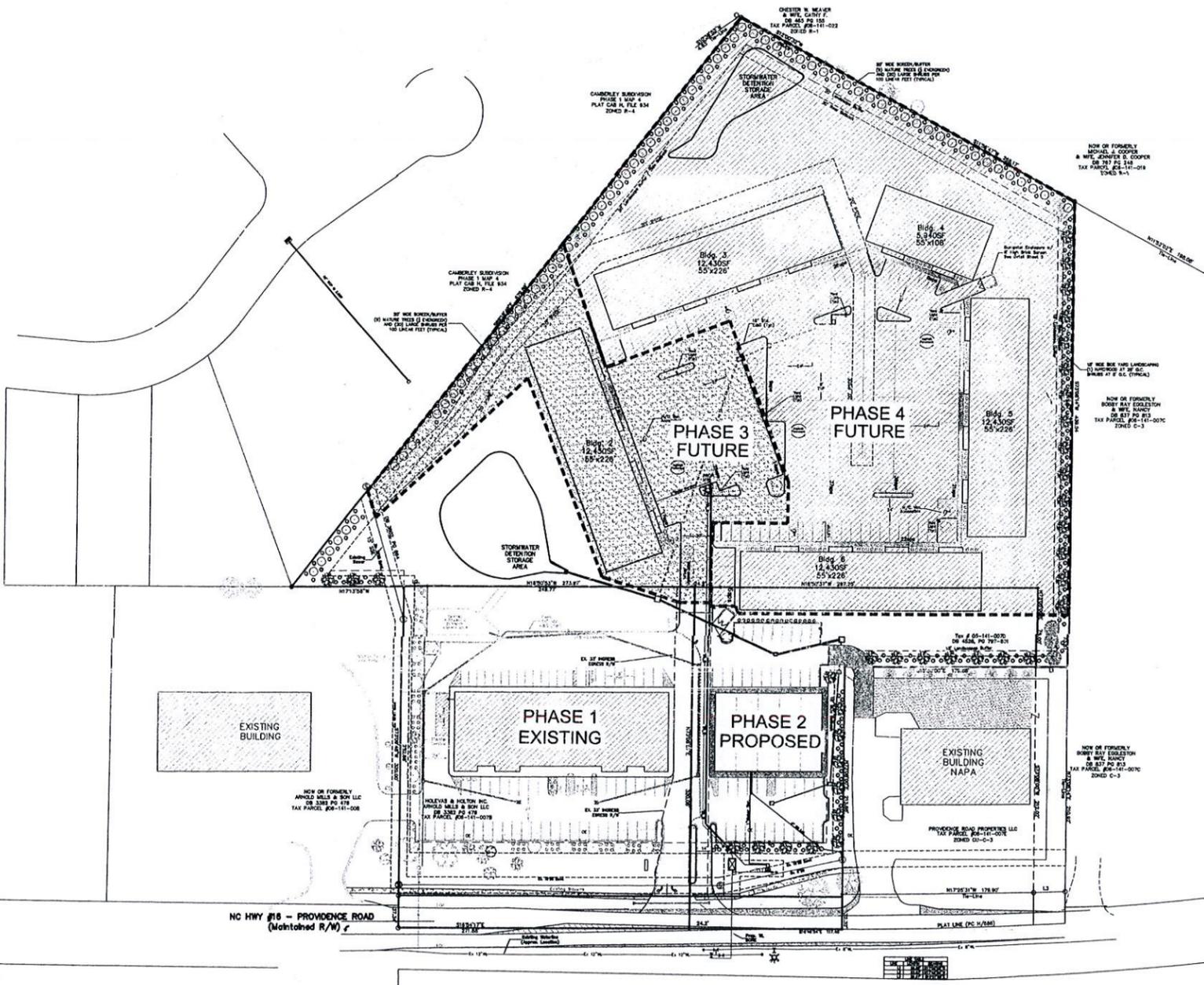
Town of Waxhaw
Approved for Construction Only
These drawings meet the minimum criteria specified in the Town Unified Development Ordinance and are approved for construction only. This approval does not constitute approval from other agencies having authority over the project. The user is responsible for obtaining all other permits to operate or finish.
Approved By: *[Signature]* Date: *August 22, 2008*

CIVIL DESIGN DRAWINGS

WAXHAW PARK SHOPPING CENTER

PHASE 2

CALL BEFORE YOU DIG
CONTRACTOR TO CALL 1-800-632-4949 TO HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO CONSTRUCTION. RECORD TICKET NUMBER FOR FUTURE REFERENCE.
CONTRACTOR TO CALL UNION COUNTY PUBLIC WORKS AT 704-296-4210 TO HAVE EXISTING WATER AND SEWER LINES LOCATED.

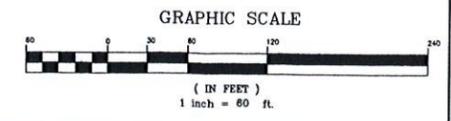


OWNER/DEVELOPER INFORMATION:
HOLEVAS-HOLTON CONSTRUCTION, INC
1724 FUNNY OIDE CIRCLE
WAXHAW NC 28173
CONTACT: TOMMY HOLEVAS
704-506-1354
CHARLOTTE, N.C. 28277

NORTH REF:
P.C. H, FILE 656
AUGUST, 2008

INDEX TO SHEETS

SHEET 1 OF 10:	COVER SHEET
SHEET 2 OF 10:	OVERALL SITE PLAN
SHEET 3 OF 10:	PHASE 2 SITE PLAN
SHEET 4 OF 10:	GRADING & EROSION CONTROL
SHEET 5 OF 10:	CONSTRUCTION DETAILS (1)
SHEET 6 OF 10:	CONSTRUCTION DETAILS (2)
SHEET 7 OF 10:	STORMWATER MANAGEMENT PLAN
SHEET 8 OF 10:	WATER AND SEWER CONNECTION PLAN
SHEET 9 OF 10:	WATER AND SEWER CONNECTION DETAILS
SHEET 10 OF 10:	LANDSCAPING PLAN



THIS DRAWING SHALL BE RETURNED TO FRONTIER LAND SURVEYING UPON REQUEST.

Surveying & Engineering Services By:
FRONTIER LAND SURVEYING
1394-B WALKUP AVENUE
MONROE, NC 28110
(704) 283-9726

DATE: 11/07/2007
HORIZ. SCALE = 1" = 60'
VERT. SCALE = N/A
DRAWN BY: KEH
APPROVED BY:
REV: 03/14/2008
REV: 07/03/2008
REV:

WAXHAW PARK SHOPPING CENTER
Phase 2
COVER SHEET

SH. 1 OF 10

CIVIL DESIGN DRAWINGS

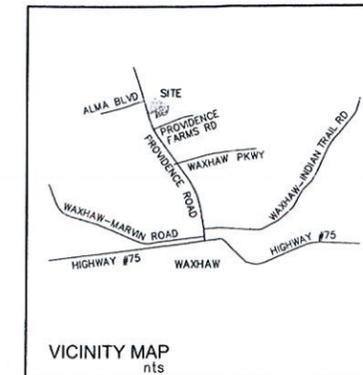
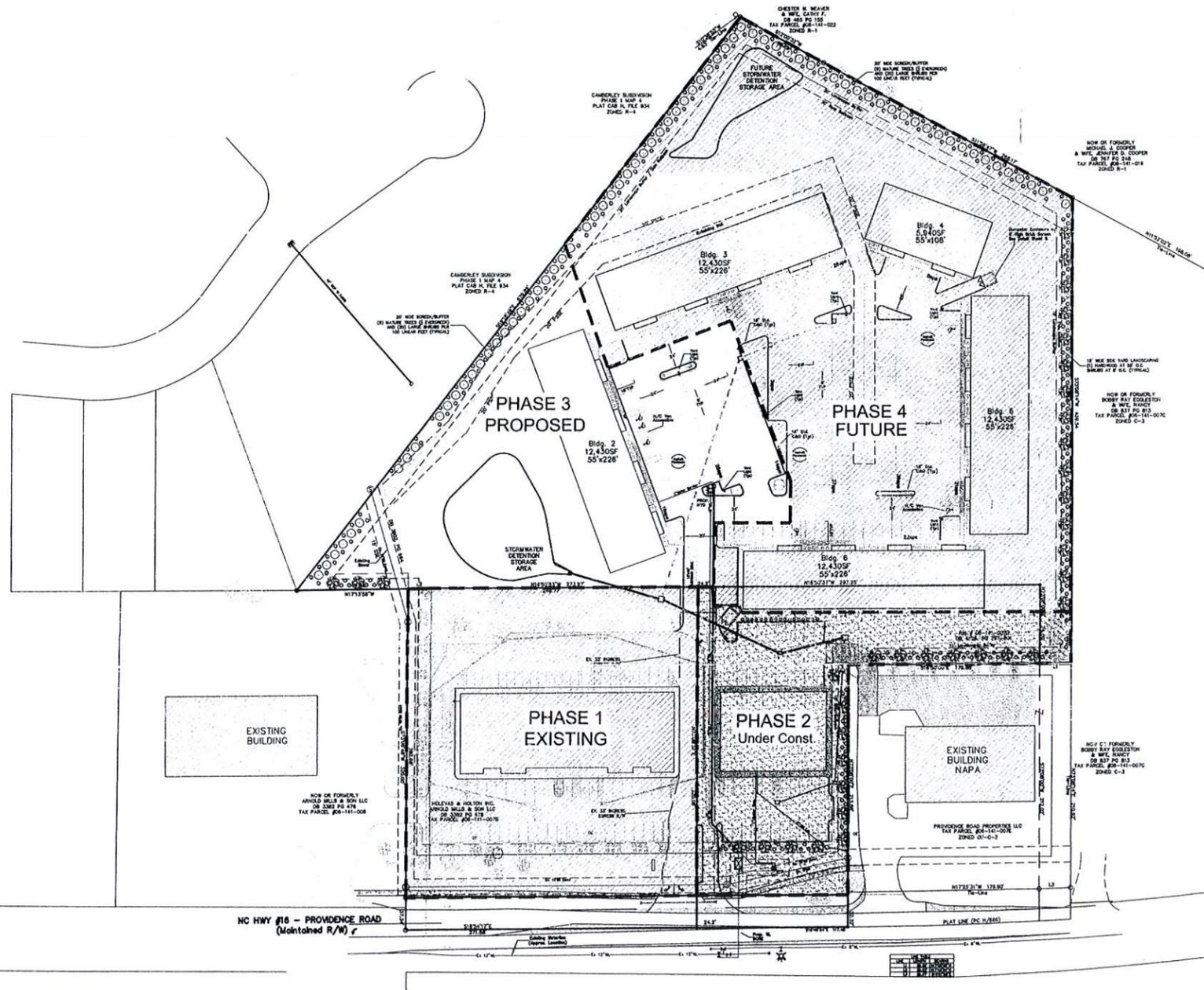
WAXHAW PARK SHOPPING CENTER

PHASE 3

CALL BEFORE YOU DIG

CONTRACTOR TO CALL 1-800-632-4949 TO HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO CONSTRUCTION. RECORD TICKET NUMBER FOR FUTURE REFERENCE.

CONTRACTOR TO CALL UNION COUNTY PUBLIC WORKS AT 704-296-4210 TO HAVE EXISTING WATER AND SEWER LINES LOCATED.

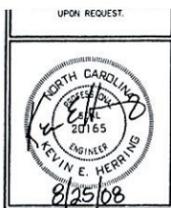
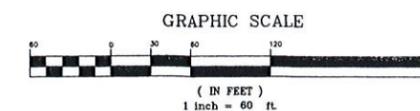


OWNER/DEVELOPER INFORMATION:
HOLEVAS-HOLTON CONSTRUCTION, INC
1724 FUNNY CIDE CIRCLE
WAXHAW NC 28173
CONTACT: JIMMY HOLEVAS
704-506-1353
CHARLOTTE, N.C. 28277

INDEX TO SHEETS

- SHEET 1 OF 7: COVER SHEET
- SHEET 2 OF 7: OVERALL SITE PLAN
- SHEET 3 OF 7: PHASE 3 SITE PLAN
- SHEET 4 OF 7: GRADING & EROSION CONTROL
- SHEET 5 OF 7: CONSTRUCTION DETAILS
- SHEET 6 OF 7: WATER AND SEWER CONNECTION PLAN
- SHEET 7 OF 7: WATER AND SEWER CONNECTION DETAILS

NOTE:
REFER TO PHASE 2 LANDSCAPING PLAN FOR REQUIRED SCREENING AND LANDSCAPING DETAILS.



Surveying & Engineering Services By:
FRONTIER LAND SURVEYING
1394-B WALKUP AVENUE
MONROE, NC 28110
(704) 283-9726

DATE: 08/25/2008
HORIZ. SCALE = 1" = 60'
VERT. SCALE = N/A
DRAWN BY: KEH
APPROVED BY:

REV:
REV:
REV:
REV:

WAXHAW PARK SHOPPING CENTER
Phase 3
COVER SHEET

**Minutes of the Waxhaw Planning Board
Town of Waxhaw, NC
December 15, 2014**

The Waxhaw Planning Board met in regular session Monday, December 15, 2014 at 6:30 p.m. at the Waxhaw Police Department Community Room.

Regular Meeting

1. Call to Order

Chairman Godfrey called the meeting to order at 6:30 p.m.

2. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Chairman Godfrey, Bob Morgan, John Cannamela, Michael Kreimer, Dan Gingrich, James Mathieson, Staff McCarter, Staff Oakley, and Recording Secretary Oliver.

Absent: Vice-Chair Underwood, Fred Burrell, and Thomas Dwyer.

3. Work Session

NONE

4. Unfinished Business

NONE

5. New Business

- A. *Petition TA-002916-2014 – A request by the Waxhaw Commerce, LLC to amend Section 21 *Downtown Code*, and Section 8 *Definitions* to remove the maximum lot width in the TC (Town Center) zoning district, allow live-work units in the TC zoning district, and revise the live-work unit supplemental regulations. ***[PRIOR TO CONSIDERATION, APPLICANT AND STAFF REQUEST THIS ITEM BE REMOVED FROM THE AGENDA]**

Michael Kreimer motioned to remove TA-002916-2014 from the agenda. Dan Gingrich seconded. The motion passed unanimously, (6-0).

- B. Petition CU-002567-2014 – A request by the applicant, Tommy Holevas on behalf of Waxhaw Park, LLC, for an amendment to the CUP (Conditional Use Permit) for Waxhaw Park Shopping Center to change eleven small buildings on the approved CUP plan to four larger buildings, and allow a church use on parcel # 06-141-007.

Staff McCarter gave a presentation on CU-002567-2014 (see attached).

Tommy Holevas stated that when he originally built the first building, on the back portion of the property, he thought everything was approved. He stated that he found out that phase 4 was not approved when he contacted planning staff about constructing a building for a church that wanted to locate in town. Tommy Holevas stated that he was now not sure if the church would be locating on his property. He stated that if the church is a point of contention he can remove the use from the plans.

Chairman Godfrey asked what would go into the building if it was not used as a church. Tommy Holevas stated that the building would be built as an office/medical building.

Staff Oakley clarified that the CUP request is to allow for the many small buildings originally proposed, to be combined into fewer, larger buildings as well as to allow a church use on the site.

Chairman Godfrey stated that he would like to add a condition that a police officer must direct traffic for church services.

There was a discussion about turn lanes into the site.

Tommy Holevas stated that the square footage of the plan has not changed from the original CUP but the number of buildings that will make up the total square footage has decreased.

Dan Gingrich asked if the retention pond was going to be permanently filled or if it would only fill after a storm. He stated that the fire department had concerns about the retention pond during their review of the plan. Tommy Holevas stated that the pond was for storm water retention.

Dan Gingrich stated that he was concerned about traffic from the church during the week. Tommy Holevas stated that the church would only meet on the weekends and that it would look just like the other buildings.

Staff Oakley stated that if there was a concern about traffic during the week that the Planning Board could add conditions to only allow church services to be held on the weekends as long as the applicant was willing to agree to the conditions.

John Cannamela asked about the possibility of the proposed church hosting college classes and if the Planning Board could put a condition on the CUP to not allow that use. Staff Oakley stated that a condition could be added. John Cannamela asked if the condition would still be in place even if Tommy Holevas sold the buildings. Staff Oakley stated that any future owner would have to go through the CUP process again to change the conditions.

James Mathieson asked about the shared parking and the church only operating on the weekend and about the possibility of the building not being used as a church. He asked if there would be enough parking for the office tenants. Tommy Holevas stated that the formerly approved plans had the same amount of parking as the proposed amendments.

Michael Krimmer asked about a situation in where the church was very successful and fills up the parking lot, whether it would be easy to get cars back out of the lot. Tommy Holevas stated that the driveway would be able to accommodate the amount of traffic that the church might create.

Chairman Godfrey called for a motion on the case.

Michael Kreimer stated that he wasn't sure whether the Planning Board was voting on one or two items. There was a discussion about how to make the motion.

Dan Gingrich stated that he feels like they are voting on two things. One to allow 11 small buildings to become 4 larger buildings and the second is to allow a church as a use. Chairman Godfrey stated that he felt the Planning Board was voting on one item. He stated that conditions could be included with the motion such as restricting church services to the weekend and having a police officer direct traffic.

John Cannamela stated that holiday's do not always fall on a weekend so if Christmas falls onto a Tuesday they would want to hold a service.

There was a discussion about the church operating on holidays.

Staff Oakley stated that the Planning Board can break the motion down into two separate parts.

Michael Kreimer motioned to send a favorable recommendation to the Board of Commissioners on allowing 11 small buildings to be combined into 4 buildings and to have the applicant reapply for a CUP amendment if they want to allow a church use on the site.

There were concerns discussed about allowing the church use and the concerns with parking and traffic.

Staff Oakley stated that a second is needed to the vote on the motion that is on the floor.

Chairman Godfrey asked Michael Kreimer why he thought not allowing a church at this time was for the best. Michael Kreimer stated that the church opens more unanswered questions about parking and traffic.

There was a discussion about conventions centers and other high intensity uses.

Dan Gingrich stated that we have to confirm with planning staff that there is enough parking for a regular office use rather than a church use. Staff Oakley stated that it would be approved for 167 spaces and that may or may not be enough spaces according to the prescribed use.

There was further discussion that about required parking and how to calculate it based on use.

Dan Gingrich stated that the motion should include that the parking requirements would be correct based on use.

Michael Kreimer withdrew his motion.

Dan Gingrich made a motion to send a favorable recommendation to the Board of Commissioners to reduce the number of buildings from 11 to 4 with the contingency that the parking meets the 2007 UDO requirements and that the church use is removed from the plan at this time. James Mathieson seconded. The motion passed unanimously, (6-0).

- C. Reschedule January 19, 2015 Planning Board meeting due to Martin Luther King holiday.

Michael Kreimer motioned to reschedule the January 19, 2015 Planning Board regular meeting to January 20, 2015. John Cannamela seconded. The motion passed unanimously, (6-0).

6. Other Business - Update on previous case(s) heard by the Planning Board

Staff Oakley stated that Planning Board had one case in October, the Berger Day Care. Angela Berger requested more time before the case went to the Board of Commissioners. Staff Oakley also gave everyone a reminder about the committee holiday party and stated that it's a drop in event.

7. Minutes for correction and approval: October 20, 2014 regular meeting

Dan Gingrich motioned to approve the minutes from the October 20, 2014 regular meeting. John Cannamela seconded. The motion passed unanimously, (6-0).

10. Adjournment

John Cannamela motioned to adjourn the meeting at 7:19 pm. Dan Gingrich seconded. The motion passed unanimously, (6-0).

The meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Chairman, David Godfrey

Recording Secretary, Maxx Oliver

Town of Waxhaw Planning Board

Waxhaw Police Department Community Meeting Room
Monday December 15, 2014

TA-002916-2014

Petition TA-002916-2014 is a request by the Waxhaw Commerce, LLC to amend Section 21 *Downtown Code*, and Section 8 *Definitions* to remove the maximum lot width in the TC (Town Center) zoning district, allow live-work units in the TC zoning district, and revise the live-work unit supplemental regulations and definition to remove the requirement that the same tenant occupy the live and work area.

Removal from Agenda

Prior to consideration, applicant and staff request this item be removed from the agenda.

Proposed Changes

Section 8.2 Definitions, live-work units

Delete common tenant and dual occupancy requirement to allow different tenants in the live and work areas.

Live-Work Units - An attached residential building type with a small commercial enterprise on the ground floor and a residential unit above or behind with a common tenant in both spaces (~~no dual occupancy~~).

Proposed Changes

Section 21.3.1 Table of Permitted Uses, A. Residential

Add live-work units to the table of uses chart as a use permitted in the TC zoning district with supplemental regulations.

Section 21.3.2.A.3. Live-Work Units (supplemental regulations)

Modify a. to require the maximum square footage for living area is 3,000 square feet and the maximum height of the building is three feet.

Delete d. which requires the same tenant to occupy the work area and living area.

Proposed Supplemental Regulations

21.3.2.A Residential Uses & Functions

3. Live-Work Units: Construction shall meet the requirements of the North Carolina Building Code, and built to commercial standards subject to the following:

- a. The maximum total size of the living area in a Live-Work unit is 3000 square feet and a live-work building is limited to three stories in height.
- b. The non-residential area function shall be limited to the first or main floor only, and must occupy the portion of the building facing the street.
- c. The work area shall occupy 50% or less of the total unit.
- ~~d. The same tenant shall occupy the work area and living area.~~

Proposed Changes

21.4.4 Town Center

A. BUILDING HEIGHT

- a. Principal Building 16 ft. min. 4 stories, 72 ft. max.
- b. Accessory Building 1 story max.

B. LOT OCCUPATION

- 1. Lot Width 18 ft. min. ~~96 ft. max.~~
- 2. Lot Coverage 100% max.

