



**Board of Commissioners Meeting**  
**May 12, 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 & Seal Closed Session
    - 1. December 17, 2014 Work Session
    - 2. February 16, 2015 Special Session
    - 3. April 13, 2015 Special Session
    - 4. April 27, 2015 Special Session
    - 5. April 27, 2015 Closed Session
  - B. Approval of Proclamation for Public Works Week
  - C. Approval of Street Dedications in Lawson Phase 4
  - D. Approval of Bid Award for Sidewalk Project
- IV. **RECOGNITIONS & REPORTS**
  - A. Resolution of Appreciation
  - B. UCPS Board of Education Presentation
  - C. Waxhaw Volunteer Fire Department Update Regarding FY 15.16 Budget
  - D. Mayor's Report
  - E. Commissioner's Report
  - F. Manager's Report
- V. **OLD BUSINESS**
  - A. Possible Acceptance of CCOG's Financial Management Plan  
**Presenter: Jim Prosser**
- VI. **NEW BUSINESS**
  - A. Presentation & Recommendation Regarding North Carolina Main Street Program  
**Presenter: Lisa Hoffman**
  - B. Consideration of Property Acquisition for a Neighborhood Mini Park  
**Presenter: Natalie Jackson**
- 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**



## PROCLAMATION IN SUPPORT OF PUBLIC WORKS WEEK

**WHEREAS**, public works infrastructure, facilities and services are of vital importance to the health, safety, economy and overall well-being of our community; and

**WHEREAS**, such facilities and services could not be provided without the dedicated efforts of public works professionals and administrators, representing all levels of government, who are responsible for and must plan, design, construct, inspect, operate and maintain the public works facilities essential to serve our citizens; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works functions is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

**WHEREAS**, it is in the public interest for our citizens, civic leaders and children to learn and understand the importance of vital public works programs such as storm drainage, streets and highways, public buildings and parks, and solid waste collection and disposal; and

**NOW THEREFORE, BE IT RESOLVED**, I, Daune Gardner, Mayor of the Town of Waxhaw, do hereby proclaim the week of May 17 – 23, 2015 as

### **“Public Works Week”**

in the Town of Waxhaw, North Carolina, and I call upon all citizens and civic leaders in this community to gain knowledge of, and maintain a progressive interest in, the public works needs and programs vital to our everyday lives. And, to recognize the daily contributions which public works officials make to ensure our health, safety, comfort, and quality of life.

**Duly adopted this the 12<sup>th</sup> day of May, 2015.**

---

**Daune Gardner, Mayor**

ATTEST:

---

**Melody Shuler, Town Clerk**



## 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.

May 4, 2015

To: Town of Waxhaw Board of Commissioners

From: Todd Matthews  
Public Services Director 

Re: Street Dedication Request Approval

Please find attached documentation from Lennar Carolinas, LLC requesting acceptance the of streets, sidewalks and streetlights contained in the area known as Lawson Phase 4, Maps 4, 5 and 6. All inspections of streets, sidewalks and storm drains have been completed with all necessary repairs having been made and re-inspected. Each aspect meets current town standards for acceptance. In addition, the fourteen involved streetlights have been inventoried and are in compliance with current town standards.

I respectfully request that this dedication request be placed on the agenda for your May 12, 2015 meeting and that you approve this dedication request effective May 13, 2015. Should you have any questions or concerns, please do not hesitate to contact our office.

Thank you in advance for your prompt attention to this matter.

CC: Melody Shuler, Town Clerk  
Warren Wood, Town Manager  
Greg Mahar, Director of Planning and Community Development

NTM/mpm

**TOWN OF WAXHAW  
 PETITION FOR ADDITION OF PUBLIC STREETS  
 TO THE SYSTEM OF  
 THE TOWN OF WAXHAW, NORTH CAROLINA  
 (Developers / Builders)**

I hereby certify, as the owner, that to the best of my knowledge the improvements in the Lawson - Phase 4 Map 4 subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Union County Register of Deeds Office. All work conforms to the construction standards of the Town of Waxhaw Unified Development Ordinance and the Town of Waxhaw Policy for Street Improvements and Maintenance. **I have attached a recorded copy of the plat for your records.**

I, therefore, request that the Town of Waxhaw consider the following streets in the Lawson Phase 4 Map 4 subdivision for maintenance purposes. This also includes the maintenance of 3 (number) street lights. I understand that the acceptance of said street shall be made only by the Town of Waxhaw Board of Commissioners in accordance with the Town's policy for Street Improvements and Maintenance.