Planning Staff Analysis

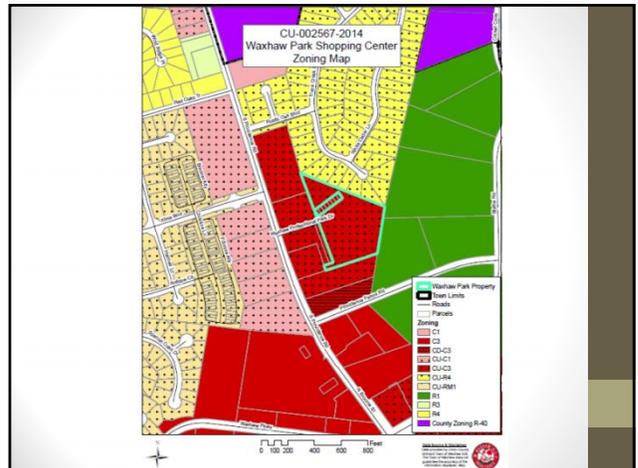
The applicant represents two parcels currently zoned C-2 (Highway Commercial) that are adjacent to parcels zoned TC and NMX (Neighborhood Mixed Use) in the downtown area. The applicant is going to submit a rezoning request to zone the property TC. The two parcels combined are over 20 acres of property, and the applicant would like to make the modifications to the TC requirements and definition of live-work units to provide greater flexibility to potential buyers. The changes would be in keeping with current market demands for larger properties to locate larger buildings. The requested changes would also allow live-work units in TC and allow the flexibility to have a different tenant in the living and working areas of live-work units.

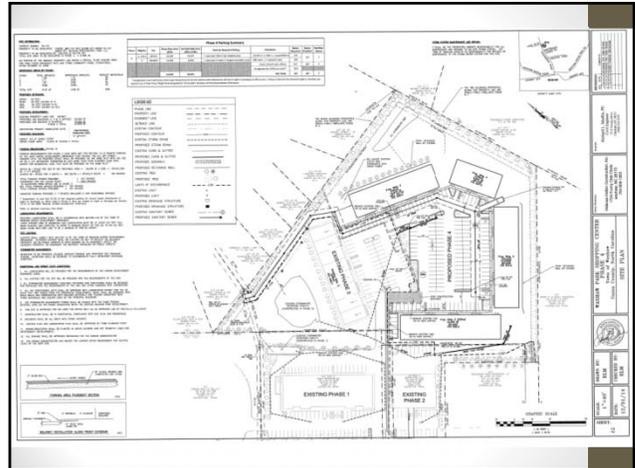
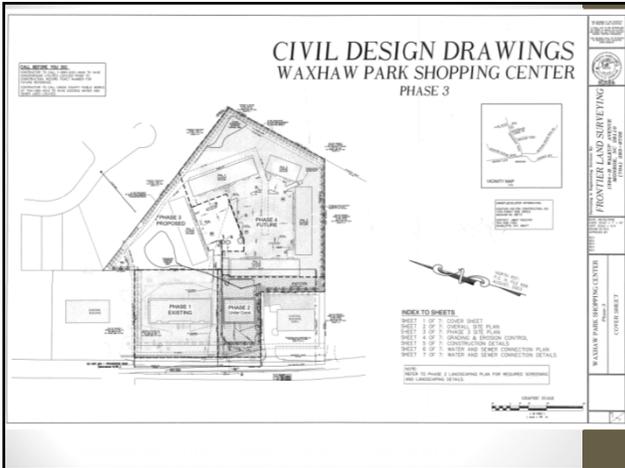
Planning Staff Recommendation

Planning Staff recommends approval of TA-002916-2014. The proposed text amendment will result in more flexible lot width standards in response to market demands, allow live-work units in the TC zoning district and allow different tenants for the living and working areas of live-work units. This will allow vacant property to be developed and create more business and residential units in the downtown.

CU-002567-2014 WAXHAW PARK SHOPPING CENTER CONDITIONAL USE PERMIT AMENDMENT

CU-002567-2014 is a request by the applicant, Tommy Holevas on behalf of Waxhaw Professional Park, LLC, for an amendment to the CUP (Conditional Use Permit) for Phase 4 of Waxhaw Park Shopping Center to change the eleven small buildings on the approved CUP plan to four larger buildings with a different configuration to tie into the existing Phase 3 of the shopping center, and also allow a church use. Phase 4 is located on the eastern side of tax parcel number 06-141-007 off Waxhaw Professional Park Drive behind the Napa Auto Parts & Snap Fitness buildings.





Parking

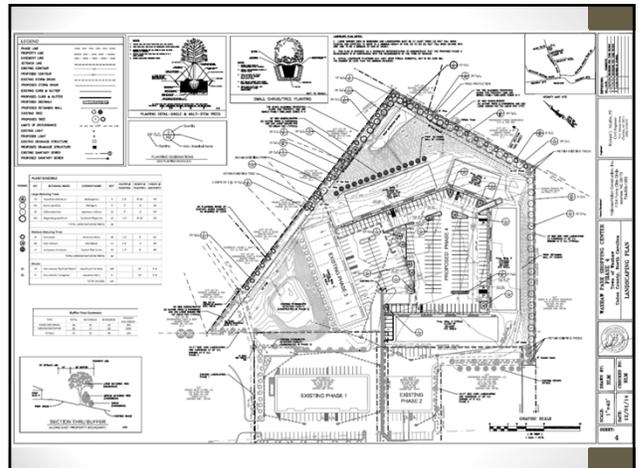
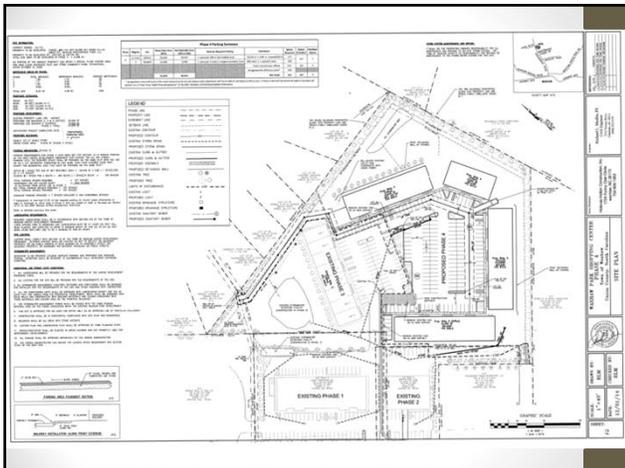
This project is regulated by the Unified Development Ordinance that was in effect at the time of approval on April 10, 2007. Therefore, this request has been reviewed under those regulations.

- Total required: 217

Parking

The former UDO regulations at the time of approval, there was a provision for Day Time/Night Time Assignments which stated:

One-half the required parking spaces for churches, theaters, or assembly halls whose peak attendance is at night or on Sundays may be assigned to a use which will be closed at night or Sundays.





2030 Comprehensive Plan

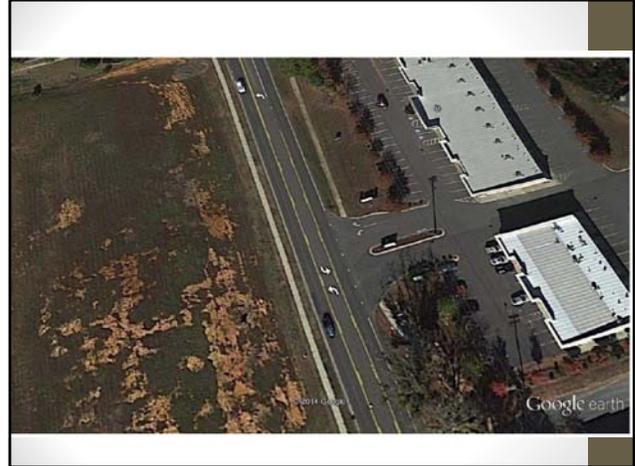
- **Commercial / Retail**
- **Providence Road Corridor**

Staff Recommendation

- The CUP amendment plan meets the requirements of the UDO that were in effect at the time of approval.
 - Parking
 - Landscaping
 - Buffering
- The church use does not meet the conditions of the original CUP, which only allowed office uses that were permitted in the OIS (Office, Institutional and Specialty) zoning district, however the applicant proposes to change the conditions to allow church use.
- The church use does not meet the recommendation of the 2030 Comprehensive Plan Future Land Use map, however the Town of Waxhaw has initiated an update to this plan.

Staff Recommendation

- A condition on the original CUP plan stated that buildings could not be combined or enlarged. The applicant proposes to remove this condition. The amended plan is more consistent with the earlier phases since it was shown as future development on previous plans.
- Staff recommends approval of the proposed CUP amendment.
 - Staff recommends the church use implement special traffic measures such as hiring an off-duty policer to direct traffic during services and functions to ensure traffic flow is maintained on Highway 16.



Findings of Fact

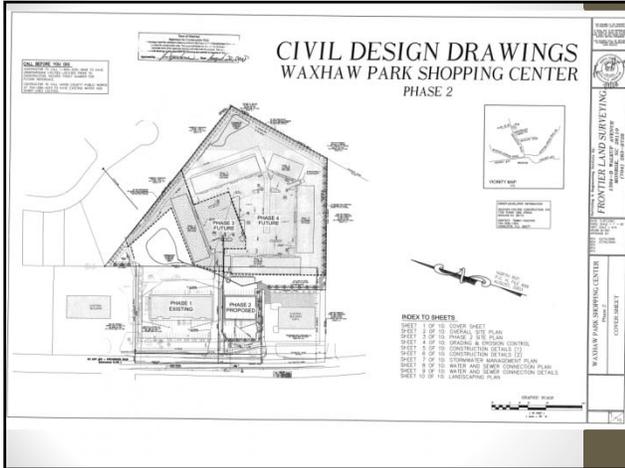
In approving an application for a conditional use permit, the Board of Commissioners may attach fair and reasonable conditions to the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Board of Commissioners.

The Board of Commissioners shall issue a conditional use permit if it has evaluated an application and determined that:

- A. That the use requested is among those listed as an eligible Conditional Use in the District in which the subject property is located or is to be located.
- B. That the Conditional Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed.
- C. That the Conditional Use meets all required conditions and specifications; and
- D. That the location and character of the Conditional Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of Waxhaw and its environs.

CONDITIONAL USE PERMIT (CUP) CONDITIONS:

1. ALL LANDSCAPING WILL BE PROVIDED PER THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE (UDO).
2. ALL LIGHTING FOR THE SITE WILL BE PROVIDED PER THE REQUIREMENTS OF THE UDO.
3. ALL STORMWATER MANAGEMENT FACILITIES, FEATURES AND STRUCTURES SHALL BE DESIGNED AND INSTALLED PER THE REQUIREMENTS OF THE UDO AND OTHER AGENCIES WITH JURISDICTION.
4. ALL AIR CONDITIONING UNITS SHALL BE SCREENED WITH LANDSCAPING EXCEPT FOR THE AC UNITS THAT ARE VISIBLE FROM THE RESIDENTIAL DEVELOPMENT, WHICH SHALL BE SCREENED WITH SOLID WALLS AND CONSTRUCTED WITH BUILDING MATERIALS AND COLORS CONSISTENT WITH THOSE MATERIALS AND COLORS USED ON THE PRINCIPAL BUILDINGS.
5. THE STORMWATER MANAGEMENT PONDS SHALL BE FENCED WITH THE SAME FENCING MATERIAL USED ON THE PONDS ASSOCIATED WITH THE EXISTING WAXHAW PARK DEVELOPMENT.
6. THIS SITE IS APPROVED FOR OIS USES FOR OFFICE ONLY AS AN APPROVED USE BY RIGHT AND CHURCHES.
7. CONSTRUCTION SHALL BE IN SUBSTANTIAL COMPLIANCE WITH SITE PLAN AND RENDERINGS.
8. BUILDINGS SHALL BE ALL BRICK WITH STONE ACCENTS.
10. LIGHTING PLAN AND LANDSCAPING PLAN SHALL BE APPROVED BY TOWN PLANNING STAFF.
11. GRASS/VEGETATION SHALL BE PLANTED IN AREAS CLEARED AND NOT PROMPTLY USED FOR IMPROVEMENT (DEVELOPMENT).
12. ALL SIGNAGE SHALL BE APPROVED SEPARATELY BY THE ZONING ADMINISTRATOR.
13. THE ZONING ADMINISTRATOR HAS WAIVED THE LOADING SPACE REQUIREMENT PER SECTION 12.9.C OF THE 2007 UDO.





V. New Business

- C. Discussion & Possible Appointment of 2015 CRTPO Delegate & Alternate
Presenter: [Greg Mahar](#)

Information

The MOU identifies the Mayor as the default delegate, but allows her to appoint another elected official as the delegate. The following paperwork is required: Statement of Economic Interest (SEI) and Real Estate Disclosure Form (RED). The 2015 submittal window opens on January 1.

Board Action

- Possible appointment of the 2015 CRTPO Delegate & Alternate

Melody Shuler

From: Greg Mahar
Sent: Saturday, December 20, 2014 5:49 PM
To: Melody Shuler
Subject: Fwd: 2015 CRTPO Delegates & Alternates and Ethics Information

Melody,

We need to get this on the next agenda for BOC action.

Thanks,
Greg

Greg Mahar, CFM
Interim Town Manager
Director of Planning & Community Development
Town of Waxhaw, NC
316 N. Church Street
P.O. Box 617
Waxhaw, NC 28173
(704) 843-2195 ext. 232 Office
www.waxhaw.com
Follow us on Facebook and Twitter

Sent from my iPad

Begin forwarded message:

From: "Cook, Robert" <rwcook@ci.charlotte.nc.us>
Date: December 5, 2014 at 10:49:45 AM CST
To: "Pleasant, Danny" <dpleasant@ci.charlotte.nc.us>, "Steinman, Norman" <nsteinman@ci.charlotte.nc.us>, "Herron, Wayne" <wherron@cornelius.org>, "Andrew Grant" <Agrant@cornelius.org> <Agrant@cornelius.org>, "Johnson, Travis" <tjohnson@townofdavidson.org>, "Humphries, Ed" <ehumphries@fairviewnc.gov>, "bcoxe@huntersville.org" <bcoxe@huntersville.org>, "Scott Kaufhold" <sjk@engineering.indiantrail.org> <sjk@engineering.indiantrail.org>, "ajm@engineering.indiantrail.org" <ajm@engineering.indiantrail.org>, "Ventresca, Andrew" <andrew.ventresca@co.iredell.nc.us>, "Todd, Matthew" <mtodd@co.iredell.nc.us>, "Shubert, Fern" <manager@marshville.org>, "Lisa Thompson" <lisathompson@marvinnc.org>, "Cook, Donna" <donnacook@marvinnc.org>, "Ralph Messera" <rmessera@matthewsnc.gov> <rmessera@matthewsnc.gov>, "Brooks, Vicky" <msvickybrooks@aol.com>, "Anderson, Kelsie" <kanderson@ci.moorestville.nc.us>, "Kraft, Allison" <akraft@ci.moorestville.nc.us>, "Ashley, Sherry" <sashley@statesvillenc.net>, "Martin, Erika" <emartin@townoftroutman.org>, "Lesch, Joseph" <joseph.lesch@co.union.nc.us>, Greg Mahar <gmahar@waxhaw.com>, "Niland, Patrick" <admin@wingatenc.com>, "Hair, Lynne" <lhair@admin.stallingsnc.org>, "jloyd@monroenc.org" <jloyd@monroenc.org>, "ceasterly@admin.stallingsnc.org" <ceasterly@admin.stallingsnc.org>, "tmorgan@pinevilledsl.net" <tmorgan@pinevilledsl.net>, "jhoard@admin.minthill.com" <jhoard@admin.minthill.com>, "Istiwinter@monroenc.org" <Istiwinter@monroenc.org>, "David Nelson"

(dnelson@matthewsnc.gov)" <dnelson@matthewsnc.gov>, "Green, Megan" <Megan.Green@mecklenburgcountync.gov>, "jburtontownofweddington.org" <jburtontownofweddington.org>, "Amy McCollum (amccollum@townofweddington.com)" <amccollum@townofweddington.com>, "Duston, Bill (planner@wesleychapelnc.com)" <planner@wesleychapelnc.com>

Cc: "Burke, Neil" <nburke@ci.charlotte.nc.us>

Subject: 2015 CRTPO Delegates & Alternates and Ethics Information

TCC Members:

It is important that CRTPO receive notification as soon as possible regarding your jurisdiction's 2015 MPO delegate and alternate. Please work with your city/town/county manager to identify who will represent your community. Recall that the MOU identifies the Chief Elected Official as the default delegate, but allows him/her to appoint another elected official. MPO delegates and alternates must be elected officials* from your governing body.

The following information is required: name, title, mailing address, e-mail address and telephone number. Providing the information via e-mail is acceptable.

Ethics Information

The requirements of the State Government Ethics Act makes the timely naming of 2015 delegates and alternates very important. Please work with whomever your Chief Elected Official appoints to ensure they complete the necessary paperwork (Statement of Economic Interest (SEI) and Real Estate Disclosure Form (RED)) as soon as possible. The 2015 submittal window opens on January 1. Delegates and alternates who have not submitted the necessary forms will not be able to participate in MPO meetings until they have done so and received verification from the Ethics Commission.

Listed below are important ethics-related links. 2014 delegates and alternates have received this information, however, if your jurisdiction will have new CRTPO representatives in 2015, please pass this information on to them.

- This link provides the forms that are required, along with instructions how to obtain an NCID. Obtaining an NCID is a required first step in the process. [SEI and RED forms, and instructions on how to obtain an NCID](#)

- Ethics Commission Webinar
Video archive of the webinar
<http://new.livestream.com/NC-DOT/events/3630954>

Presentations (and other resources)
<https://connect.ncdot.gov/projects/planning/Pages/MPO-RPO.aspx>

**Exceptions: The NCBOT and MTC representatives.*

Robert W. Cook, AICP

Secretary

Charlotte Regional Transportation Planning Organization
600 E. 4th Street

Charlotte, North Carolina 28202

704-336-8643 | 704-336-5123 (fax)



V. Old Business

- D. Discussion & Possible Approval of Town Board Rules of Procedure
Presenter: [Chaplin Spencer](#)

Information

On January 13, 2015, Commissioner Maher requested for the Town Board to submit suggested changes on the Town Board Rules of Procedure to Attorney Spencer.

Board Action

- Possible action on the Town Board Rules of Procedure

TOWN OF WAXHAW

RULES OF PROCEDURE

Preamble

THESE RULES OF PROCEDURE were designed for use by the Waxhaw Board of Commissioners based upon A. Fleming Bell, II: *Suggested Rules of Procedure for a City Council, 3d ed., 2000*. They incorporate general principles of parliamentary procedure and applicable North Carolina laws. Essentially the rules are a modified version of *Robert's Rules of Order Newly Revised* (hereinafter referred to as *RONR*). However, *RONR* is intended primarily to guide the deliberations of large legislative bodies; its detailed rules are not always appropriate for a small governing board.

The Board of Commissioners including the Mayor (hereafter referred to as the Board) in developing, approving and following these rules and procedures agree that they will recognize and following with these principles in mind:

1. The Board must act as a body.
2. The Board will recognize and respect the public trust and will represent the Town in an ethical manner for both public and private matters.
3. The Board will communicate with each other, the public and staff in a civil manner.
4. The Board will respect and follow the rule of law. No one elected officials can represent the entire Board without the Board express consent.
5. The Board should proceed in the most efficient manner possible.
6. The Board must act by at least a majority.
7. Every member must have an equal opportunity to participate in decision making.
8. The Board's rules of procedure must be followed consistently.
9. The Board's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.

Many of the rules suggested here reflect the provisions of the North Carolina city council meeting procedure statutes, Chapter 160A, Article 5, Parts 1–3, of the North Carolina General Statutes (hereinafter G.S.) (G.S. 160A-68 to -81) and the North Carolina open meetings law, G.S. Chapter 143, Article 33C (G.S. 143-318.9 to 143-318.18).

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Rules of Procedure

Rule 1. Regular Meetings

The Board shall meet at least monthly for the purposes of conducting town business. At its first December meeting the Board shall adopt a meeting schedule for the upcoming year. The Board may revise this schedule as appropriate. Contained in the meeting schedule will be the date, time and location of the meetings. A copy of the Board's current meeting schedule shall be filed with the Town Clerk.

Rule 2. Special, Emergency, and Recessed Meetings

(a) Special Meetings. The Mayor, the Mayor Pro Tem, or any two members of the Board may at any time call a special board meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. Special meetings include formal meetings with an established agenda along with work sessions, committee meetings, retreats, or other informal meetings of the Board. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the Mayor and each board member or left at his or her usual dwelling place; (2) posted on the Board's principal bulletin board, or if none, at the door of the Board's usual meeting location; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. As used in these Rules, delivery shall include email or facsimile. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. Even in such a case, the Board shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its date, time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Board's principal bulletin board, or if none, at the door of the Board's usual meeting location; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. Such notice shall also be mailed or delivered at least forty-eight hours before the meeting to each board member not present at the meeting at which the special meeting was called or scheduled and to the Mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner.

(b) Emergency Meetings. Emergency meetings of the Board may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the Board.

(1) The Mayor, the Mayor Pro Tem, or any two members of the Board may at any time call an emergency board meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each board member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the Mayor and all members of the

Board are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the Board complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire service's, or station's telephone number, with the Town Clerk. This notice shall be given either by telephone or by the same method used to notify the Mayor and the Board members and shall be given at the expense of the party notified.

(c) Recessed Meetings. A properly called regular, special, or emergency meeting may be recessed or adjourned to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed or adjourned session of a properly called regular, special, or emergency meeting.

Rule 3. Organizational Meeting

On the date and at the time of the first regular meeting in December following a general election in which board members are elected, unless an earlier date is set by the incumbent Board, the newly elected members shall take and subscribe the oath of office as the first order of new business. As the second order of new business, the Board shall elect a Mayor Pro Tem. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

If the Organizational Meeting is held on the first regular meeting in December, prior to qualifying newly elected members, the outgoing Board may resolve old business ready for action.

Rule 4. Agenda

(a) Preparation and Dissemination of Proposed Agenda for Regular Meetings

1. The Town Manager in conjunction with the Town Clerk and the designated Town Board member shall prepare the proposed agenda for each meeting based upon information submitted at least eight (8) days prior to the regular meeting. Documents associated with a particular meeting (staff reports, minutes, maps, etc.) must be submitted electronically in a format determined by the Town staff to the Town Manager's Office by 5:00 p.m. at least seven (7) days prior to the scheduled meeting.
2. Staff: All staff initiated items (including items from Town boards) must be approved by the department director in order to be placed on a Board agenda. The Town

Manager or designee specifies each item for consent agenda or discussion.

3. Town Board Members:
 - a. Board Member Reports. Board members serve as liaisons to various Town of Waxhaw and outside organizations. Any Board member who wants to provide a report about a program in which he/she has participated should advise the Town Clerk to add this to the agenda. It is the requesting Board member's responsibility to prepare a concise report and provide this report to the Town Clerk by the agenda deadline. At the meeting the presider will ask the Board member who prepared the report if there is any new information to add that is not in the report. The Board will have an opportunity to ask questions about the report. No action/vote is necessary to accept, receive or approve the report.
 - b. Board Member Initiated Agenda Items: The Board values initiatives and ideas from its members and also respects the time and resources required by staff in preparing staff reports. To balance these objectives, Board member initiated requests will be handled in the following manner.
 - i. The Board member making the request will email the Town Clerk with details about the requested agenda item. Staff will assist the Town Clerk in determining the appropriate agenda on which to place this request.
 - ii. There will not be a staff report/recommendation at the meeting when this item first appears on the agenda. The Board member who made the request will verbally explain the request.
 - iii. At the meeting when the item first appears on the agenda, the Board may take one of the following actions:
 1. Discuss the issue and take action at the meeting if no information is required from staff and if Board does not seek public input,
 2. Refer the request to a future Board meeting, at which time a staff report with staff recommendation will be prepared, or
 3. Decide *not* to pursue the Board initiated request.
4. Entities that are affiliated with the Town, those which the Town pays membership dues, or those with which we have a regional partnership (such as the Union County Public School System, other Union County municipalities, Economic Development Commission, etc.):
 - a. Reports: The purpose of outside reports being on an agenda is to advise the Board of activities. If these entities request to make reports to the Board, they will work with the Town Clerk, who will identify the appropriate Board meeting. The entity will provide an electronic report in a format specified by Staff, including an executive summary in time to meet the agenda deadline. At the meeting the presider will ask the organization's representative if there is any new information to add that is not in the report. The Board will have an opportunity to ask questions about the report. No action/vote is necessary to accept, receive or approve the report.

- b. Action Items: If the entity affiliated with the Town requests Board action then they will work with the Town Clerk, who will determine the appropriate agenda on which to include the request. The entity representative will be responsible for providing necessary documentation by the deadline and presenting at the meeting.
5. The Clerk will email the final draft agenda to the Board members prior to placing it on the Website.
6. The Clerk will post the final agenda including all associated reports, with the exception of draft minutes to be approved, on the Website by 5 p.m. on Wednesday, the week before the meeting. No further changes will be made to the agenda once it has been posted on the Website.
7. Draft minutes to be approved on a Town Board agenda will be emailed to Board members and staff the Friday prior to the Board meeting at which they are scheduled to be approved. Board members and staff will provide the Clerk any suggested changes to these minutes by the following Monday at 5 p.m. The clerk will post these draft minutes to the prior to the Board meeting and will link them to the Board meeting agenda. The Board will approve with any additional changes at the meeting.
8. Items may come up after the agenda is posted to the Website, an applicant may want to remove an item from a particular agenda, and an agenda item may no longer necessary. Any item that falls into these categories will be communicated to the Town Clerk, who will show it at the end of the Website agenda as possible “addendum” to the Board meeting agenda; the associated staff report and information will be linked to the item if time permits prior to the meeting. If time does not permit, then a written or verbal report will be provided to the Board at the meeting. The Board will consider modifying the agenda to include these “addendum” items at the beginning of the meeting when they adopt the agenda.

(b) Preparation and Dissemination for Special, Recessed and Emergency Meetings

1. Special Meetings

These meetings are typically scheduled when items arise that would normally go to a regular Board meeting, but due to timing issues, a meeting needs to be scheduled to conduct this business before the next scheduled regular meeting. The public notice for a special meeting may serve as the agenda. The Board may not add items to the agenda of a special meeting. It is not necessary for the Board to officially adopt the agenda.

Work sessions and retreats are special meetings that are recognized to be more informal and they allow the Town Board to spend time on one or more issues in an informal setting to discuss them in more detail. The Town Manager or designee prepares work session and retreat agendas. It is not necessary for the Board to officially adopt the agenda. The public notice for these meetings may serve as the agenda.

2. Recessed and Emergency Meetings

An agenda will not be prepared for recessed or emergency meetings. The

public notice for an emergency meeting may serve as the agenda.

(c) **Adoption of Agenda at Regular Meetings.** As its first order of business at each regular meeting, the Board shall discuss any proposed revisions to the agenda and adopt an agenda for the meeting. The Board may by majority vote add items that have come up since the agenda was posted to the Website, delete items from the agenda for which action is no longer required, or postpone items to a future meeting.

(d) **Consent Agenda at Regular Meetings.** The Board may designate a part of the regular meeting agenda as the "Consent Agenda." Items shall be placed on the consent agenda by those preparing the proposed agenda if they are believed to be non-controversial and routine. Any Board member may remove an item from the consent agenda and place it on the regular agenda for discussion. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

(e) **Open Meetings Requirements.** The Board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board to understand what is being deliberated, voted, or acted on. The Board may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda are sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on are available for public inspection at the meeting.

Rule 5. Public Address to the Board

(a) Any individual or group who wishes to address the Board (not including the public comment section below) shall make a request to be on the agenda to the Town Clerk a minimum of ten calendar days before the meeting. However, the Board shall determine at the meeting whether it will hear the individual or group.

(b) At least one time per month, the Board will provide a period for public comment. Any individual or group wishing to make a comment under the Board's public comments section may do so without making a request through the Town Clerk. Speakers are limited to three (3) minutes or less and the entire public comment portion of the agenda is limited to fifteen (15) minutes unless waived by a majority vote of the Board. The Board does not take action on public comment but they may refer the matter to Staff for follow up.

(c) The Board may also allow public comment on specific agenda items.

(d) All comments should be civil in nature and speak to the issue at hand. Speakers should address their comments to the Board and not the audience. The Board may impose reasonable restrictions on public comments including time restrictions and designated spokespersons for groups having similar positions.

(e) Speakers will provide contact information to the Town Clerk prior to speaking and clearly state their names. Speakers may provide ten (10) copies of any handout materials to the Clerk for distribution to the Board and for the public record.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business and rules for each agenda topic for each regular meeting follow. By general consent of the Board, items may be considered out of order.

A. Commencement

1. Call to Order - The presider will always begin the meeting at the appointed time with a quorum present.
2. Ceremonial Opening (pledge, moment of silence etc.)
3. Adoption of Agenda

B. Public Comments

C. Consent Agenda

D. Recognitions and Reports: Recognitions shall include recognition of staff or the public for special accomplishments or achievements and presentation of proclamations that are requested to be presented at a Board meeting. Staff recognitions shall be recommended by the department director and approved by the Town Manager or designee. The Town Clerk shall schedule proclamation presentations at Board meetings as requested.

E. Public Hearings

F. Discussion Items. Any issue that does not qualify for consent will be placed on the discussion items (old business and new business) portion of the agenda. Any item pulled from the consent agenda will be discussed during this part of the meeting unless the Town Board directs to discuss it at another time during the meeting.

G. Closed Session

J. Adjournment

Rule 7. Mayor to Preside over Meetings

The Mayor shall preside at all meetings of the Board but shall have the right to vote only in the case of a tie. In order to address the Board, a member must be recognized by the Mayor and the Mayor shall insure that all Board members have equal opportunity to be heard.

The Mayor or other presiding officer shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond the Board agreed time limits and/or reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other Board members on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To insure that meetings proceed in an orderly and time efficient manner;
- (e) To call a brief recess at any time;
- (f) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the Board upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

Rule 8. Mayor Pro Tempore

At the organizational meeting, the Board shall elect from among its members a Mayor Pro Tem to serve at the Board's pleasure. A board member who serves as Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a board member for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Board may confer on the Mayor Pro Tem any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Board may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tem. When a mayor declares that he or she is no longer incapacitated, and a majority of the Board concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tem are absent from a meeting, the Board may elect from among its members a temporary chairman to preside at the meeting.

Rule 9. When the Presiding Officer Is in Active Debate

If the Mayor, Mayor Pro Tem or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another board member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Comment: Good leadership depends, to a certain extent, on not taking sides during a debate but insuring that a fair process occurs in which all members of the Board have a part in its discussion and decision. This rule is designed to insure even-handed treatment to both sides during a debate.

Rule 10. Action by the Board

The Board shall proceed by motion, except as otherwise provided for in Rule 31. Any member may make a motion except for the Mayor. General discussion of the agenda item may precede the making of a motion.

Comment: This rule is consistent with Board practice of discussion prior to a motion and is different than standard parliamentary practice where a motion must be on the floor before a board may proceed with discussion or action. Rule 31 specifies that the Board is to make appointments using an election method, rather than by motion, in order to allow all board members to express their preferences. This method applies both to internal board appointments and to appointments to other bodies. Traditionally, if a nonvoting mayor wishes to have a motion made, instead of making it personally, he or she states, “The Chair will entertain a motion that . . .”

Rule 11. Second Not Required

A motion shall not require a second.

Rule 12. One Motion at a Time

A member may make only one motion at a time. If a second or alternative motion is offered, the Board must consider and resolve the original motion first.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Comment: This rule sets forth the basic principle of parliamentary procedure that distinct issues will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded. The term *substantive motion* is used here to underscore the distinction between this type of motion and the various procedural motions listed in Rule 18. Basically, a substantive motion is any motion other than the procedural motions listed in Rule 18.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Comment: In a few instances, these rules and North Carolina law requires a vote equal to

two-thirds of the entire membership of the Board for adoption of a particular motion.

Rule 15. Voting by Written Ballot

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed. Votes shall be done at the meeting and in public.

Rule 16. Debate

The Mayor or presiding officer shall state the motion and then open the floor to debate on it. The Mayor or presiding officer shall preside over the debate according to the following general principles:

- (a) The maker of the motion is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- (c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

(a) Certain Motions Allowed. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

Comment:

Procedural motions are frequently used to “act upon” a substantive motion by amending it, delaying consideration of it, and so forth. They are in order while substantive motions are pending as well as at other times. In addition, as in *RONR*, several procedural motions can be entertained in succession without necessarily disposing of the previous procedural

motion. The order of priority establishes which procedural motion yields to which—that is, which procedural motion may be made and considered while another one is pending. The procedural motions are summarized in table form in the appendix. Note that the appended table is intended only to provide a quick reference guide to the motions; this rule and its comments should be consulted for a discussion of how each procedural motion is used.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of the Board’s consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(c).

Comment: This motion differs from the *RONR* motion to adjourn in several respects. The *RONR* motion to adjourn is not debatable or amendable and can be made at any time, thus interrupting substantive deliberations. Here, however, since the number of members is small and procedures are available to limit debate, Motion 2 allows both debate and amendment, but specifies that the motion is in order only when consideration of a pending matter has concluded.

If the Board wants to adjourn before completing final action on a matter, it must, prior to adjourning, first temporarily conclude its consideration of that matter. This is done with one of three motions: to defer consideration of the matter, to postpone the matter to a certain time or day, or to refer the matter to a committee. Only as a last resort should the Board use a motion to suspend the rules, in order to allow the motion to adjourn to interrupt deliberation on the matter. Another adjournment option is to recess or adjourn the meeting to reconvene at a specified time and place, in accord with Rule 2(c).

Motion 3. To Take a Brief Recess.

Comment: This motion, which allows the Board to pause briefly in its proceedings. To avoid confusing this motion with the motion “to recess to a time and place certain,” which is a form of the motion to adjourn under these rules and in North Carolina practice [see Rule 18(b), Motion 2 above]. Under these rules, the Mayor also has the power to call a brief recess at any time [see Rule 7(d)].

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

Motion 5. To Suspend the Rules. The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Board, excluding the Mayor and vacant seats.

Motion 6. To Go into Closed Session.

Comment: The requirements for this motion are found in Rule 26 and the comments thereto.

Motion 7. To Leave Closed Session.

Comment: The requirements for this motion are found in Rule 26.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires one hundred (100) calendar days thereafter (or if specified, the time set forth in the motion) unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 14], or else move to suspend the rules [Rule 18(b), Motion 5].

Comment: This motion allows the Board temporarily to defer consideration of a proposal. A motion that has been deferred dies if it is not taken up by the Board (via a motion to revive consideration, Rule 18(b), Motion 14) within a specified number of days of the vote to defer consideration. Note the restriction on making a new motion with the same effect while a motion remains deferred.

This motion should be distinguished from the motion to postpone to a certain time or day (Rule 18, Motion 11). A matter that has been postponed to a certain time or day is brought up again automatically when that time arrives. Board action (approval of a motion to revive consideration) is required, however, before the Board may again consider a substantive motion of which the consideration has been deferred under this motion.

Motion 10. Motion to Call for the Vote. The motion is not in order until there having been at least 10 minutes of debate, and/or every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion

remains pending. A member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 18(b), Motion 5].

Comment: This motion allows the Board to postpone consideration to a specified time or day and is appropriate when more information is needed or the deliberations are likely to be lengthy. It should be distinguished from the motion to defer consideration (see *Comment* to Rule 18(b), Motion 9). Note the restriction on making a new motion with the same effect while a postponed motion remains pending.

Motion 12. To Refer a Motion to a Committee or Staff. The Board may vote to refer a substantive motion to a committee or staff for its study and recommendations. Forty-five (45) days after a substantive motion has been referred to a committee or staff (unless another specific time is set forth in the motion), the introducer of the substantive motion may compel consideration of the measure by the entire Board, whether or not the committee or staff has reported the matter to the Board.

Motion 13. To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

Comment: The restriction on amendments stated in part 13, second sentence, of the provisions concerning this motion should be read narrowly; it is intended only to prevent an amendment that merely negates the provisions of the original motion. The intent of such an amendment can be achieved in a simpler and more straightforward manner by the defeat of the original proposal. Pertinent amendments that make major substantive changes in the original motion are quite proper.

The person making the original motion need not approve of any proposed amendments to that motion. . If the person making the motion does not favor a proposed amendment, he or she is free to vote against it. And so long as the original motion has not been voted on, the introducer is free under these rules to withdraw it (see Rule 20). If a motion has been withdrawn, the Board members are generally free to make their own separate motions on the same subject.

Motion 14. To Revive Consideration. The Board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 18(b). The motion is in order at any time after the day of a vote to defer consideration.

Comment: This motion replaces the motion “to take up from the table” in *RONR* and was renamed in order to avoid confusion but may be debated and amended, whereas the motion in *RONR* may not. If the motion to revive consideration is not successful within the specified number of days of the date on which consideration was deferred, the substantive motion expires. Its subject matter may be brought forward again by a new motion.

Motion 15. To Reconsider. The Board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "nos" prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

Comment: If a member wishes to reverse an action taken at a previous meeting, he or she may generally make a new motion having the opposite effect of the prior action. Note that in some cases reversal may not be possible; for example, where rights have vested because of the original vote, or where a binding contract has already been signed in reliance on that decision. The motion to reconsider is permitted under these rules only when action on a pending matter concludes.

Motion 16. To Rescind or Repeal. The Board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Comment: Each meeting of a board is in many respects a separate legal event. Unless prohibited by law, a board may at a subsequent meeting “undo” action taken at a previous meeting.

The motion to rescind is in order only for those measures adopted by the Board that can legally be repealed or rescinded. It is not intended to suggest that the Board may unilaterally rescind a binding contract, or may repeal an action where a person’s rights have already vested.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the Board excluding the Mayor and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 19. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

Comment: Matters that are disposed of at one meeting may be brought up again at a subsequent meeting through a new motion, unless a motion to prevent reintroduction was previously adopted [Rule 18(b), Motion 17]. This motion is in order only for those measures adopted by the Board that can legally be repealed or rescinded.

Rule 20. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before the presiding officer puts the motion to a vote.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own financial interest (as defined in North Carolina General Statutes or the Town of Waxhaw's Code of Ethics), official conduct, or in a quasi-judicial matter is voting would violate an affected person's constitutional rights to an impartial decision maker. In all other cases, a failure to vote by a member who is physically present in the Board chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Board.

Comment: G.S. 160A-75 provides that an ordinance may not be finally adopted at the meeting at which it is introduced except by a two-thirds vote of all the actual membership of the Board, excluding vacant seats and not including the Mayor unless he or she has the right to vote on all questions before the Board. The statute also specifies that an ordinance is deemed to be introduced "on the date the subject matter is first voted on by the Board." A "vote on the subject matter" is any vote pertaining to the ordinance's subject matter (for example, a vote to refer the subject of an ordinance to a committee for further study) is sufficient to satisfy the definition.

Rule 23. Adoption of Ordinances and Approval of Contracts

(a) Generally. An affirmative vote equal to a majority of all the members of the Board not excused from voting on the question in issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the town. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Board, excluding vacant seats, and not including the Mayor. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

Comment: In certain circumstances, voting requirements are superseded by the more specific provisions (see G.S. 159-17 for budget requirements detailed in Rule 24 and G.S. 160A-76(a) for requirements for franchises, including the requirement of adoption of franchise ordinances at two regular meetings).

b) Zoning Protest Petitions. An affirmative vote equal to three-fourths of all the members of the Board shall be required for an ordinance making a change in a zoning regulation, restriction, or boundary to become effective, if a valid protest petition is received in accordance with the requirements set out in G.S. 160A-385(a) and G.S. 160A-386. This rule shall not apply in those cases excepted by G.S. 160A-385(a).

Rule 24. Adoption of the Budget Ordinance

Notwithstanding the provisions of any town charter, general law, or local act:

- (1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the Board by a simple majority of those present and voting, a quorum being present;
- (2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Board; and
- (3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the Board and ending with the adoption of the budget ordinance, the Board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the Board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow, the holding of closed meetings or executive sessions by the Board if it is otherwise prohibited by law from holding such a meeting or session.

Comment: This rule is G.S. 159-17 with minor modifications. Since the notice requirements of the Open Meeting Law continue to apply to meetings held to work on the budget ordinance, the only practical effect of the second paragraph of this rule is to eliminate the need for any special notification of board members concerning such meetings. Many boards find it useful procedurally when working on the budget simply to recess or adjourn a single meeting several times until they have finished their work [see Rule 2(c)].

Rule 25. Electronic Participation at Meetings

Board members are allowed to participate electronically at a meeting that has a quorum physically present. Electronic participation is not allowed solely for the convenience of the member or to avoid attending the meeting. Members may only participate electronically three (3) times in any six-month period unless an affirmative vote of two-thirds allows additional electronic participation at a specific meeting. Members unable to physically attend the meeting but wishing to participate electronically should notify the Town Manager and Town Clerk at least a week in advance of the regular scheduled meeting and as soon as practical upon receipt of a special called meeting notice to facilitate any communication equipment. Notwithstanding the foregoing, board members participating electronically must use simultaneous/synchronous communication and are not allowed to (i) participate without audio (which prohibits e-mail, text messaging or similar means); or (ii) participate in a quasi-judicial hearing. In addition, electronic participation in a closed session shall only be allowed when the member participating electronically confirms he or she is alone and can hear and be heard by all the other members.

Rule 26. Closed Sessions

The Board may hold closed sessions as provided by law. The Board shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. Closed session discussions must be treated with confidentiality to protect and not frustrate the purpose of the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Board shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

Comment: The requirements for this motion are found in G.S. 143-318.11(c). They include extra requirements for motions based on G.S. 143-318.11(a)(1), and for those motions based on G.S. 143-318.11(a)(3) that concern a closed session where the Board expects to receive advice about an existing lawsuit or lawsuits. G.S. 143-318.11(a)(1), cited in the rule, allows closed sessions “[t]o prevent the disclosure of information that is privileged or confidential pursuant to the law of [North Carolina] or the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.” Part of G.S. 143-318.11(a)(3), also cited, allows the Board in closed session to “consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure.”

Rule 27. Quorum

A majority of the actual membership of the Board plus the Mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. Board members should notify the Town Clerk or Town Manager as soon as possible when they know that they cannot be present.

Comment: This is G.S. 160A-74, with the addition of the usual definition of “majority.” Note that the Mayor is counted for quorum purposes regardless of whether he or she has the right to vote on all questions. A quorum is four members of the current Board with no vacancies. All votes by an unexcused member shall be considered as an affirmative vote even though the member is no longer present at the meeting.

Rule 28. Public Hearings

Rules regarding the public hearing may be approved by the Board by a majority vote which should occur no later than the beginning of the public hearing. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also apply to hearings conducted by appointed or elected committees of the Board, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the Board is present.

The Board delegates to town staff members, as appropriate, the authority to schedule, call, and give notice of public hearings required by law. Town staff should facilitate the scheduling of zoning and related matters.

At the time appointed for the hearing, the Mayor or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the presiding officer shall entertain or make a motion to end the hearing.

Rule 29. Quorum at Public Hearings

A quorum of the Board shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular board

meeting without further advertisement.

Comment: G.S. 160A-81 implies that a quorum of board members is necessary for a public hearing by providing that a hearing shall be deferred to the next regular meeting if a quorum is not present at the originally scheduled time. If, however, the Board decided to hold a public hearing that was not required by state law to gather a consensus of public opinion on an issue, it could hold the hearing at several sites, with a few members in attendance at each place. Such a hearing would not be subject to the quorum requirement of G.S. 160A-81. Note also that if a majority of the Board was not present at such a hearing, it would not be subject to the notice, continuation, and other requirements of the open meetings law, unless the Board members conducting the hearing were a majority of an appointed or elected board committee (see Rule 32).