Street Name	From	To	Approximate Length (in ft.)	<u>Lights</u>
1. Southern Trace Dr.	End of Map (2504)	End of Map (2621)	834	2
2. Deer Meadows Dr.	End of Map (Lot 729)	Southern Trace Dr. (center of street)	35	1
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Attach additional sheets if necessary)

Lennar Carolinas, LLC  
 Owner Name  
11230 Carmel Commons Blvd., Charlotte, NC 28226  
 Address

04/09/15  
 Date  
704-542-8300  
 Phone Number

Accepted by motion of the Town of Waxhaw Board of Commissioners on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Daune Gardner, Mayor

\_\_\_\_\_  
 Date

*mpm  
5/10/15*



**TOWN OF WAXHAW  
 PETITION FOR ADDITION OF PUBLIC STREETS  
 TO THE SYSTEM OF  
 THE TOWN OF WAXHAW, NORTH CAROLINA  
 (Developers / Builders)**

I hereby certify, as the owner, that to the best of my knowledge the improvements in the Lawson - Phase 4 Map 5 subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Union County Register of Deeds Office. All work conforms to the construction standards of the Town of Waxhaw Unified Development Ordinance and the Town of Waxhaw Policy for Street Improvements and Maintenance. **I have attached a recorded copy of the plat for your records.**

I, therefore, request that the Town of Waxhaw consider the following streets in the Lawson Phase 4 Map 5 subdivision for maintenance purposes. This also includes the maintenance of 3 (number) street lights. I understand that the acceptance of said street shall be made only by the Town of Waxhaw Board of Commissioners in accordance with the Town's policy for Street Improvements and Maintenance.

Street Name	From	To	Approximate Length (in ft.)	<u>Lights</u>
1. Lawson Drive	End of Map (2704)	End of Map (2716)	155	1
2. Deer Meadows Dr.	End of Map (1904)	End of Map (2008)	339	2
3. Sewee Lane	Deer Meadows Dr. (center of st.)	End of Map (3000)	101	0
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Attach additional sheets if necessary)

Lennar Carolinas, LLC  
 Owner Name  
11230 Carmel Commons Blvd., Charlotte, NC 28226  
 Address

04/09/15  
 Date  
704-542-8300  
 Phone Number

Accepted by motion of the Town of Waxhaw Board of Commissioners on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Daune Gardner, Mayor

\_\_\_\_\_  
 Date

*mjm*  
*5/4/15*

L-070

FILED May 30, 2012 02:29 pm FILED  
 PLAT SLIDE 0000L - 0576 LANSOW  
 INSTRUMENT 10103 CRYSTAL CLUMP  
 REGISTER  
 OF DEEDS  
 By: *Deanna Cline*

*Mark D. Lennar*  
 MEMBER OFFICER OF  
 THE BOARD OF DIRECTORS  
 OF THE  
 STATE OF NORTH CAROLINA  
 10/15/12

1. PURPOSE AND SCOPE OF THIS PLAN: THIS PLAN IS A RECORD PLAT FOR THE SUBDIVISION OF LAND IN LANSOW, WAXHAW, NORTH CAROLINA, INTO 100 LOTS. THE TOTAL AREA OF THE LAND IS 3.707 ACRES. THE PLAN IS SUBJECT TO THE EASEMENTS AND RESTRICTIONS SET FORTH IN THE INSTRUMENT 10103.

2. DESCRIPTION OF THE LAND: THE LAND IS BOUND BY SCRATCH OFF ROAD TO THE WEST, LANSOW DRIVE TO THE SOUTH, AND DEER MEADOWS DRIVE TO THE EAST. THE LAND IS DIVIDED INTO 100 LOTS, EACH 1/100TH OF AN ACRE.

3. EASEMENTS AND RESTRICTIONS: THE LAND IS SUBJECT TO THE EASEMENTS AND RESTRICTIONS SET FORTH IN THE INSTRUMENT 10103. THESE INCLUDE THE EASEMENT FOR THE SCRATCH OFF ROAD, THE EASEMENT FOR THE LANSOW DRIVE, AND THE EASEMENT FOR THE DEER MEADOWS DRIVE.

4. CONVEYANCE: THE LAND IS CONVEYED TO THE OWNER, LANNAR CAROLINAS, LLC, BY DEED 5603-250. THE CONVEYANCE IS SUBJECT TO THE EASEMENTS AND RESTRICTIONS SET FORTH IN THE INSTRUMENT 10103.

5. RECORDATION: THIS PLAN IS BEING RECORDED IN THE PUBLIC RECORDS OF THE COUNTY OF WAXHAW, NORTH CAROLINA, FOR THE PURPOSES OF THE RECORD PLAT ACT.

6. NOTES: THE OWNER WARRANTS THAT THE LAND IS FREE FROM ALL ENCUMBRANCES, EXCEPT AS SHOWN ON THIS PLAN. THE OWNER ALSO WARRANTS THAT THE LAND IS FREE FROM ALL TAXES AND LIENS. THE OWNER FURTHER WARRANTS THAT THE LAND IS FREE FROM ALL EASEMENTS AND RESTRICTIONS, EXCEPT AS SHOWN ON THIS PLAN.