Rule 30. Minutes

Full and accurate minutes of the Board proceedings, including closed sessions, shall be kept. The Board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board, the “ayes” and “nos” upon any question shall be taken. Members’ and other persons’ comments may be included in the minutes. Special workshops and similar gatherings may be recorded on a case by case basis.

Minutes and general accounts of closed sessions shall be sealed upon approval by the Board unless otherwise directed by the Board. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

Rule 31. Committees and Boards

(a) Establishment and Appointment. The Board may establish and appoint members for such temporary and standing town committees and boards as are needed to help carry on the work of town government. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of the town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law’s requirements shall not apply to a meeting solely among the town’s professional staff.

Comment: The town board is authorized by G.S. 160A-146 to “create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government . . .” subject to certain limitations. Rule 32(b) states requirements of

G.S. 143-318.10(b) and (c) (parts of the open meetings law). In determining if a group is covered by the open meetings law, whether the group is called a commission, authority, or committee is generally not important, nor does it matter who within the town government established the group.

Rule 32. Appointments

The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session. The Town Clerk shall publicly advertise vacancies upon receipt of a resignation or completion of term and will notify the Board and Town Manager of such vacancies.

A vacancy among the Board shall be filled by the Board within sixty (60) days after the vacancy occurs. The Clerk may request special instructions from the Board to fill a vacancy of the Board and advertise upon receipt of such instructions.

The Mayor shall not have a right to vote on appointments that come before the Board, except to break a tie vote. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices. The clerk or any appointment committee of the Board shall report on nominations received and reviewed, and make its appointment recommendations, if any. Only persons submitting applications may be considered by the Board. The applicants submitted shall be debated. When the debate ends, the Mayor shall call the roll of the members, and each member shall cast his or her vote, which may be done by ballot.

The nominee(s) receiving the highest number of votes shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all of his or her votes and cast them for different nominees.

The voting shall continue until one nominee receives a majority of the votes cast, whereupon he or she shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes in each balloting as there are slots to be filled, and votes from a majority of the members voting shall be required for appointment. During each balloting, a member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate. Unless otherwise decided by the Board, votes shall be by written ballot in accordance with Rule 15.

Comment: The procedure outlined uses nominations, rather than a motion and vote for each individual candidate. A nomination procedure allows all board members an opportunity both to propose and to vote for their preferred candidates. The Board may also require the appointment committee to submit a slate containing as many nominees as there are vacancies to be filled on a particular board. Each board member then votes for or against the slate as presented.

Rule 33. Amendment of the Rules

These rules may be amended at any properly called meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the town charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the Board, excluding vacant seats, and not including the Mayor.

Rule 34. References

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the Board shall refer to the comments of A. Fleming Bell, II: *Suggested Rules of Procedure for a City Council*, 3d ed., 2000 and *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

Appendix

Permitted Procedural Motions in Order of Precedence¹

Motion	Vote Required²	Special Requirements
1. To Appeal a Procedural Ruling of the Presiding Officer	Majority	Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.
2. To Adjourn	Majority	May not interrupt deliberation of pending substantive matter. Motion to [recess] [adjourn] to a time and place certain must also comply with Rule 2(c).
3. To Take a Brief Recess	Majority	None
4. Call to Follow the Agenda	Majority	Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
5. To Suspend the Rules	Two-Thirds	The Board may not suspend provisions of the rules that state requirements imposed by law on the Board.
6. To Go into Closed Session	Majority	Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting.
7. To Leave Closed Session		Majority
8. To Divide a Complex Motion and Consider it by Paragraph	Majority	None
9. To Defer Consideration	Majority	A substantive motion the consideration of which has been deferred expires <u>100</u> days thereafter unless a motion to revive consideration (Motion 14) is adopted. While a

deferred motion remains pending, a new motion with the same effect cannot be introduced.

CAUTION: Do not confuse with Motion 11.

10. Motion for the Previous Question	Majority	Not in order until there have been at least <u>10</u> minutes of debate, and every member has had an opportunity to speak once.
11. To Postpone to a Certain Time or Day	Majority	None. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 9.
12. To Refer a Motion to a Committee	Majority	<u>60</u> days or more after a motion is referred to a committee, the introducer may compel consideration of the measure by the Board, regardless of whether the committee has reported the matter to the Board.
13. To Amend	Majority	(a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote. (c)
14. To Revive Consideration	Majority	In order at any time within <u>100</u> days after the day of a vote to defer consideration (Motion 9). Failure to adopt Motion 14 within the <u>100</u> day period results in expiration of the deferred substantive motion.
15. To Reconsider	Majority	Must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the “nos” prevail). May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. Cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.
16. To Rescind or Repeal	Majority	Not in order if rescission or repeal of an action is forbidden by law.
17. To Prevent Reintroduction for [<u>Six</u>] Months	Two-Thirds	In order immediately following defeat of a substantive motion and at no other time. If adopted, the restriction imposed by the motion remains in effect for [<u>six</u>] months

or until the next organizational meeting of the Board, whichever occurs first.

1. Under these rules all procedural motions are debatable and none requires a second. All may be amended, subject to the stated limitations on motions to amend (Motion 13). Except where indicated otherwise procedural motions may interrupt deliberations on a pending substantive matter.

2. The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required vote is a vote equal to two-thirds of the actual membership of the Board, excluding the Mayor, unless he or she may vote in all cases, and vacant seats.



VI. New Business

- A. Discussion of Town Financial Statements for 2013-2014
Presenter: [John Kapelar](#)

Information

John Kapelar with Potter & Company will be presenting the Town of Waxhaw's financial statements for FY 2013-2014.

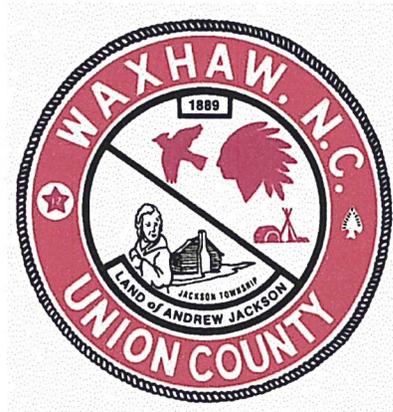
Board Action

- No action at this time.

Town of Waxhaw

Report to the Board of Commissioners

June 30, 2014



*Presented by
Potter & Company, P.A.
Certified Public Accountants*

**TOWN OF WAXHAW,
NORTH CAROLINA**

Report to the Board of Commissioners

June 30, 2014

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AUDIT REPORTS

Report on the Financial Statements

We have issued an *unmodified audit report* on the basic financial statements of the Town of Waxhaw, North Carolina for the year ended June 30, 2014. An unmodified report is the highest level of assurance that a certified public accountant can issue and states that the financial statements present fairly, in all material respects, the financial position of the Town.

FINANCIAL POSITION

The balance sheet is found on page 13 of the financial statements.

Cash and Investments

The cash and investments balances are as follows:

	<u>2014</u>	<u>2013</u>
Cash and investments – General Fund	\$ 6,910,324	\$ 7,271,809
Cash and investments – Capital Projects Fund	696,170	289,003
Total	<u>\$ 7,607,034</u>	<u>\$ 7,560,812</u>

The cash and investments are invested as follows:

	<u>2014</u>	<u>2013</u>
In demand deposits	\$ 7,084,509	\$ 6,954,358
Certificate of deposits	522,525	606,454
Total	<u>\$ 7,607,034</u>	<u>\$ 7,560,812</u>

Fund Equity

The components of total fund equity are as follows:

	<u>General</u>	<u>Capital Projects</u>
Fund balances – restricted:		
Stabilization by State statute	\$ 436,085	\$ 28,925
Streets – Powell Bill	194,472	-
	630,557	28,925
Fund balances – assigned:		
Development Street Maintenance	\$ 30,401	\$ -
Future capital purchases	-	692,293
Subsequent year’s expenditures	122,185	-
	152,586	692,293
Fund balances – unassigned:		
Unassigned	6,332,698	-
Total Fund Equity	<u>\$ 7,115,841</u>	<u>\$ 721,218</u>

FINANCIAL POSITION - Continued

The general and capital projects funds classify fund balance as follows:

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Restricted for Stabilization by State statute – portion of fund balance that is restricted by State Statute [G.S. 159-8(a)].

Restricted for Streets – Powell Bill portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures. This amount represents the balance of the total unexpended Powell Bill funds.

Committed Fund Balance – portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town of Waxhaw's governing body (highest level of decision-making authority). Any changes or removal of specific purpose requires majority action by the governing body.

Assigned fund balance – portion of fund balance that the Town of Waxhaw intends to use for specific purposes.

Assigned for Future Capital Purchases – This classification includes the portion of fund balance that has been budgeted by the Town Council for various future capital purchases and projects.

Assigned for Development Street Maintenance – This classification includes the portion of fund balance that has been collected in incomplete development fees that will be used for the future maintenance costs of those developments.

Subsequent year's expenditures – portion of fund balance that is appropriated in the next year's budget that is not already classified in restricted or committed. The governing body approves the appropriation.

Unassigned fund balance – the portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds.

BUDGET PERFORMANCE

The statement of revenues, expenditures and changes in fund balance - general fund, is found on page 16 of the financial statements. The components are as follows:

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Ad valorem taxes	\$ 4,821,841	\$ 5,139,985	\$ 318,144
Other taxes and licenses	1,062,750	1,297,062	234,312
Unrestricted intergovernmental	477,220	626,684	149,464
Restricted intergovernmental revenues	357,759	326,938	(30,821)
Permits and fees	1,167,520	1,269,550	102,030
Sales and services	15,000	15,114	114
Investment earnings	5,617	6,648	1,031
Donations	16,565	17,345	780
Rental income	75,000	80,592	5,592
Miscellaneous	75,803	51,730	(24,073)
Total Revenues	8,075,075	8,831,648	756,573
Expenditures:			
Administration	1,570,689	1,485,604	85,085
Police department	1,923,962	1,856,791	67,171
Public services department	2,192,994	2,020,156	172,838
Planning and community development department	1,064,468	840,986	223,482
Building inspections department	280,830	296,602	(15,772)
Debt service	263,295	263,282	13
Total Expenditures	7,296,238	6,763,421	532,817
Excess (Deficiency) of Revenues Over (Under) Expenditures	778,837	2,068,227	1,289,390
Other Financing Sources (Uses):			
Transfers to other funds	(2,327,710)	(2,327,710)	-
	(2,327,710)	(2,327,710)	-
Fund Balance Appropriated	1,548,873	-	(1,548,873)
Excess (Deficiency) of Revenues and Other Sources (Uses) Over (Under) Expenditures	\$ -	\$ (259,483)	\$ (259,483)

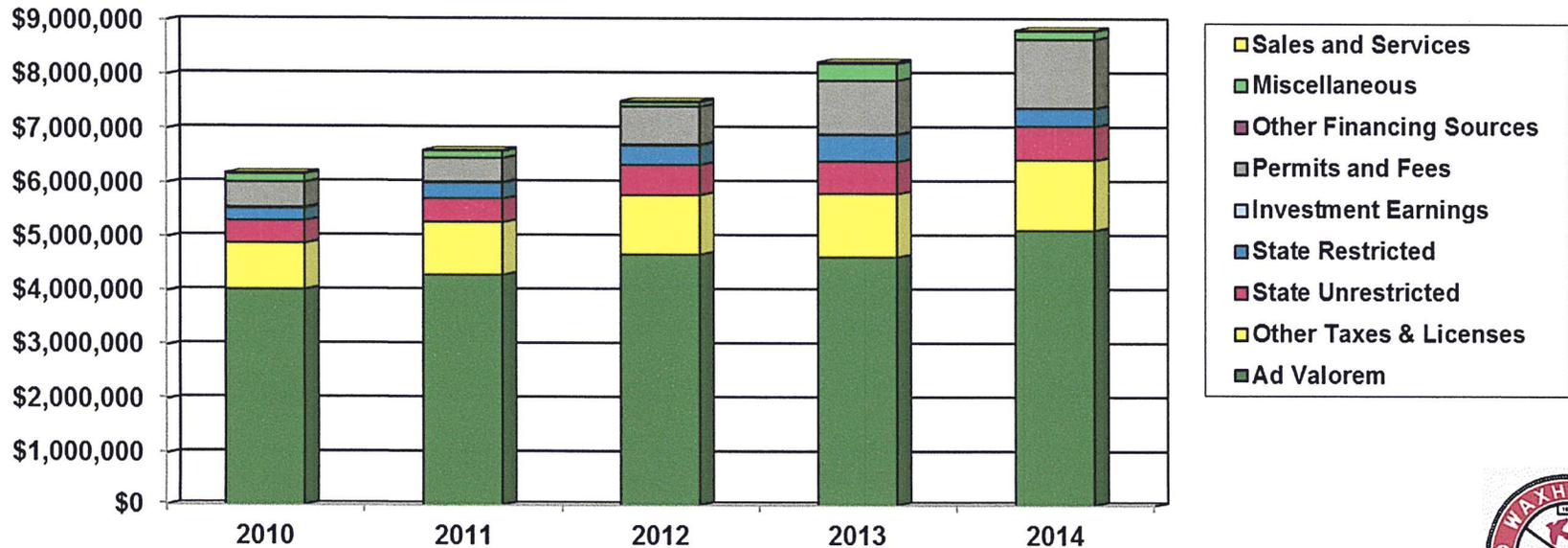
FINANCIAL DATA - GRAPHIC PRESENTATION

Appendix A

TOWN OF WAXHAW

Source of Revenues by Function – General Fund Last Five Fiscal Years

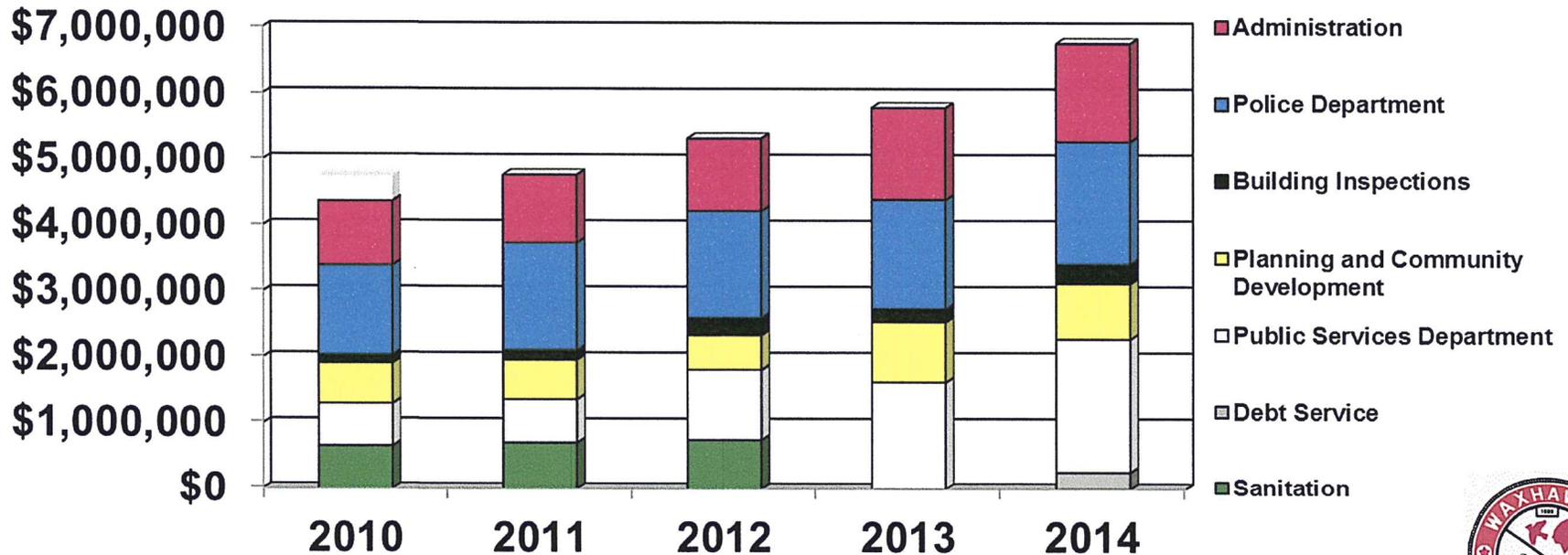
Fiscal Year Ended June 30	Ad Valorem	Other Taxes & Licenses	State Unrestricted	State Restricted	Investment Earnings	Miscellaneous	Permits and Fees	Sales and Services
2010	4,033,397	856,420	418,211	223,822	17,113	147,541	468,033	18,470
2011	4,304,702	977,388	435,416	286,433	17,982	127,900	445,355	15,907
2012	4,686,434	1,100,627	556,529	360,457	16,364	78,181	702,630	19,903
2013	4,640,184	1,173,405	595,087	492,582	8,749	307,676	995,013	27,341
2014	5,139,985	1,297,062	626,684	326,938	6,648	149,667	1,269,550	15,114



TOWN OF WAXHAW

Source of Expenditures by Function – General Fund Last Five Fiscal Years

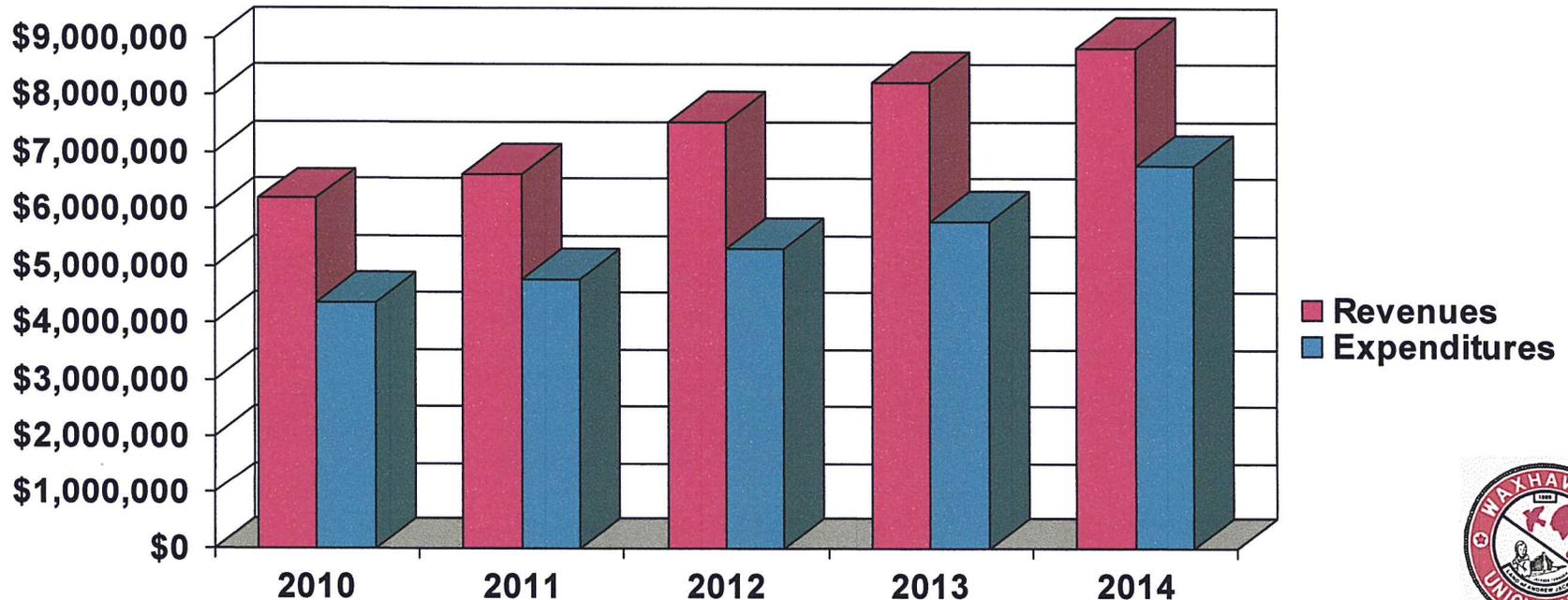
Fiscal Year Ended June 30	Administration	Police Department	Sanitation Department	Public Services Department	Community Development Department	Building Inspections Department	Debt Service
2010	970,419	1,361,605	657,511	641,374	612,096	124,667	-
2011	1,030,583	1,626,748	706,918	657,599	597,368	148,382	-
2012	1,097,479	1,620,578	753,865	1,061,604	525,691	261,888	-
2013	1,391,607	1,656,934	-	1,628,592	913,462	197,409	-
2014	1,485,604	1,856,791	-	2,020,156	840,986	296,602	263,282



TOWN OF WAXHAW

Revenues Vs. Expenditures – General Fund Not Including Other Financing Sources and Uses Last Five Fiscal Years

Fiscal Year Ended June 30	<u>Revenues</u>	<u>Expenditures</u>	Revenues Over (Under) <u>Expenditures</u>
2010	6,183,007	4,367,672	1,815,335
2011	6,611,083	4,767,598	1,843,485
2012	7,521,125	5,321,105	2,200,020
2013	8,240,037	5,788,004	2,452,033
2014	8,831,648	6,763,421	2,068,227

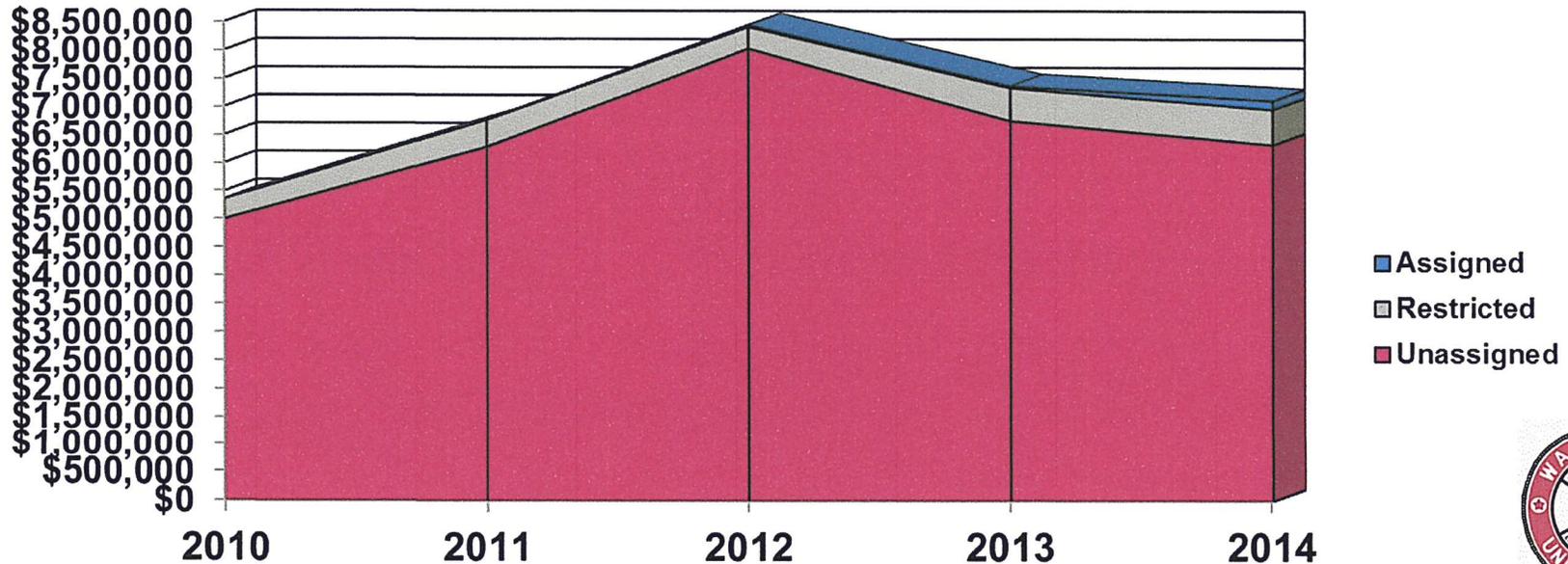


TOWN OF WAXHAW

Fund Balance - General Fund

Last Five Fiscal Years

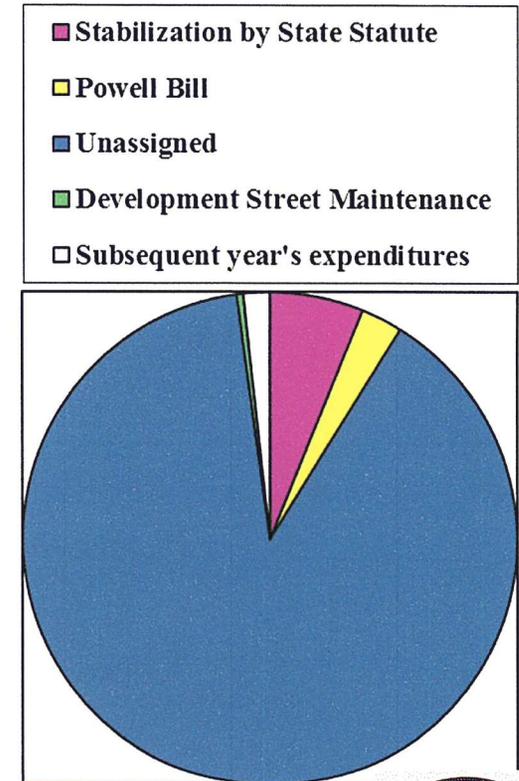
Fiscal Year Ended June 30	Assigned	Restricted	Unassigned	Total
2010	-	357,146	5,005,905	5,363,051
2011	-	485,117	6,284,217	6,769,334
2012	30,401	386,678	8,036,676	8,453,755
2013	28,912	591,962	6,754,450	7,375,324
2014	152,586	630,557	6,332,698	7,115,841



TOWN OF WAXHAW

General Fund Balances at June 30, 2014 and 2013

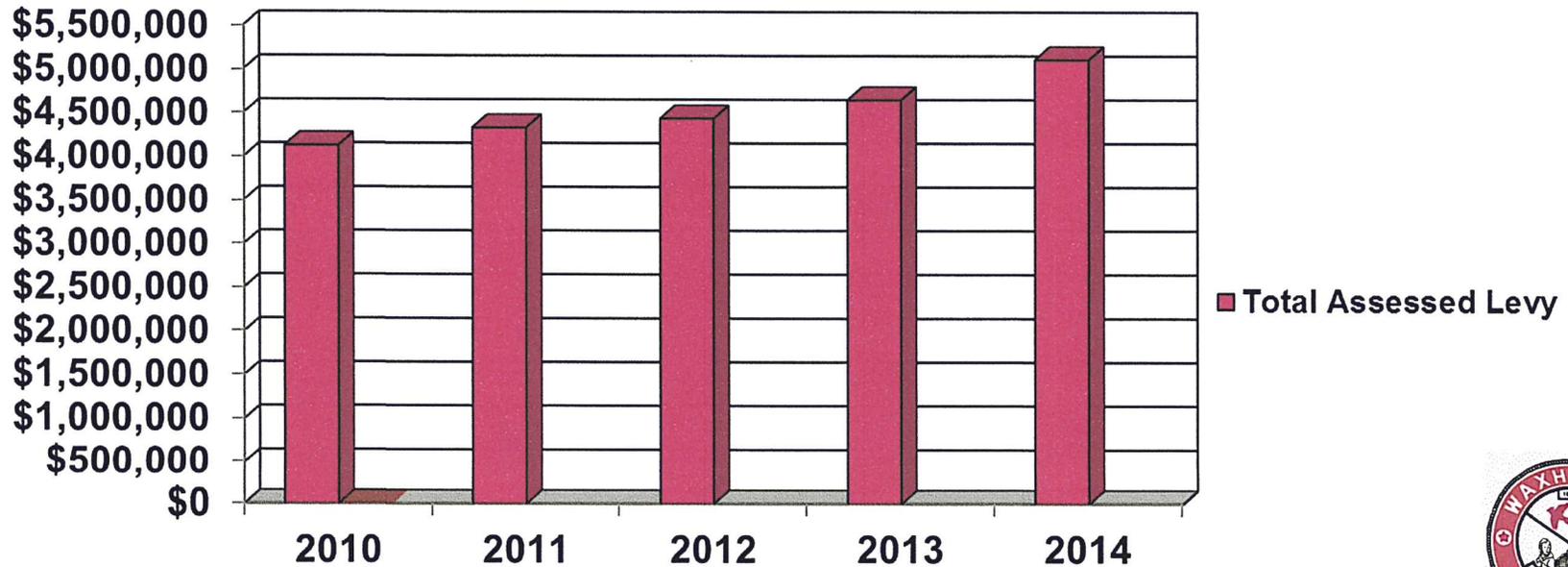
General Fund:	Fiscal year ended <u>2013</u>		Fiscal year ended <u>2014</u>	
Restricted:				
Stabilization by State Statute	\$ 373,617	5%	\$ 436,085	6%
Powell Bill	<u>218,345</u>	<u>3%</u>	<u>194,472</u>	<u>3%</u>
Total Restricted	591,962	8%	630,557	9%
Assigned				
Development Street Maintenance	28,912	0.41%	30,401	0.42%
Subsequent year's expenditures	<u>-</u>	<u>0%</u>	<u>122,185</u>	<u>2%</u>
Total Assigned	28,912	0.41%	152,586	2.42%
Unassigned:				
Unassigned	<u>6,754,450</u>	<u>92%</u>	<u>6,332,698</u>	<u>89%</u>
Total Unassigned	6,754,450	92%	6,332,698	89%
Total General Fund	7,375,324	100%	7,115,841	100%



TOWN OF WAXHAW

Real Property Assessed Levy Last Five Fiscal Years

Fiscal Year Ended <u>June 30</u>	Total Assessed <u>Levy</u>
2010	4,122,608
2011	4,327,504
2012	4,432,470
2013	4,646,835
2014	5,108,263

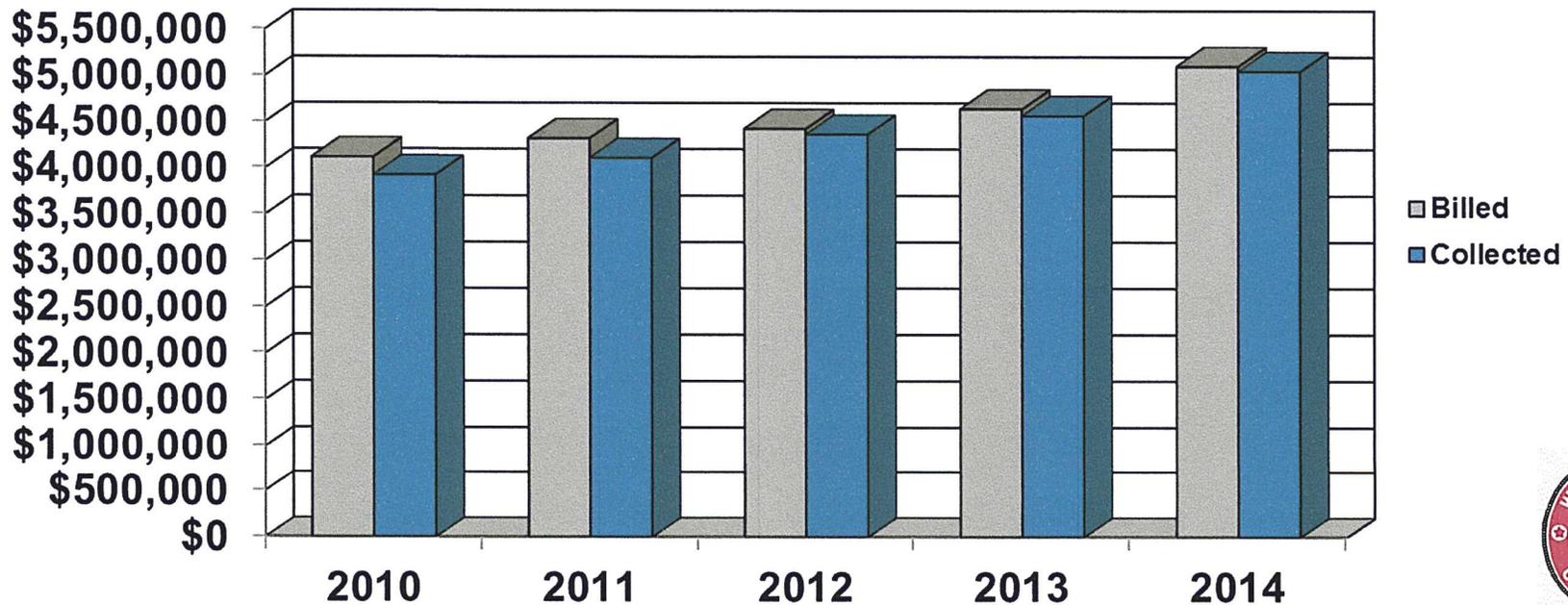


TOWN OF WAXHAW

Ad Valorem Taxes

Last Five Fiscal Years

Fiscal Year Ended June 30	Total Tax Levy	Current Tax Collections	Percent of Current Tax Collected
2010	4,122,608	3,929,261	95.31%
2011	4,327,504	4,114,537	95.08%
2012	4,432,470	4,371,097	98.62%
2013	4,646,835	4,573,205	98.42%
2014	5,108,263	5,053,975	98.94%



MANAGEMENT LETTER OF RECOMMENDATIONS

Appendix B



POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

November 26, 2014

To The Board of Commissioners
Town of Waxhaw, North Carolina
Post Office Box 6
Waxhaw, North Carolina 28173

In planning and performing our audit of the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Waxhaw as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Town's internal control to be a significant deficiency:

- The Town understands it is their responsibility to prepare their financial statements and related note disclosures or have an individual in place that could review the financial statements and related note disclosures prepared by the audit firm. Due to the small staff size and limited financial resources of the Town, management has chosen to place the responsibility for financial statement preparation with our firm. This service is a function separate from our firm's audit responsibilities. Management has evaluated the costs and benefits to the Town in making their determination and has concluded that the financial

and time burdens that would be placed on the resources and staff of the Town, should they elect to prepare the financial statements and related disclosures, would hinder the efficient operation of the Town and negatively impact the delivery of service to the public. Due to this, the Town has chosen to have the audit firm prepare its financial statements.

- During the year, the Town's building inspections department's expenditures in the general fund exceeded budgeted appropriations by \$15,772. From discussions with management, this occurred due to an increase in building inspection activity for the year which caused operating expenditures for the year to increase. Each department head should be reviewing their department's budget to actual expenditures on a regular basis. Prior to year end, budget amendments should be made as appropriate to meet current year operation needs. Budget amendments made at year end should also take into consideration any year end accruals that will have to be made.

In addition, we noted other matters involving internal control and its operation below:

- The Town's number of participants in the law enforcement officers special separation allowance continues to increase. The Town should consider having an actuarial study performed by a qualified specialist for the year ended June 30, 2015. This will enable the Town to determine the projected future liability for the allowance. Once this future liability is known, the Town can make informed decisions as to when and how it wants to meet the funding requirements for this future liability.

This communication is intended solely for the information and use of the Town Council, management, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,


Potter & Company, P.C.
Certified Public Accountants

AUDITOR LETTER TO THE BOARD OF COMMISSIONERS

Appendix C



POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

November 26, 2014

To the Board of Commissioners
Town of Waxhaw
Waxhaw, North Carolina

We have audited the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the **Town of Waxhaw, North Carolina**, for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 21, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Waxhaw are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed for the year ended June 30, 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town of Waxhaw's financial statements were:

Management's estimate of the remaining useful lives of property, plant and equipment is based on engineering estimates. We evaluated the key factors and assumptions used to develop the remaining useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the value of infrastructure is based on the planning director's estimates. We evaluated the key factors and assumptions used to develop the value of infrastructure in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management:

- Fourth quarter franchise tax revenue accrual
- Adjustment of current year taxes receivable and deferred tax revenues to actual
- Adjustment to record accounts payable at year-end
- Adjustment of fund balance for streets and state statute

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 26, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

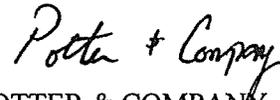
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Waxhaw's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Commissioners and management of the Town of Waxhaw and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Potter & Company". The signature is written in black ink and is positioned above the printed name of the company.

POTTER & COMPANY, P.A.

TOWN OF WAXHAW

Audited Financial Statements

June 30, 2014

**TOWN OF WAXHAW
NORTH CAROLINA**

Audited

Financial Statements

At

June 30, 2014

And

For The Year Then Ended

*** * * * ***

**TOWN OF WAXHAW
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June 30, 2014**

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POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and The Board of Commissioners
Town of Waxhaw, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the **Town of Waxhaw, North Carolina**, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. The financial statements of the Town of Waxhaw ABC Board were not audited in accordance with *Government Auditing Standards*.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimate made by management, as well as evaluating the overall financial statement presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the **Town of Waxhaw, North Carolina**, as of June 30, 2014, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the **Town of Waxhaw, North Carolina**. The individual fund financial statements, budgetary schedules, other schedules, and schedule of expenditures of federal and state awards, as required by U.S. Office of Management and Budget Circular A-133, Audits of State and Local Governments and Non-Profit Organizations and the State Single Audit Implementation Act, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual fund financial statements, other schedules, and the Schedule of Expenditures of Federal and State Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us. In our opinion, based on our audit, the procedures performed as described above, the individual fund financial statements, Schedule of Expenditures of Federal and State Awards, and other schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 26, 2014, on our consideration of the **Town of Waxhaw, North Carolina's** internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Waxhaw, North Carolina's internal control over financial reporting and compliance.

November 26, 2014
Monroe, North Carolina



Management's Discussion and Analysis

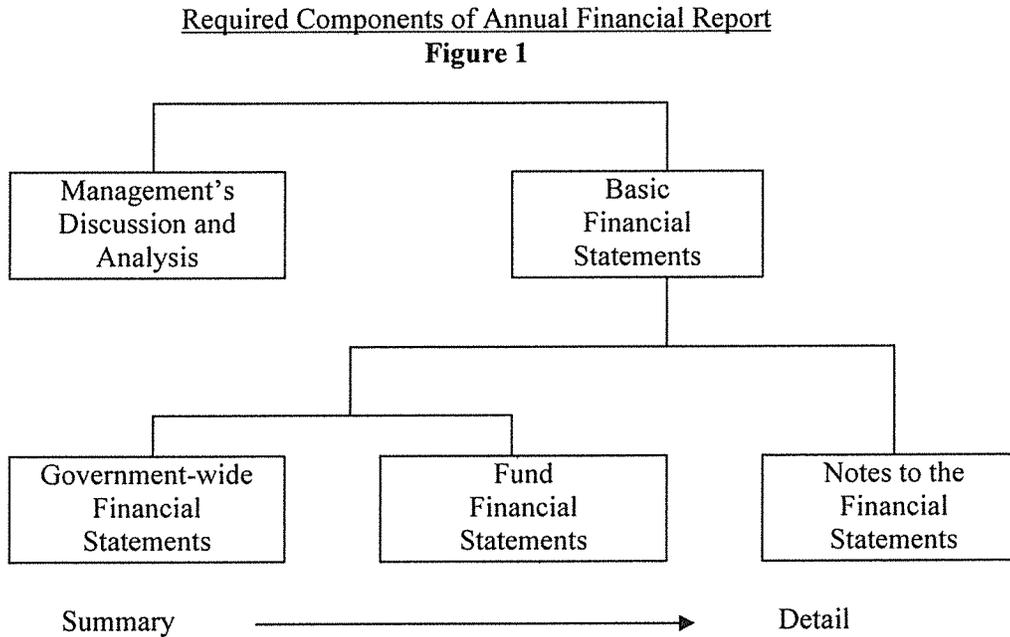
As the Interim Town Manager, I am pleased to offer readers of the Town of Waxhaw financial statements this narrative overview and analysis of the financial activities of the Town of Waxhaw for the fiscal year ended June 30, 2014. You are encouraged to read the information presented here in conjunction with additional information that has been furnished in the Town's financial statements, which follow this narrative.

Financial Highlights

- The total net position of the Town of Waxhaw exceeded its liabilities at the close of the fiscal year increased from \$27,962,698 to \$29,401,035. The Capital Assets increased from \$20,304,388 to \$27,950,831 primarily due to the increases in the Capital Assets for the addition of a new Police Department building, 1.19 miles of roads taken over by the town, and lighting at Nesbit Park.
- At the close of the current fiscal year, fund balance for the General Fund was \$7,115,841, which was down from the end of FY 2013's fund balance of \$7,375,324. This drop was due, in part, to the additional costs associated with the construction and up fit for the new Police Department building as well as lighting for Nesbit Park and the parking lot at the corner of McDonald and Church Streets. The \$7,115,841 Fund Balance is for the General Fund only. Capital Projects Fund Balance is \$721,218 which is up from the FY ending 2013. FY ending 2013 Capital Projects Fund Balance was \$307,958. The increase in Capital Fund Balance for the current year was largely due to placing the new Town Hall project on hold.
- Restricted and Assigned Fund Balance for the General Fund is 11% of the total Fund Balance or \$783,143. Unassigned Fund Balance is 89% or \$6,332,698.
- The Town completed the up fit and construction of a new state of the art Police Department facility at 3620 Providence Road South. The costs associated with the project include attorney and consulting fees of \$38,829; artwork at \$38,865; furniture of \$126,719; internet, security, and computers of \$51,788; water works \$17,235. Our debt service is \$131,641 per quarter.
- The Town completed a new parking lot at the corner of McDonald Street and North Church Street at a cost of \$114,307.
- The total net levy for property taxes was \$5,108,263. This is the amount billed less releases, plus discoveries.
- The total uncollected property tax for the ten-year period ending June 30, 2014 was \$150,532 compared to \$166,500 for the same ten-year period ending June 30, 2013. Of the \$150,532, \$54,288 is from fiscal year 2013-2014. Staff is continuing to pursue and collect current and back taxes through the use of payment plans, debt set off and the placement of liens.
- The Town's collection rate for property tax (excluding registered motor vehicles) is 98.95%. When including motor vehicle taxes the rate drops to 98.94%. The State of North Carolina is now responsible for the collection of motor vehicle taxes.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to Town of Waxhaw's basic financial statements. The Town's basic financial statements consist of three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Town through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Town of Waxhaw.



Basic Financial Statements

The first two statements (Exhibit 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the Town's financial status.

The next statements (Exhibits 3 through 5) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Town's government. These statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental funds statements; and 2) the budgetary comparison statements.

The next section of the basic financial statements is the **Notes to the Financial Statements**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the Town's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the Town's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Town's financial status as a whole.

The two government-wide statements report the Town's net position and how they have changed. Net position is the difference between the Town's total assets and total liabilities. Measuring net position is one way to gauge the Town's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities; and 2) component units. The governmental activities include most of the Town's basic services such as public safety, public services, planning and community development and administration. Property taxes, grant funds and fees finance most of these activities. The other category is the component unit. The ABC Board and its operations are legally separate from the Town, however its function is important to the Town because the Town exercises control over the Board by appointing its members and because the Board is required to distribute its profits to the Town.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements (see Figure 1) provide a more detailed look at the Town's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Waxhaw, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance related legal requirements, such as the General Statutes or the Town's budget ordinance. The Town of Waxhaw has only one type of fund: governmental funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Town's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* which provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the Town's programs. The relationship between government activities (reported in the Statement of Net position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The Town of Waxhaw adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Town, the management of the Town, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the Town to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Town complied with the budget ordinance and whether or not the Town succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. Exhibit 6 shows four columns: 1) the original budget as adopted by the board; 2)

the final budget as amended by the board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 17 of this report.