7. LEGAL DESCRIPTION: THE LAND IS DESCRIBED AS LANSOW PHASE 4 MAP 5, TOWN OF WAXHAW, UNION COUNTY, NORTH CAROLINA. THE TOTAL AREA OF THE LAND IS 3.707 ACRES.

8. SURVEYOR'S CERTIFICATE: I, THE SURVEYOR, HAVE PERSONALLY EXAMINED THE LAND AND THE INSTRUMENT 10103, AND I CERTIFY THAT THIS PLAN ACCURATELY REPRESENTS THE LAND AND THE INSTRUMENT 10103.

9. SIGNATURE: *Mark D. Lennar*  
 MEMBER OFFICER OF THE BOARD OF DIRECTORS OF THE STATE OF NORTH CAROLINA  
 10/15/12

10. LEGAL DESCRIPTION: THE LAND IS DESCRIBED AS LANSOW PHASE 4 MAP 5, TOWN OF WAXHAW, UNION COUNTY, NORTH CAROLINA. THE TOTAL AREA OF THE LAND IS 3.707 ACRES.

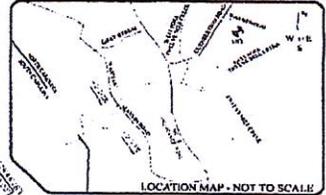
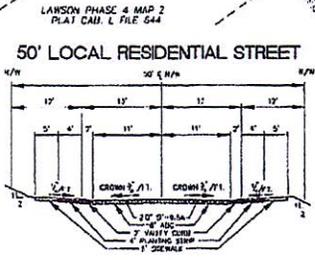
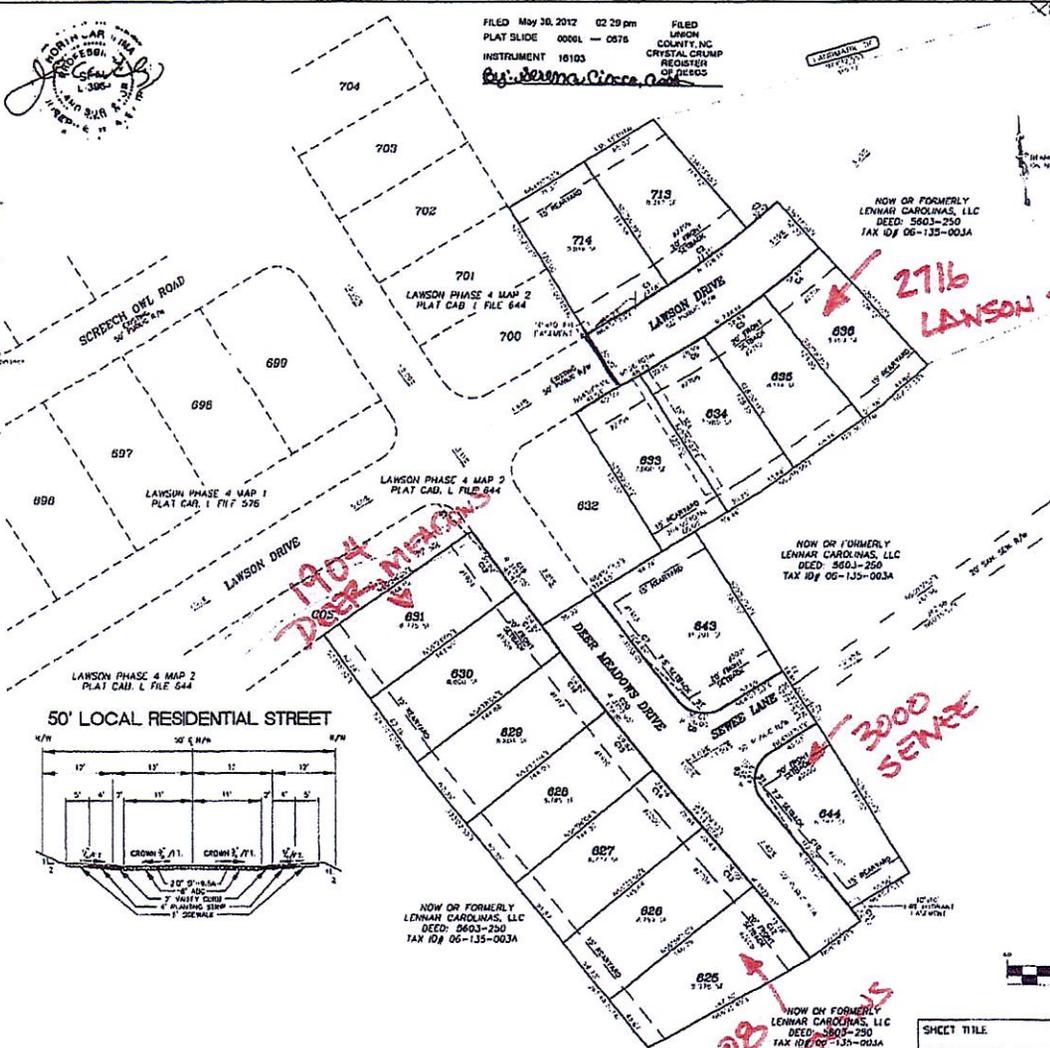
11. SURVEYOR'S CERTIFICATE: I, THE SURVEYOR, HAVE PERSONALLY EXAMINED THE LAND AND THE INSTRUMENT 10103, AND I CERTIFY THAT THIS PLAN ACCURATELY REPRESENTS THE LAND AND THE INSTRUMENT 10103.