Government-Wide Financial Analysis

**The Town of Waxhaw’s Net Position
Figure 2**

	Governmental Activities	
	2014	2013
Current and other assets	\$ 8,195,100	\$ 8,123,742
Capital assets net of depreciation	27,950,831	20,304,389
Total assets	<u>36,145,931</u>	<u>28,428,131</u>
Long-term liabilities (due > 1 year)	6,107,735	47,868
Current or Other liabilities	637,161	417,565
Total liabilities	<u>6,744,896</u>	<u>465,433</u>
Net Position :		
Invested in capital assets, net of related debt	21,628,575	20,304,389
Restricted for stabilization by state statute and streets	659,482	563,228
Unrestricted	7,112,978	7,095,081
Total net position	<u>\$ 29,401,035</u>	<u>\$ 27,962,698</u>

As noted earlier, net position may serve over time as one useful indicator of a government’s financial condition. The assets of the Town of Waxhaw exceeded liabilities by \$29,401,035 as of June 30, 2014. The Town’s net position increased by \$1,438,337 for the fiscal year ended June 30, 2014. The total assets being depreciated as of June 30, 2014 were \$33,724,830 compared to \$24,332,375 as of June 30, 2013. Accumulated depreciation of these assets was \$8,988,886 as of June 30, 2014 compared to \$7,242,874 as of June 30, 2013. The Town of Waxhaw uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Several particular aspects of the Town’s financial operations influenced the total unrestricted governmental net position:

- The Town continues to focus its attention to collecting accounts receivables, management of idle funds with investments in certificates of deposit and money market accounts, selling outdated /unneeded equipment and the control of costs.
- The Town continues to employ a Tax Collector and Assistant Tax Collector for the property and privilege licenses functions of the Town. They work consistently to collect funds due including arraigining payment plans, NC Debt Set Off and placing liens on property. The Town has increased its efforts in collecting business license and other fees.
- The Town continues to see increases in the Sales Tax revenue, Building Inspections and other development related fees.
- The Town continues to invest in technology which allows for improvements in productivity, better accountability and that provides more relevant information to tis citizens.

The Town of Waxhaw's Changes in Net Position

Figure 3

	Governmental Activities 2014	Governmental Activities 2013
Revenues:		
Program revenues:		
Charges for services	\$ 1,387,070	\$ 4,634,465
Capital grants and contributions	1,507,968	386,285
Operating grants and contributions	340,173	513,284
General revenues:		
Property taxes	5,126,935	4,656,252
Other taxes	1,297,062	1,173,405
Other	659,663	790,140
Total revenues	10,318,871	12,153,831
Expenses: (Including Capital Project Fund)		
General Government	3,410,976	6,753,938
Police Department	2,243,281	1,727,213
Interest Expense	85,538	-
Public Services Department	2,114,295	1,733,236
Planning and Community Development Department	788,149	935,862
Building Inspections Division	238,295	230,588
Total expenses	8,880,534	11,380,837
Increase in net position	1,438,337	772,994
Net position, beginning	27,962,698	27,189,704
Net position, ending	\$ 29,401,035	\$ 27,962,698

Financial Analysis of the Town's Funds

As noted earlier, the Town of Waxhaw uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund. The focus of the Town of Waxhaw's governmental fund is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Town of Waxhaw's financing requirements. Specifically, unreserved fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the only operating fund of the Town of Waxhaw. The Fund Balance was \$7,115,841 which is a decrease of \$259,483. This decrease is due to the additional costs associated with the completion of the new Police Department building. All additional costs were satisfied using cash. At the end of the current fiscal year, unassigned (unreserved) fund balance of the General Fund (not including Capital Funds) was \$6,332,698. Total fund balance for the General and Capital Project fund was \$7,837,059 of which \$721,218 is the Capital Projects fund balance. As a measure of the general fund's liquidity, it may be useful to compare unreserved General Fund Balance compared to the General Fund

Expenditures. When making this comparison the fund balance is 70% of the FY 2013-2014 General Fund Expenditures.

General Fund Budgetary Highlights: During the fiscal year, the Town revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

- Revenues were more than budgeted due to additional property tax revenues, and sales tax revenues. Expenditures were also less than the overall budgeted amounts due to careful use of the Town’s funds.

Capital Asset and Debt Administration

Capital assets. The Town of Waxhaw’s investment in capital assets for its governmental activities as of June 30, 2014, totals net \$27,950,831 compared to \$20,304,389 for FY 2013. These assets include buildings, roads, land, machinery and equipment, park facilities and vehicles.

**The Town of Waxhaw’s Capital Assets
(net of depreciation)
Figure 4**

	Governmental Activities <u>2014</u>	Governmental Activities <u>2013</u>
Land	\$ 3,214,887	\$ 3,214,887
Land improvements	100,589	109,660
Buildings	8,251,603	854,674
Machinery and equipment	390,213	86,749
Infrastructure	15,856,335	15,900,445
Vehicles and motorized equipment	<u>137,204</u>	<u>137,974</u>
Total	<u>\$ 27,950,831</u>	<u>\$ 20,304,389</u>

Additional information on the Town’s capital assets can be found in Note 2 of the Basic Financial Statements.

Long Term Debt - The Town began payment on a loan for the new Police Department building in December, 2013. The payments are made quarterly in the amount of \$131,641. Total yearly payments equate to \$526,564.

Additional information on the Town’s long term debt can be found in Note 2 of the Basic Financial Statements.

Budget Highlights for the Fiscal Year Ending June 30, 2015

The following provides an overview of the status of the key financial aspects of the town and provides information relative to the indicators that will affect the town in the near future.

- Property tax rate remains .34 for the 2014-2015 budget year. In addition, the Town charges an \$80.00 annual Sanitation Fee for developed residential properties for solid waste collection. The Town updated the fee structure during the 2013-2014 fiscal year.
- The Town has a property tax base that is expected to exceed \$1,543,521,795. In 2015 Union County will be conducting a property tax revaluation that will have an unknown effect on the property tax base. The management of the town is monitoring the situation and will report accordingly as more information becomes available.
- The Town continues to experience solid growth. Residential building permits continue to keep pace with previous year's growth as new projects come to the market. This growth has occurred mainly north of the downtown area and is driving the increase in population of the Town

Requests for Information. This report is designed to provide an overview of the Town's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Greg Mahar, Interim Town Manager, Town of Waxhaw, Post Office Box 6, Waxhaw, North Carolina 28173. You may also contact Mr. Mahar at 704 843-2195 Ext. 232 or gmahar@waxhaw.com

BASIC FINANCIAL STATEMENTS

TOWN OF WAXHAW, NORTH CAROLINA
STATEMENT OF NET POSITION
June 30, 2014

Exhibit 1

	Primary Government Governmental Activities	Component Unit Town of Waxhaw ABC Board
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 7,412,562	\$ 371,808
Restricted cash	194,472	-
Taxes receivable	150,532	-
Due from other governments	437,534	-
Inventory	-	109,714
Prepaid items	-	3,863
Total current assets	8,195,100	485,385
Capital assets:		
Other capital assets net of depreciation	27,950,831	4,639
Total capital assets	27,950,831	4,639
Total assets	36,145,931	490,024
LIABILITIES		
Current liabilities:		
Accounts payable	113,205	82,480
Current portion of long-term liabilities	523,956	-
Long-term liabilities:		
Deposits	94,303	-
Due in more than one year	6,013,432	-
Total liabilities	6,744,896	82,480
NET POSITION		
Net investment in capital assets	21,628,575	4,639
Restricted for:		
Stabilization by state statute	465,010	-
Transportation	194,472	-
Working Capital	-	48,066
Capital improvements	-	113,163
Unrestricted	7,112,978	241,676
Total net position	\$ 29,401,035	\$ 407,544

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2014

Exhibit 2

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions	Primary	Component
					Governmental Governmental Activities	Unit Town of Waxhaw ABC Board
Primary government:						
Governmental Activities:						
General government	\$ 3,410,976	\$ 274,199	\$ 1,507,968	\$ 63,164	\$ (1,565,645)	\$ -
Public safety	2,243,281	9,312	-	250	(2,233,719)	-
Public services department	2,114,295	163,648	-	276,759	(1,673,888)	-
Planning and community development department	788,149	94,450	-	-	(693,699)	-
Building inspections department	238,295	845,461	-	-	607,166	-
Interest expense	85,538	-	-	-	(85,538)	-
Total primary government	<u>\$ 8,880,534</u>	<u>\$ 1,387,070</u>	<u>\$ 1,507,968</u>	<u>\$ 340,173</u>	<u>(5,645,323)</u>	<u>-</u>
Component Unit:						
ABC Board	<u>\$ 1,134,377</u>	<u>\$ 1,249,697</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>115,320</u>
General revenues:						
Taxes:						
Property taxes, levied for general purpose					4,658,205	-
Motor vehicle taxes					468,730	-
Other taxes and licenses					1,297,062	-
Unrestricted intergovernmental revenues					630,793	-
Unrestricted investment earnings					6,648	30
Miscellaneous					22,222	(14,986)
Total general revenues					<u>7,083,660</u>	<u>(14,956)</u>
Change in net position					1,438,337	100,364
Net position, beginning					<u>27,962,698</u>	<u>307,180</u>
Net position, ending					<u>\$ 29,401,035</u>	<u>\$ 407,544</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
BALANCE SHEET
GOVERNMENTAL FUND
June 30, 2014

Exhibit 3

	Governmental Fund Type		Total Governmental Funds
	General Fund	Capital Projects Fund	
ASSETS			
Cash and cash equivalents	\$ 6,715,852	\$ 696,710	\$ 7,412,562
Restricted cash	194,472	-	194,472
Taxes receivable	150,532	-	150,532
Due from other governments	408,608	28,925	437,533
TOTAL ASSETS	<u>\$ 7,469,464</u>	<u>\$ 725,635</u>	<u>\$ 8,195,099</u>

LIABILITIES AND FUND BALANCES

Liabilities:

Accounts payable and other liabilities	\$ 108,788	\$ 4,417	\$ 113,205
Deposits	94,303	-	94,303
Unearned revenues	-	-	-
Total Liabilities	<u>203,091</u>	<u>4,417</u>	<u>207,508</u>

DEFERRED INFLOWS OF RESOURCES

Property taxes receivable	150,532	-	150,532
Total deferred inflows of resources	<u>150,532</u>	<u>-</u>	<u>150,532</u>

FUND BALANCES

Restricted:

Stabilization by State Statute	436,085	28,925	465,010
Transportation	194,472	-	194,472

Assigned:

Development Street Maintenance	30,401	-	30,401
Future capital purchases	-	692,293	692,293
Subsequent year's expenditures	122,185	-	122,185

Unassigned	6,332,698	-	6,332,698
Total Fund Balances	<u>7,115,841</u>	<u>721,218</u>	<u>7,837,059</u>

Amounts reported for governmental activities in the statement of net assets (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	27,950,831
Liabilities for earned but deferred revenues in fund statements	150,532
Liabilities are not due and payable in the current period and therefore are not reported as expenditures in governmental funds:	
Installment financing agreement	(6,322,256)
Compensated absences	(215,132)
Net assets of governmental activities	<u>\$ 29,401,034</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2014

Exhibit 4

	Major Funds		Total Governmental Funds
	General Fund	Capital Projects Fund	
REVENUES			
Ad valorem taxes	\$ 5,139,985	\$ -	\$ 5,139,985
Other taxes & licenses	1,297,062	-	1,297,062
Unrestricted intergovernmental	626,684	-	626,684
Restricted intergovernmental	326,938	-	326,938
Permits and fees	1,269,550	-	1,269,550
Sales and services	15,114	-	15,114
Investment earnings	6,648	70	6,718
Donations	17,345	-	17,345
Rental income	80,592	-	80,592
Miscellaneous	51,730	-	51,730
Total revenues	<u>8,831,648</u>	<u>70</u>	<u>8,831,719</u>
EXPENDITURES			
Current:			
Administration	1,485,604	214,031	1,699,635
Police department	1,856,791	242,847	2,099,638
Public services department	2,012,910	70,871	2,083,781
Planning and community development department	840,986	-	840,986
Building inspections department	296,602	(840)	295,762
Capital outlay: General Fund and Capital Project Fund			
Public services department	7,246	7,887,611	7,894,857
Debt Service	263,282	-	263,282
Total expenditures	<u>6,763,421</u>	<u>8,414,520</u>	<u>15,177,941</u>
Excess of revenues over expenditures	<u>2,068,227</u>	<u>(8,414,450)</u>	<u>(6,346,222)</u>
OTHER FINANCING SOURCES (USES)			
Transfers from other funds	-	2,327,710	2,327,710
Transfers to other funds	(2,327,710)	-	(2,327,710)
Debt proceeds	-	6,500,000	6,500,000
Total other financing sources (uses)	<u>(2,327,710)</u>	<u>8,827,710</u>	<u>-</u>
Net change in fund balance	<u>(259,483)</u>	<u>413,260</u>	<u>153,778</u>
Fund balance, beginning	<u>7,375,324</u>	<u>307,958</u>	<u>7,683,282</u>
Fund balance, ending	<u>\$ 7,115,841</u>	<u>\$ 721,218</u>	<u>\$ 7,837,060</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2014

Exhibit 5

Amounts reported for governmental activities in the statement of activities are different because:

Net changes in fund balances - total governmental funds	\$ 153,778
---	------------

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

This is the amount of depreciation recorded in the current period.	(1,756,382)
--	-------------

Amount of assets capitalized and reclassified from capital outlay expenditures in the current period.	7,894,857
---	-----------

Value of donated capital assets	1,507,968
---------------------------------	-----------

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:

Change in deferred revenue	(15,968)
----------------------------	----------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Debt proceeds	(6,500,000)
Principal payment on long term debt	177,744
Change in compensated absences	<u>(23,660)</u>

Total changes in net position of governmental activities	<u>\$ 1,438,337</u>
--	---------------------

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GENERAL FUND
For the Year Ended June 30, 2014

Exhibit 6

	General Fund			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
Revenues:				
Ad valorem taxes	\$ 4,668,500	\$ 4,821,841	\$ 5,139,985	\$ 318,144
Other taxes & licenses	1,065,250	1,062,750	1,297,062	234,312
Unrestricted intergovernmental	432,500	477,220	626,684	149,464
Restricted intergovernmental	275,000	357,759	326,938	(30,821)
Permits and fees	879,750	1,167,520	1,269,550	102,030
Sales and services	23,600	15,000	15,114	114
Investment earnings	3,525	5,617	6,648	1,031
Donations	22,500	16,565	17,345	780
Rental income	-	75,000	80,592	5,592
Miscellaneous	162,250	75,803	51,730	(24,073)
Total revenues	<u>7,532,875</u>	<u>8,075,075</u>	<u>8,831,648</u>	<u>756,573</u>
Expenditures:				
Administration	1,428,571	1,570,689	1,485,604	85,085
Police department	1,894,567	1,923,962	1,856,791	67,171
Public services department	2,183,662	2,192,994	2,020,156	172,838
Planning and community development departm	1,010,162	1,064,468	840,986	223,482
Building inspections department	278,799	280,830	296,602	(15,772)
Debt service	-	263,295	263,282	13
Total expenditures	<u>6,795,761</u>	<u>7,296,238</u>	<u>6,763,421</u>	<u>532,817</u>
Excess of revenues over (under) expenditures	<u>737,114</u>	<u>778,837</u>	<u>2,068,227</u>	<u>1,289,390</u>
Other financing sources (uses):				
Transfers to other funds	<u>(1,662,385)</u>	<u>(2,327,710)</u>	<u>(2,327,710)</u>	<u>-</u>
Total other financing sources (uses)	<u>(1,662,385)</u>	<u>(2,327,710)</u>	<u>(2,327,710)</u>	<u>-</u>
Fund Balance Appropriated	<u>925,271</u>	<u>1,548,873</u>	<u>-</u>	<u>(1,548,873)</u>
Excess of revenues and other financing sources over expenditures and other financing uses	<u>\$ -</u>	<u>\$ -</u>	<u>(259,483)</u>	<u>\$ (259,483)</u>
Fund balance, beginning of year			<u>7,375,324</u>	
Fund balance, end of year			<u>\$ 7,115,841</u>	

The notes to the financial statements are an integral part of this statement.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the **Town of Waxhaw** and its discretely presented component unit conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The **Town of Waxhaw** is a municipal corporation that is governed by an elected mayor and a five member governing board. As required by generally accepted accounting principles, these financial statements present the Town and its component unit, a legally separate entity for which the Town is financially accountable. The discretely presented component unit presented below is reported in a separate column in the Town's financial statements in order to emphasize that it is legally separate from the Town.

Town of Waxhaw ABC Board

The members of the ABC Board's governing board are appointed by the Town. In addition, the ABC Board is required by State statute to distribute its surpluses to the General Fund of the Town. The ABC Board, which has a June 30 year-end, is presented as if it were a proprietary fund (discrete presentation). Complete financial statements for the Waxhaw ABC Board may be obtained from the entity's administrative offices at Post Office Box 86, Waxhaw, North Carolina 28173.

B. Basis of Presentation

Government-wide Statements: The statement of net position and the statement of activities display information about the primary government and its component unit. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Town's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - Continued

The Town reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the Town. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, State grants, and various other taxes and licenses. The primary expenditures are for public safety, streets, sanitation, and general government services.

Capital Projects Fund – This fund is used to account for capital outlay expenditures.

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting.

Government-wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus. The government-wide fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

The Town considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Ad valorem taxes receivable are not accrued as a revenue because the amount is not susceptible to accrual. At June 30, taxes receivable for property other than motor vehicles are materially past due and are not considered to be an available resource to finance the operations of the current year. Also, as of September 1, 2013, State law altered the procedures for the assessment and collection of property taxes on registered motor vehicles in North Carolina. Effective with this change in the law, the State of North Carolina is responsible for billing and collecting the property taxes on registered motor vehicles on behalf of all municipalities and special tax districts. Property taxes are due when vehicles are registered. The billed taxes are applicable to the fiscal year in which they are received. Uncollected taxes that were billed in periods prior to September 1, 2013 and for limited registration plates are shown as a receivable in these financial statements and are offset by deferred inflows of resources.

Sales taxes and certain intergovernmental revenues, such as the utilities franchise tax, collected and held by the State at year-end on behalf of the Town are recognized as revenue. Intergovernmental revenues and sales and services are not susceptible to accrual because generally they are not measurable until received in cash. Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants, and then by general revenues.

D. Budgetary Data

The Town's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund and the Capital Projects Fund. All annual appropriations lapse at the fiscal year end. All budgets are prepared using the modified accrual basis of accounting. Expenditures may not legally exceed appropriations at the department level for all annually budgeted funds and at the object level for the multi-year funds. All amendments must be approved by the governing board. The budget ordinance must be adopted by July 1 of the fiscal year or the governing board must adopt an interim budget that covers that time until the annual ordinance can be adopted.

E. Assets, Liabilities, and Fund Equity

1. Deposits and Investments

All deposits of the Town and of the ABC Board are made in board-designated official depositories and are secured as required by State Law (G.S. 159-31). The Town and the ABC Board may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Town and the ABC Board may establish time deposit accounts such as NOW and Super NOW accounts, money market accounts, and certificates of deposit.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

State law [G.S. 159-30(c)] authorizes the Town and the ABC Board to invest in obligations of the United State or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT). The Town's and the ABC Board's investments are reported at fair value as determined by quoted market prices. The securities of the NCCMT – Cash Portfolio, a SEC-registered (2a-7) money market mutual fund, are valued at fair value, which is the NCCMT's share price. The NCCMT – Term Portfolio's securities are valued at fair value. The Town and the ABC Board did not have amounts invested with the NCCMT at June 30, 2014.

2. Cash and Cash Equivalents

All cash and investments are essentially demand deposits and are considered cash and cash equivalents. The ABC Board considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash and cash equivalents.

3. Restricted Assets

Powell Bill funds are classified as restricted cash because they can be expended only for the purposes of maintaining, repairing, constructing, reconstructing or widening of local streets per G.S. 136-41.1 through 136-41.4.

4. Ad Valorem Taxes Receivable

In accordance with State Law (G.S. 105-347 and G.S. 159-13(a)), the Town levies ad valorem taxes on property other than motor vehicles on July 1st, the beginning of the fiscal year. The taxes are due on September 1st (lien date); however, interest does not accrue until the following January 6th. These taxes are based on the assessed values as of January 1, 2013.

5. Allowance for Doubtful Accounts

Virtually all ad valorem taxes and accounts receivable are collected, and accordingly, an allowance for uncollectible receivables is not considered material or necessary.

6. Inventories

The inventories of the ABC Board are valued at the lower of cost or market on the first-in, first-out method.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

7. Capital Assets

Capital assets are defined by the government as assets with an initial, individual cost of more than a certain cost and an estimated useful life in excess of two years. Minimum capitalization costs are as follows: land, \$10,000; buildings, improvements, substations, lines, and other plant and distribution systems, \$5,000; infrastructure, \$20,000; furniture and equipment, \$5,000; and vehicles, \$10,000. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. The Town has elected not to report major general infrastructure assets retroactively in the Statement of Net Assets as permitted for Phase Three governments under Governmental Auditing Standards Board Statement 34. Thus, any amounts expended for infrastructure prior to July 1, 2003, are not reported as capital assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings	40
Infrastructure	15
Vehicles	5
Equipment	5 - 7
Land Improvements	15

Property, plant, and equipment of the ABC Board are depreciated over their useful lives on a straight-line basis as follows:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Equipment	5 - 7

8. Deposits

Deposits consist of amounts collected by the Town from contractors for new residential development projects within the Town. Amounts collected can be used for infrastructure improvements if the development does not meet certain stipulations of the Town. Amounts are returned to the contractor once the development satisfies the Town's requirements.

9. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

10. Compensated Absences

The vacation policy of the Town provides for the accumulation of up to thirty days earned vacation leave with such leave being fully vested when earned. For the Town's government-wide financial statements, an expense and a liability for compensated absences and the salary-related payments are recorded as the leave is earned. The Town has assumed a first-in, first-out method of using accumulated compensated time. The portion of that time that is estimated to be used in the next fiscal year has been designated as a current liability in the government-wide financial statements.

The Town's sick leave policy provides for an unlimited accumulation of earned sick leave. Sick leave does not vest, but any unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Since the Town has no obligation for the accumulated sick leave until it is actually taken, no accrual for sick leave has been made. The Town's policy is to provide employees with ten holidays and two floating days per year. If an employee is required to work on such holiday, the employee is entitled to be paid for the day worked as well as the holiday with supervisory approval. For the Town's government-wide financial statements, an expense and a liability for compensated absences and the salary-related payments are recorded as the leave is earned. The Town has assumed a first-in, first-out method of using accumulated compensated time. The portion of that time that is estimated to be used in the next fiscal year has been designated as a current liability in the government-wide financial statements.

Employees of the Town of Waxhaw ABC Board earn two weeks paid vacation each year. Employees must take vacation leave in the year earned and are not allowed to carry forward any vacation time to subsequent years.

The ABC Board's employees can accumulate an unlimited amount of sick leave. Sick leave does not vest but unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Since the Board has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

11. Net Position/Fund Balances

Net Position

Net position in government-wide financial statements are classified as net investment in capital assets, net of related debt; restricted; and unrestricted. Restricted net position represent constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through state statute.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund Balances

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

 Restricted for Stabilization by State statute – portion of fund balance that is restricted by State Statute [G.S. 159-8(a)].

 Restricted for Streets – Powell Bill portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures. This amount represents the balance of the total unexpended Powell Bill funds.

Committed Fund Balance – portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town of Waxhaw’s governing body (highest level of decision-making authority). Any changes or removal of specific purpose requires majority action by the governing body.

Assigned fund balance – portion of fund balance that the Town of Waxhaw intends to use for specific purposes.

 Assigned for Future Capital Purchases – This classification includes the portion of fund balance that has been budgeted by the Town Council for various future capital purchases and projects.

 Assigned for Development Street Maintenance – This classification includes the portion of fund balance that has been collected in incomplete development fees that will be used for the future maintenance costs of those developments.

 Subsequent year’s expenditures – portion of fund balance that is appropriated in the next year’s budget that is not already classified in restricted or committed. The governing body approves the appropriation.

Unassigned fund balance – the portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

The Town of Waxhaw has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Town Manager will use resources in the following hierarchy: federal funds, State funds, local non-town funds, town funds. For purposes of fund balance classification expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The Town Manager has the authority to deviate from this policy if it is in the best interest of the Town.

NOTE 2 - DETAIL NOTES ON ALL FUNDS

A. Assets

1. Deposits

All of the deposits of the Town and the ABC Board are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Town's or the ABC Board's agents in these units' names. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town and the ABC Board, these deposits are considered to be held by the Town's and the ABC Board's agents in their names. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Town, the ABC Board, or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town and the ABC Board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Town and the ABC Board have no policy regarding custodial credit risk for deposits, but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Town complies with the provisions of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured. The ABC Board has no formal policy regarding custodial credit risk for deposits.

At June 30, 2014, the Town's deposits had a carrying amount of \$7,607,034 and a bank balance of \$7,737,957. Of the bank balance, \$250,000 was covered by federal depository insurance, and \$7,487,957 in interest bearing deposits was covered by collateral held under the pooling method. The ABC Board's deposits had a carrying amount of \$371,808 and a bank balance of \$429,105. Of the bank balance, \$250,000 was covered by federal depository insurance and \$179,105 was covered by collateral held under the pooling method.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS - Continued**

2. Capital Assets

Capital asset activity for the Primary Government for the year ended June 30, 2014, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Primary Government				
Government Activities:				
Capital assets not being depreciated:				
Land	\$ 3,214,887	\$ -	\$ -	\$ 3,214,887
Total capital assets not being depreciated	<u>3,214,887</u>	<u>-</u>	<u>-</u>	<u>3,214,887</u>
Capital assets being depreciated:				
Land improvements	\$ 136,072	\$ -	\$ -	\$ 136,072
Buildings	1,045,788	7,487,587	-	8,533,375
Infrastructure	21,974,297	1,507,968	-	23,482,265
Equipment	427,804	337,192	10,370	754,626
Vehicles and motorized equipment	748,414	70,078	-	818,492
Total capital assets being depreciated	<u>24,332,375</u>	<u>9,402,825</u>	<u>10,370</u>	<u>33,724,830</u>
Less: accumulated depreciation for:				
Land improvements	\$ 26,412	\$ 9,071	\$ -	\$ 35,483
Buildings	191,114	90,658	-	281,772
Infrastructure	6,073,852	1,552,078	-	7,625,930
Equipment	341,055	33,728	10,370	364,413
Vehicles and motorized equipment	610,441	70,847	-	681,288
Total accumulated depreciation	<u>7,242,874</u>	<u>\$ 1,756,382</u>	<u>\$ 10,370</u>	<u>8,988,886</u>
Total capital assets being depreciated, net	<u>17,089,501</u>			<u>24,735,944</u>
Governmental activity capital assets, net	<u>\$ 20,304,388</u>			<u>\$ 27,950,831</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

General government	\$ 1,591,747
Public safety	126,026
Public services department	<u>38,609</u>
Total depreciation expense	<u>\$ 1,756,382</u>

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - DETAIL NOTES ON ALL FUNDS – Continued

Activity for the ABC Board for the year ended June 30, 2014, was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets being depreciated:				
Store furniture and equipment	\$ 57,653	\$ 3,303	\$ -	\$ 60,956
Total capital assets being depreciated	<u>57,653</u>	<u>3,303</u>	<u>-</u>	<u>60,956</u>
Less accumulated depreciation for:				
Store furniture and equipment	\$ 54,199	\$ 2,118	\$ -	\$ 56,317
Total accumulated depreciation	<u>54,199</u>	<u>2,118</u>	<u>-</u>	<u>56,317</u>
ABC capital assets, net	<u>\$ 3,454</u>			<u>\$ 4,639</u>

B. Liabilities

1. Pension Plan Obligations

a. Local Governmental Employees' Retirement System

Plan Description. The Town and the ABC Board contribute to the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS provides retirement and disability benefits to plan members and beneficiaries. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS.

That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

Funding Policy. Plan members are required to contribute 6% of their annual covered salary. The Town and the ABC Board are required to contribute at an actuarially determined rate. For the Town, the current rate for employees not engaged in law enforcement and for law enforcement officers is 7.07% and 7.28%, respectively, of annual covered payroll. For the ABC Board, the current rate for employees not engaged in law enforcement is 7.07% of annual covered payroll. The contribution requirements of members and of the Town and the ABC Board are established and may be amended by the North Carolina General Assembly. The Town's contributions to LGERS for the years ended June 30, 2014, 2013 and 2012 were \$163,466, \$141,668 and \$158,029 respectively.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS – Continued**

The ABC Board’s contributions to LGERS for the years ended June 30, 2014, 2013 and 2012 were \$8,956, \$8,391, and \$7,393, respectfully. The contributions made by the Town and the ABC Board equaled the required contributions for each year.

b. Supplemental Retirement Income Plan for All Employees

Plan Description. The Town contributes to the Supplemental Retirement Income Plan (Plan), a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to all employees of the Town. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

Funding Policy. Article 12E of G.S. Chapter 143 requires the Town to contribute each month an amount equal to five percent of each employee's salary, and all amounts contributed are vested immediately. Also, the town employees may make voluntary contributions to the plan. Contributions for the year ended June 30, 2014 were \$141,177, which consisted of \$115,296 from the Town and \$25,881, from Town employees.

c. Law Enforcement Officers’ Special Separation Allowance

1. *Plan Description.*

The Town of Waxhaw administers a public employee retirement system (the “Separation Allowance”), a single-employer defined benefit pension plan that provides retirement benefits to the Town’s qualified sworn law enforcement officers. The Separation Allowance is equal to .85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full-time law enforcement officers of the Town are covered by the Separation Allowance. At December 31, 2013, the Separation Allowance’s membership consisted of:

Retirees receiving benefits	0
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	<u>21</u>
Total	<u>21</u>

2. *Summary of Significant Accounting Policies:*

Basis of Accounting. The Town has chosen to fund the Separation Allowance on a pay as you go basis. Pension expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS - Continued**

Method Used to Value Investments. No funds are set aside to pay benefits and administration costs. These expenditures are paid as they come due.

3. *Contributions.*

The Town is required by Article 12D of G.S. Chapter 143 to provide these retirement benefits and has chosen to fund the benefit payments on a pay as you go basis through appropriations made in the General Fund operating budget. The Town's obligation to contribute to this plan is established and may be amended by the North Carolina General Assembly. There were no contributions made by the Town or employees during the year. The Town of Waxhaw has chosen not to have an actuarial study performed because the unfunded net pension obligation is considered to be immaterial.

d. Other Employment Benefits

The Town has elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months' salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Town has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. The Town considers these contributions to be immaterial.

2. Deferred Inflows of Resources

Deferred inflows of resources at June 30, 2014, consist of the following:

	Unavailable Revenue
Taxes receivable	\$ <u>150,532</u>

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS - Continued**

3. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in three self-funded risk financing pools administered by the North Carolina League of Municipalities. Through these pools, the Town obtains general liability and auto liability coverage of \$1 million per occurrence, property coverage up to the total insured values of the property policy, workers' compensation coverage up to statutory limits, and employee health coverage. The liability and property exposures are reinsured through commercial carriers for claims in excess of retentions as selected by the Board of Trustees each year. Stop loss insurance is purchased by the Board of Trustees to protect against large medical claims that exceed certain dollar cost levels. Specific information on the limits of the reinsurance, excess and stop loss policies purchased by the Board of Trustees can be obtained by contacting the Risk Management Services Department of the NC League of Municipalities. The pools are audited annually by certified public accountants, and the audited financial statements are available to the Town upon request.

The Town does not carry flood insurance due to the fact that it is not located in a flood plain. However, the Town's general liability policy does cover acts of nature.

In accordance with G.S. 159-29, the Town's tax collector and town manager are bonded for \$50,000 each. Also, employees that have access to \$100 or more at any given time of the Town's funds are performance bonded through a commercial surety bond. Employees that have access to funds are bonded under a floater bond for \$10,000 each.

The Town carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year, and settled claims have not exceeded coverage in any of the past three fiscal years.

Town of Waxhaw ABC Board is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The ABC Board has commercial property, general liability, workers' compensation and employee health coverage. The ABC Board also has liquor legal liability coverage. Claims have not exceeded coverage in any of the past three fiscal years and there has been no significant reduction in insurance coverage in the prior year. In accordance with G.S. 18B-700(i) each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

Claims and Judgments

At June 30, 2014 the Town was a defendant to various lawsuits. In the opinion of the Town's management and the Town's attorney, the ultimate effect of these legal matters will not have a material adverse effect on the Town's financial position.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS - Continued**

4. Long-Term Obligations

a. Operating Lease

During 2014, before relocating to their current building, the Town leased the location for the police department under a lease agreement commencing on April 1, 2013. The monthly lease amount was \$3,651. The lease was terminated by the Town during 2014 with no cost or penalty as the Town provided the lessor with advanced written notice of the termination. Lease expense was \$36,507 for the year ending June 30, 2014.

b. Installment Purchase

In October 2013, the Town entered into a \$6,500,000 installment financing agreement with a financial institution for the construction and purchase of its police department building. The financing agreement requires quarterly payments of \$131,641 including principal and interest at a rate of 2.65 percent beginning in the fiscal year 2014.

Annual debt service payments of the installment purchase agreement as of June 30, 2014, including interest, are as follows:

Year ending June 30	Governmental Activities	
	Principal	Interest
2015	\$ 362,608	\$ 163,956
2016	372,313	154,251
2017	382,278	144,286
2018	392,509	134,055
2019	403,015	123,550
2020-2024	2,182,762	450,079
2025-2029	2,226,771	142,748
Totals	\$ 6,322,256	\$ 1,312,925

Changes in Long-Term Liabilities

	Balance July 1, 2013	Increases	Decreases	Balance June 30, 2014	Current Portion of Balance
Governmental activities:					
Installment purchases	\$ -	\$ 6,500,000	\$ 177,744	\$ 6,322,256	\$ 362,608
Compensated absences	191,473	23,659	-	215,132	161,348
Governmental activity					
Long-term liabilities:	\$ 191,473	\$ 6,523,659	\$ 177,744	\$ 6,537,388	\$ 523,956

For governmental activities, compensated absences and the installment purchases are liquidated by the general fund.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - **DETAIL NOTES ON ALL FUNDS - Continued**

5. Commitments

The Town of Waxhaw entered into a contract with RCS, Inc. on June 12, 2007 for the curbside pick-up and disposal of rubbish, yard waste, and recyclable materials and the use of a sanitary landfill. The contract is effective for a period of five years, commencing on July 1, 2007 and ending June 30, 2012. The Town entered into a new contract with RCS, Inc. in 2012 that runs through June 30, 2017. The total amount paid for the year ended June 30, 2014 was \$869,151. The estimated future minimum payment for each year through 2017 is \$892,032. The future minimum lease payments are calculated based upon the number of households participating at June 30, 2014 and the sanitation and recycling fee rates in effect for future years.

The Waxhaw ABC Board had a three-year operating lease on its store location that expired on August 31, 2008. The lease has not formally been amended or renewed since it expired. However, the Board has continued to pay rent to the owner. Because the lease is operating on a month to month basis, there are no future payments required.

Rent expense in the amount of \$41,422 was paid during the year ended June 30, 2014, under the above operating lease.

C. Interfund Balances and Activity

Transfers to/from other funds at June 30, 2014, consist of the following:

From the General Fund to the Capital Projects Fund \$ 2,327,710

Transfers are used to move unrestricted revenues to finance capital outlay expenditures that the government must account for in other funds in accordance with budgetary authorizations.

D. Net Investment in Capital Assets

		<u>Governmental</u>
Capital assets	\$	27,950,831
less: long-term debt obligations		<u>6,322,256</u>
Net investment in capital asset	\$	<u>21,628,575</u>

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 2 - DETAIL NOTES ON ALL FUNDS - Continued

E. Fund Balance

The following schedule provides management and citizens with information on the portion of General fund balance that is available for appropriation:

	General Fund	Capital Projects Fund
Total fund balance	\$ 7,115,841	\$ 721,218
Less:		
Stabilization by State Statute	436,085	22,813
Streets-Powell Bill	194,472	-
Appropriated fund balance – 2015 budget	122,185	-
Assigned for future capital purchases	-	692,293
Development street maintenance	30,401	-
Remaining Fund Balance	\$ <u>6,332,698</u>	\$ <u>-</u>

The outstanding encumbrances are amounts needed to pay any commitments related to purchase orders and contracts that remain unperformed at year-end.

Encumbrances	\$ <u>General Fund</u> 27,477
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NOTE 3 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Expenditures relating to the Town’s building inspections department in the general fund exceeded budgeted appropriations by \$15,772; however, excess actual inspection fee revenues over budgeted inspection fee revenues were available to support this over expenditure.

For the year ended June 30, 2014, the Waxhaw ABC Board did not make quarterly distributions as required by G.S. 18B-805(g). For the year ended June 30, 2014 annual rather than quarterly distributions were paid. The Waxhaw ABC Board will put policies and procedures in place to ensure that future distributions are made in a timely manner.

For the fiscal year ended June 30, 2014, the expenditures made by the ABC Board exceeded the authorized appropriations made by the governing board by \$32,485. The over-expenditures occurred due to inexperience with the budget process. Procedures have been implemented to make sure the 2014-2015 budgeted amounts are sufficient to cover actual expenditures; the 2014-2015 budget will be reviewed and amended if necessary to prevent an over expenditure.

TOWN OF WAXHAW, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2014

NOTE 4 - SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES

Federal and State Assisted Programs

The Town has received proceeds from several federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

NOTE 5 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL --

For The Year Ended June 30, 2014

With Comparative Actual Amounts For The Year Ended June 30, 2013

	2014		Variance Favorable (Unfavorable)	2013
	Budget	Actual		Actual
Revenues				
Ad valorem taxes	\$ 4,806,841	\$ 5,122,670	\$ 315,829	\$ 4,624,676
Penalties and interest	15,000	17,315	2,315	15,508
Total	<u>4,821,841</u>	<u>5,139,985</u>	<u>318,144</u>	<u>4,640,184</u>
Other taxes and licenses				
Local option sales taxes	1,000,000	1,227,033	227,033	1,105,184
Privilege licenses	56,850	64,089	7,239	61,800
Solid Waste Disposal tax	5,900	5,940	40	6,421
Total	<u>1,062,750</u>	<u>1,297,062</u>	<u>234,312</u>	<u>1,173,405</u>
Unrestricted intergovernmental				
Utility franchise tax	430,820	580,246	149,426	553,477
Beer and wine tax	46,400	46,438	38	41,610
Total	<u>477,220</u>	<u>626,684</u>	<u>149,464</u>	<u>595,087</u>
Restricted intergovernmental				
Powell Bill allocation	276,759	276,759	-	267,138
Pedestrian grant	-	-	-	194,597
ABC Revenue for law enforcement	-	4,110	4,110	-
Governor's Highway Safety grant	-	-	-	30,847
Fascade Grant Revenue	35,000	-	(35,000)	-
Carolina Thread Trail Grant	46,000	46,069	69	-
Total	<u>357,759</u>	<u>326,938</u>	<u>(30,821)</u>	<u>492,582</u>
Permits and fees				
Zoning fees	73,000	79,851	6,851	91,094
Sanitation fees	154,000	161,222	7,222	150,358
Technology fee	72,500	88,566	16,066	-
Inspection fees	868,020	939,911	71,891	753,561
Total	<u>1,167,520</u>	<u>1,269,550</u>	<u>102,030</u>	<u>995,013</u>
Sales and services				
Cemetery lots	7,000	7,005	5	7,610
Cable TV franchise fee	8,000	8,109	109	19,731
Total	<u>15,000</u>	<u>15,114</u>	<u>114</u>	<u>27,341</u>

See Accompanying Notes To Financial Statements.

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL --
For The Year Ended June 30, 2014
With Comparative Actual Amounts For The Year Ended June 30, 2013**

	2014		Variance Favorable (Unfavorable)	2013
	Budget	Actual		Actual
Investment earnings	5,617	6,648	1,031	8,749
Rental fee income	75,000	80,592	5,592	-
Donations	16,565	17,345	780	23,302
Miscellaneous				
Other	75,803	51,730	(24,073)	284,374
Total revenues	8,075,075	8,831,648	750,981	8,240,037
Expenditures				
Administration				
Salaries - office	550,090	542,623	7,467	488,412
Salaries - mayor and commissioners	52,414	51,532	882	47,215
Professional fees	199,638	188,000	11,638	104,449
Volunteer fire department	15,000	8,734	6,266	10,676
Insurance	8,800	8,724	76	8,114
Group insurance	61,433	57,002	4,431	48,989
Social security expense	44,512	42,811	1,701	39,004
State retirement	37,290	34,963	2,327	32,223
Supplemental retirement	26,372	25,960	412	23,967
Unemployment tax expense	2,650	2,410	240	-
Telephone	8,871	7,978	893	7,958
Utilities	9,250	8,881	369	11,200
Maintenance - buildings	9,550	7,131	2,419	12,453
Advertising	3,600	3,256	344	4,704
Office expense	16,000	15,470	530	16,555
Dues and subscriptions	50,113	48,553	1,560	43,015
Consulting fees - zoning	49,040	46,544	2,496	46,440
Non capitalized capital outlay	8,500	7,910	590	5,810
Leased equipment	16,147	16,421	(274)	13,860
Newsletter	8,000	4,339	3,661	6,503
Rental property expenses	20,840	16,104	4,736	-
Miscellaneous	372,579	340,258	32,321	420,060
Total	1,570,689	1,485,604	85,085	1,391,607

See Accompanying Notes To Financial Statements.

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL --
For The Year Ended June 30, 2014
With Comparative Actual Amounts For The Year Ended June 30, 2013**

	2014		Variance Favorable (Unfavorable)	2013
	Budget	Actual		Actual
Police department				
Salaries	1,039,719	1,034,086	5,633	974,123
Repairs and maintenance	150,810	144,220	6,590	82,863
Gas and oil	76,300	64,750	11,550	63,285
Uniforms and supplies	38,700	37,280	1,420	29,837
State retirement	72,307	67,438	4,869	61,383
Supplemental retirement	50,156	46,163	3,993	45,549
Education	29,235	28,721	514	26,043
Insurance	55,000	53,549	1,451	48,242
Group insurance	161,711	155,529	6,182	118,466
Social security	77,389	74,367	3,022	72,633
Utilities	25,000	19,204	5,796	7,308
Mobile phones	11,040	7,595	3,445	8,027
Building rent	36,550	36,507	43	43,058
Miscellaneous	100,045	87,382	12,663	76,117
Total	1,923,962	1,856,791	67,171	1,656,934
Public services department				
Salaries	387,059	381,372	5,687	311,301
Social security	29,884	28,802	1,082	23,569
Group insurance	54,196	52,556	1,640	41,218
State retirement	27,618	25,808	1,810	20,896
Unemployment tax expense	2,200	2,082	118	-
Street lights	158,000	148,420	9,580	136,905
Supplemental retirement	19,531	18,247	1,284	15,501
Maintenance supplies	30,500	20,279	10,221	22,895
Contract work	800	-	800	830
Non capitalized capital outlay	10,754	7,286	3,468	-
Capital outlay	7,246	7,246	-	4,285
Repairs and maintenance	30,300	22,822	7,478	17,040
Gas and oil	18,000	15,469	2,531	10,957
Street projects	287,000	286,025	975	114,916
Sidewalk projects	14,500	14,651	(151)	182

See Accompanying Notes To Financial Statements.

TOWN OF WAXHAW, NORTH CAROLINA

Statement 1

GENERAL FUND

Page 4 of 5

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL --
For The Year Ended June 30, 2014
With Comparative Actual Amounts For The Year Ended June 30, 2013

	2014		Variance Favorable (Unfavorable)	2013
	Budget	Actual		Actual
Public services department continued				
Liability insurance	36,200	22,065	14,135	25,730
Beautification expense	25,000	20,821	4,179	28,375
Special transportation project	119,000	36,613	82,387	31,051
Contract service - garbage haul	871,200	869,151	2,049	781,290
Dues and membership expense	800	302	498	-
Telephone expense	12,300	10,929	1,371	9,191
Miscellaneous	50,906	29,210	21,696	32,460
Total	2,192,994	2,020,156	172,838	1,628,592
Planning and community development department				
Salaries	376,596	376,886	(290)	293,056
Social security	28,989	28,144	845	22,004
Group insurance	42,644	42,459	185	31,744
State retirement	26,791	25,726	1,065	19,388
Unemployment tax expense	1,791	1,698	93	-
Supplemental retirement	18,947	17,969	978	14,296
Liability insurance	8,000	7,273	727	11,351
Dues and subscriptions	4,186	4,877	(691)	2,759
Gas and oil	2,700	2,469	231	2,167
Repairs and maintenance	18,745	15,424	3,321	26,238
Mobile phones	7,068	4,627	2,441	4,666
Consulting fees	37,000	42,008	(5,008)	34,869
Utilities	2,700	2,218	482	2,637
Leased equipment	8,845	5,612	3,233	12,194
Transportation study	35,000	-	35,000	-
Aerial mapping	90,000	50,635	39,365	-
Carolina Thread Trail Expense	46,000	42,056	3,944	-
Facade Grant Expenses	35,000	14,452	20,548	-
Small area plan study	140,000	112,464	27,536	141,638
Technology fee expense	11,510	9,974	1,536	-
Miscellaneous	121,956	34,015	87,941	294,455
Total	1,064,468	840,986	223,482	913,462

See Accompanying Notes To Financial Statements.

TOWN OF WAXHAW, NORTH CAROLINA

Statement 1

GENERAL FUND

Page 5 of 5

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL --

For The Year Ended June 30, 2014

With Comparative Actual Amounts For The Year Ended June 30, 2013

	2014		Variance Favorable (Unfavorable)	2013
	Budget	Actual		Actual
Building inspection department				
Salaries	139,570	137,355	2,215	113,509
Social security	10,340	9,897	443	7,968
Group insurance	18,988	18,064	924	11,804
State retirement	10,249	9,531	718	7,798
Unemployment tax expense	685	626	59	-
Supplemental retirement	7,248	6,959	289	5,874
Liability insurance	8,000	6,829	1,171	9,762
Dues and subscriptions	1,200	423	777	430
Utilities	2,875	2,510	365	2,327
Building general maintenance	2,644	5,291	(2,647)	1,290
Leased copier	9,068	8,603	465	8,016
Technology fee expense	34,454	62,515	(28,061)	-
Miscellaneous	35,509	27,999	7,510	28,631
Total	280,830	296,602	(15,772)	197,409
Debt Service:				
Principal	177,744	177,744	-	-
Interest	85,551	85,538	13	-
Total	263,295	263,282	13	-
Total expenditures	7,296,238	6,763,421	532,817	5,788,004
Revenues over (under) expenditures	778,837	2,068,227	1,283,798	2,452,033
Other financing sources (uses):				
Transfers to other funds	(2,327,710)	(2,327,710)	-	(3,530,464)
Total other financing sources (uses)	(2,327,710)	(2,327,710)	-	(3,530,464)
Fund Balance Appropriated	1,548,873	-	1,548,873	-
Revenues and other financing sources over expenditures and other financing uses	\$ -	(259,483)	\$ 1,283,798	(1,078,431)
Fund balance:				
Beginning of year		7,375,324		8,453,755
End of year		\$ 7,115,841		\$ 7,375,324

See Accompanying Notes To Financial Statements.

TOWN OF WAXHAW, NORTH CAROLINA,
CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES -- BUDGET AND ACTUAL
From Inception And For The Fiscal Year Ended June 30, 2014

Statement 2

		Actual			Variance
Project	Prior	Current	Total to	Positive	
Authorization	Years	Year	Date	(Negative)	
REVENUES					
Interest	\$ -	\$ 876	\$ 70	\$ 946	\$ 946
EXPENDITURES					
Capital outlay:					
Administration	\$ 4,266,491	\$ 3,492,095	\$ 221,141	\$ 3,713,236	\$ 553,255
Police department	8,593,083	354,556	7,825,611	8,180,167	412,916
Planning and community development department	79,070	73,318	-	73,318	5,752
Building inspections department	36,500	34,280	(840)	33,440	3,060
Public services department	1,470,126	576,974	368,608	945,582	524,544
Total expenditures	<u>14,445,270</u>	<u>4,531,223</u>	<u>8,414,520</u>	<u>12,945,743</u>	<u>1,499,527</u>
Revenues over (under) expenditures	<u>(14,445,270)</u>	<u>(4,530,347)</u>	<u>(8,414,450)</u>	<u>(12,944,797)</u>	<u>1,500,473</u>
OTHER FINANCING SOURCES (USES)					
Transfers from (to) other funds:					
General Fund	7,881,070	4,838,305	2,327,710	7,166,015	(715,055)
Debt proceeds	<u>6,500,000</u>	<u>-</u>	<u>6,500,000</u>	<u>6,500,000</u>	<u>-</u>
Total other financing sources (uses)	<u>14,381,070</u>	<u>4,838,305</u>	<u>8,827,710</u>	<u>13,666,015</u>	<u>(715,055)</u>
Fund Balance Appropriated	<u>64,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(64,200)</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ 307,958</u>	413,260	<u>\$ 721,218</u>	<u>\$ 721,218</u>
Fund balance, beginning			<u>307,958</u>		
Fund balance, ending			<u>\$ 721,218</u>		

See Accompanying Notes To Financial Statements.

OTHER SCHEDULES

TOWN OF WAXHAW, NORTH CAROLINA
SCHEDULE OF AD VALOREM TAXES RECEIVABLE
FOR THE YEAR ENDED JUNE 30, 2014

Schedule 3

<u>Fiscal Year</u>	Uncollected Balance June 30, 2013	Additions	Collections	Releases and Adjustments	Uncollected Balance June 30, 2014
2003-2004	\$ 1,208	\$ -	\$ -	\$ 1,208	\$ -
2004-2005	2,100	-	(17)	-	2,117
2005-2006	2,945	-	298	-	2,647
2006-2007	3,930	-	323	-	3,607
2007-2008	3,701	-	384	-	3,317
2008-2009	7,243	-	877	-	6,366
2009-2010	15,740	-	3,807	-	11,933
2010-2011	22,959	-	5,340	-	17,619
2011-2012	33,044	-	13,110	-	19,934
2012-2013	73,630	-	44,926	-	28,704
2013-2014	-	5,108,263	5,053,975	-	54,288
	<u>\$ 166,500</u>	<u>\$ 5,108,263</u>	<u>\$ 5,123,023</u>	<u>\$ 1,208</u>	<u>\$ 150,532</u>

Reconciliation with Revenues

Taxes - Ad valorem - general fund	\$ 5,139,985
Interest collected	(17,315)
Taxes written off and penalties collected during the year	<u>353</u>
Total collections and credits	<u>\$ 5,123,023</u>

See Accompanying Notes To Financial Statements.

**TOWN OF WAXHAW, NORTH CAROLINA
ANALYSIS OF CURRENT TAX LEVY
FOR THE YEAR ENDED JUNE 30, 2014**

Schedule 4

	Property Valuation	Rate per \$100	Total Levy	Total Levy	
				Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Property valuation					
Real estate	\$ 1,312,851,505	0.34	\$ 4,463,695	\$ 4,463,695	\$ -
Personal property	23,596,619	0.34	80,229	80,229	-
Public service companies	27,166,296	0.34	92,365	92,365	-
Registered motor vehicles	140,821,538	0.34	478,793	-	478,793
Penalties	650		650	650	-
	<u>1,504,436,608</u>		<u>5,115,732</u>	<u>4,636,939</u>	<u>478,793</u>
Discoveries	631,033		2,146	2,146	-
Releases/abatements	<u>(2,828,064)</u>		<u>(9,615)</u>	<u>(9,615)</u>	<u>-</u>
Net levy	\$ <u><u>1,502,239,577</u></u>		5,108,263	4,629,470	478,793
Uncollected at June 30, 2014			<u>(54,288)</u>	<u>(48,538)</u>	<u>(5,750)</u>
Current year taxes collected			\$ <u><u>5,053,975</u></u>	\$ <u><u>4,580,932</u></u>	\$ <u><u>473,043</u></u>
Percent current year collected			<u><u>98.94%</u></u>	<u><u>98.95%</u></u>	<u><u>98.80%</u></u>

See Accompanying Notes To Financial Statements.



POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and The Board of Commissioners
Town of Waxhaw
Waxhaw, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the **Town of Waxhaw, North Carolina**, as of and for the year ended June 30, 2014 and the related notes to the financial statements, which collectively comprises the **Town of Waxhaw's** basic financial statements, and have issued our report thereon dated November 26, 2014. The financial statements of the Town of Waxhaw ABC Board were not audited in accordance with *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the **Town of Waxhaw's** internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the **Town of Waxhaw's** internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 14-1 and 14-2 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the **Town of Waxhaw's** financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on

compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item 14-2.

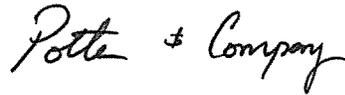
Town of Waxhaw's Response to Findings

The Town of Waxhaw's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

November 26, 2014
Monroe, North Carolina



TOWN OF WAXHAW, NORTH CAROLINA
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2014

I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? () Yes (X) No
- Significant deficiency(s) identified that are not considered to be material weaknesses (X) Yes () No

Noncompliance material to financial statements noted (X) Yes () No

II. Financial Statement Findings

Finding: 14-1

Significant Deficiency

Criteria: The Town should have the internal controls in place to prepare its own financial statements and note disclosures for audit.

Condition: The Town relies on the audit firm to prepare their annual financial statements and related note disclosures.

Effect: The decision by the Town to place the burden for financial statement preparation with the audit firm results in a de facto significant deficiency in internal control. This internal control deficiency is mitigated from a material weakness to a significant deficiency by the fact that the Town Manager reviews and assists in the preparation of the financial statements.

Cause: The Town has a small staff and limited financial resources to prepare the Town's financial statements.

Recommendation: Financial statement preparation must continue to be monitored by a qualified Town employee and the responsibility for all management decisions must continue to lie with Town personnel.

Views of responsible officials and planned corrective actions: The Town agrees with this finding. The Town will continue to monitor the cost versus benefit of having Town personnel prepare the Town's financial statements.

TOWN OF WAXHAW, NORTH CAROLINA
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2014

Finding 14-2

Noncompliance and Significant Deficiency

<i>Criteria:</i>	G.S. 159-8(a) states that all moneys received and expended by a local government or public authority should be included in the budget ordinance.
<i>Condition:</i>	The Towns building inspection department in the general fund expended more for operations than appropriated in the annual budget ordinance.
<i>Effect:</i>	Moneys were spent that had not been appropriated.
<i>Cause:</i>	The Town had higher than anticipated building inspection revenues for the year, which in turn led to higher than anticipated actual expenditures for the year.
<i>Recommendation:</i>	Budget amendments should be adopted when revenues are received in excess of estimated revenues in the budget ordinance prior to expending additional funds.
<i>Views of responsible officials and planned corrective actions:</i>	The Town agrees with this finding. Budget amendments will be adopted prior to making expenditures that exceed budgeted amounts.

TOWN OF WAXHAW, NORTH CAROLINA
CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2014

Finding: 14-1

- A. Name of contact person: Greg Mahar, Interim Town Manager
- B. Corrective action: Management will continue to monitor the cost versus benefit of having Town personnel prepare the Town's financial statements and the need to address such an issue internally.
- C. Proposed completion date: The governing board will implement the above procedure immediately.

Finding: 14-2

- A. Name of contact person: Greg Mahar, Interim Town Manager
- B. Corrective action: Budget amendments will be adopted prior to making expenditures that exceed budgeted amounts.
- C. Proposed completion date: The above corrective action will be implemented immediately.

***TOWN OF WAXHAW, NORTH CAROLINA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Fiscal Year Ended June 30, 2014***

Finding: 13-1

Status: The Town still relies on the audit firm to prepare their annual financial statements and related note disclosures.

Corrective

Action: Management will continue to monitor the cost versus benefit of having Town personnel prepare the Town's financial statements and the need to address such an issue internally.

TOWN OF WAXHAW, NORTH CAROLINA
SCHEDULE OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2014

Schedule 5

<u>Grantor/Pass Through</u> <u>Grantor/Program Title</u>	<u>CFDA #</u>	<u>Federal</u> <u>Expenditures</u>	<u>State</u> <u>Expenditures</u>
State Awards:			
N.C. Department of Transportation:			
Powell Bill	N/A	\$ -	\$ 300,676
Total N.C. Department of Transportation		-	300,676
Total State Awards		-	300,676
Total Federal and State Awards		\$ -	\$ 300,676

Note to the Schedule of Expenditures of Federal and State Awards:

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of the Town of Waxhaw and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

See Accompanying Notes to Financial Statements.



VI. New Business

- B. Discussion & Possible Approval of Waxhaw's Golf Cart Ordinance
Presenter: [Chaplin Spencer](#)

Information. Golf carts are not allowed on roads within the municipal limits unless allowed by ordinance. Last November, the Board passed an ordinance to allow golf carts operated by UPS in the Quellin and Prescott residential subdivisions for holiday deliveries (November 15-December 31). The Board requested a draft ordinance to allow golf cart use by the public.

Board Action

- Possible action on Waxhaw's Golf Cart Ordinance

Chapter 70-Traffic Regulations

**AN ORDINANCE REGULATING
GOLF CARTS**

In pursuance of authority conferred by G.S. ' ' 160A-174, 160A-175, 160A-296 and 160A-300.6, and for the purpose of protecting the health, safety or welfare of the people traveling on the public ways in the Town of Waxhaw the Board of Commissioners of the Town of Waxhaw finds and determines as follows.

State law allows operation of golf carts on certain roads within the Town's municipal limits if authorized by ordinance and allows the municipal regulation thereof. The regulated use of golf carts in the Town's municipal limits provides a convenient, cost-effective and energy efficient means of transportation. The Town passed an ordinance allowing operation of golf carts by United States Parcel Service for holiday deliveries from November 15 through December 31 within the public streets of the Quellin and Prescott residential subdivisions. The Board of Commissioners now desires to expand the use of golf carts to the general public and to other residential subdivisions subject to rules and requirements.

Now, therefore, the Board of Commissioners of the Town of Waxhaw does ordain that Section 70 Traffic Regulations of the Code of Ordinances, Waxhaw, North Carolina is hereby amended by replacing Section 70.06 Use of Golf Carts on Streets in its entirety with **Exhibit A** attached hereto and incorporated herein.

Effective Date: This ordinance shall be effective on this 27th day of January 2015.

Town Clerk

Mayor

EXHIBIT A

Section 70.06 Use of Golf Carts

Sect. 70.06-1 - Definitions.

Golf cart means a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty (20) mph.

Operate means to drive, or be in physical control of a golf cart that is moving or has its key inserted and in the on position.

Sect. 70.06-2 - Operation of golf carts.

- (a) *General Prohibition.* It shall be unlawful to operate a golf cart on a public street, road or highway right-of-way.
- (b) *Permitted.* The operation of golf carts are allowed on the public streets in the residential subdivisions set forth below within the town and on property owned or leased by the town in compliance with the provisions of this chapter shall be permitted. In addition, golf carts may directly cross any road at designated intersections in route to authorized roads or properties. However, it shall be unlawful to operate any golf cart at any place or in any manner not authorized herein.
- (1) Anklin Forest
 - (2) Cureton
 - (3) Lawson
 - (4) Millbridge
 - (5) Park Providence
 - (6) Providence Grove
 - (7) Quellin

Subdivisions may be added or deleted by the Town Board of Commissioners.

- (c) *Exceptions.* The operation of golf carts in the following circumstances is not subject to the provisions of this chapter:
- (1) The operation of golf carts on private property, with the consent of the owner;
 - (2) The operation of golf carts within private, gated, or limited access communities, unless the streets of the community are dedicated for public use and maintained by the town;
 - (3) The use of a golf cart in connection with a parade, a festival, or other special event provided the consent of the sponsor is obtained, the police department is notified, and provided the golf cart is only used during such event; and
 - (4) The use of golf carts by town personnel, other governmental agencies, and/or public service agencies on official business.

Sec. 70-06-3 – Safety Features; Disqualified vehicles

- (a) *Basic requirements.* In order to operate a golf cart, the golf cart must meet the following requirements:
- (1) The golf cart must not have been modified to exceed a speed of twenty (20) mph;
 - (2) The golf cart must have an identifiable identification number;
 - (3) A rear vision mirror;
 - (4) At least one (1) reflector per side;
 - (5) A parking brake;
 - (6) Seat belts for all seating positions on the golf cart;
 - (7) A windshield; and
 - (8) Must be limited to a maximum of three (3) rows of seats.
- (b) *Disqualified vehicles.* All-terrain vehicles, 4-wheel utility vehicles, go-karts, and other similar utility vehicles which are not manufactured for operation on a golf course, and/or a golf cart which has been modified so that it no longer meets the definition of golf cart may not be operated as a golf cart under this chapter nor shall such vehicles be operated on the public roads, streets, and highways within the town, unless such vehicles are registered and permitted under the motor vehicle laws of the state.

Sec. 70-06-4 - Standards of operation.

It is unlawful to operate a golf cart on a public street, road, or highway within the town unless the following requirements are met:

- (1) No person may operate a golf cart unless that person is at least sixteen (16) years of age and is licensed to drive upon the streets, roads, and highways of the state and then, only in accordance with such driver's license. An operator of a golf cart must be a licensed driver as required by the laws of their home state. The operator must have the valid driver license in his/her possession while operating the golf cart.
- (2) The driver and passengers must be properly seated while the golf cart is in motion, with seat belts properly fastened, and may not be transported in a negligent manner. The seating capacity with seat belts shall not be exceeded.
- (3) No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions, and in no instance at a speed greater than twenty (20) miles per hour.
- (4) Golf carts must be operated at the right edge of the roadway and must yield to all vehicular traffic.
- (5) No golf cart may be operated in a careless or reckless manner.
- (6) Golf carts must be operated in accordance with all applicable state and local traffic laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and consumption of alcoholic beverages.
- (7) Golf carts are subject to the same parking regulations as traditional motor vehicles, and may only be parked in the same manner and in the same places designated for the parking of traditional motor vehicles.
- (8) Golf carts may not be operated on any sidewalk, multi-use path, or designated bicycle path, except for golf carts operated by governmental or public service agencies for official purposes.

- (9) Golf carts may not be used for the purpose of towing another cart, trailer or vehicle of any kind, including a person on roller skates, skateboard, or bicycle.
- (10) Golf carts may not be operated on or alongside a public street, road or highway within the subdivisions with a posted speed limit greater than 35 miles per hour.
- (11) If the golf cart is not equipped with brake lights and/or mechanical turn signals, the operator must use standard hand signals to signal stopping or turning.
- (12) Golf carts may be operated only during daylight hours unless they have the following equipment: two (2) operating front headlights visible from a distance of at least two hundred fifty (250) feet and two (2) operating tail lights visible from a distance of at least two hundred fifty (250) feet.
- (13) The owner must possess and maintain liability insurance in an amount not less than required by state law for traditional motor vehicles operated on a public highway in the state.

Sec. 70-06-5 Liability Disclaimer; Assumption of Risk.

This chapter is adopted to protect public safety. By adopting this chapter, the town does not declare or represent that golf carts are designed or manufactured to be used on public streets or roads and does not advocate or endorse their operation on public streets or roads. All persons who operate golf carts on public streets or roads do so at their own risk and peril, and must observe and be attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians. By permitting golf carts to be operated on public streets and roads, the town assumes no responsibility or liability for the operation of golf carts.

Sec. 70-06-6. - Penalties and remedies.

- (a) Any person violating the motor vehicle laws of the state, which shall also apply to golf carts registered under this chapter, shall be subject to the penalties prescribed in state law for said violation. Operating a golf cart under the influence of an impairing substance (i.e., alcohol or drugs) on a public street or road is a violation of state law, and is punishable as provided therein.
- (b) Any person violating the provisions of this chapter or failing to comply with any of its requirements shall be required to pay a civil penalty in the amount of fifty dollars (\$50.00).



VI. New Business

C. Discussion & Possible Approval of Potential Pocket Park Appraisal

Presenter: [Natalie Jackson](#)

Information

A request was received by Natalie Jackson, Director of Parks & Recreation, for a potential pocket park appraisal of 2 acres across from Wysacky Park with a focus on senior citizens. Potential amenities would include low impact athletic equipment, walking loop, shuffleboard or bocce, etc.

Board Action

- Possible approval on an appraisal for a potential 2 acre pocket park

WAXHAW

Since 1889

2 Acre Parcel
Request for Direction to Appraise

Parks & Recreation Department

Natalie Jackson

January 27, 2015

Potential Pocket Park

Focus: Senior Citizens/Multi-generational

Details

- 2 Acres
- Across from Wysacky Park
- Asking Price: \$69,900
- Current FY Budget: \$100,000



Potential Amenities: Senior Playground (Low Impact Athletic Equipment), Walking Loop, Passive Activities (Shuffleboard or Bocce), Covered Space for Recreation Programming, Contemplative Areas



VI. New Business

D. Discussion of Town Communication & Public Relation Strategies and Approach

Presenter: [Steve Maher](#)

Information

Discussion of Town Communication & Public Relation Strategies and Approach

Board Action

- No action at this time.