12. SIGNATURE: *Mark D. Lennar*  
 MEMBER OFFICER OF THE BOARD OF DIRECTORS OF THE STATE OF NORTH CAROLINA  
 10/15/12

13. LEGAL DESCRIPTION: THE LAND IS DESCRIBED AS LANSOW PHASE 4 MAP 5, TOWN OF WAXHAW, UNION COUNTY, NORTH CAROLINA. THE TOTAL AREA OF THE LAND IS 3.707 ACRES.

14. SURVEYOR'S CERTIFICATE: I, THE SURVEYOR, HAVE PERSONALLY EXAMINED THE LAND AND THE INSTRUMENT 10103, AND I CERTIFY THAT THIS PLAN ACCURATELY REPRESENTS THE LAND AND THE INSTRUMENT 10103.

15. SIGNATURE: *Mark D. Lennar*  
 MEMBER OFFICER OF THE BOARD OF DIRECTORS OF THE STATE OF NORTH CAROLINA  
 10/15/12



STATION	CHORD BEARING	CHORD DISTANCE	CURVE DATA
1+00.00	N 89° 58' 00\"	100.00	R 100.00'
1+10.00	N 89° 58' 00\"	100.00	R 100.00'
1+20.00	N 89° 58' 00\"	100.00	R 100.00'
1+30.00	N 89° 58' 00\"	100.00	R 100.00'
1+40.00	N 89° 58' 00\"	100.00	R 100.00'
1+50.00	N 89° 58' 00\"	100.00	R 100.00'
1+60.00	N 89° 58' 00\"	100.00	R 100.00'
1+70.00	N 89° 58' 00\"	100.00	R 100.00'
1+80.00	N 89° 58' 00\"	100.00	R 100.00'
1+90.00	N 89° 58' 00\"	100.00	R 100.00'
2+00.00	N 89° 58' 00\"	100.00	R 100.00'
2+10.00	N 89° 58' 00\"	100.00	R 100.00'
2+20.00	N 89° 58' 00\"	100.00	R 100.00'
2+30.00	N 89° 58' 00\"	100.00	R 100.00'
2+40.00	N 89° 58' 00\"	100.00	R 100.00'
2+50.00	N 89° 58' 00\"	100.00	R 100.00'
2+60.00	N 89° 58' 00\"	100.00	R 100.00'
2+70.00	N 89° 58' 00\"	100.00	R 100.00'
2+80.00	N 89° 58' 00\"	100.00	R 100.00'
2+90.00	N 89° 58' 00\"	100.00	R 100.00'
3+00.00	N 89° 58' 00\"	100.00	R 100.00'
3+10.00	N 89° 58' 00\"	100.00	R 100.00'
3+20.00	N 89° 58' 00\"	100.00	R 100.00'
3+30.00	N 89° 58' 00\"	100.00	R 100.00'
3+40.00	N 89° 58' 00\"	100.00	R 100.00'
3+50.00	N 89° 58' 00\"	100.00	R 100.00'
3+60.00	N 89° 58' 00\"	100.00	R 100.00'
3+70.00	N 89° 58' 00\"	100.00	R 100.00'
3+80.00	N 89° 58' 00\"	100.00	R 100.00'
3+90.00	N 89° 58' 00\"	100.00	R 100.00'
4+00.00	N 89° 58' 00\"	100.00	R 100.00'
4+10.00	N 89° 58' 00\"	100.00	R 100.00'
4+20.00	N 89° 58' 00\"	100.00	R 100.00'
4+30.00	N 89° 58' 00\"	100.00	R 100.00'
4+40.00	N 89° 58' 00\"	100.00	R 100.00'
4+50.00	N 89° 58' 00\"	100.00	R 100.00'
4+60.00	N 89° 58' 00\"	100.00	R 100.00'
4+70.00	N 89° 58' 00\"	100.00	R 100.00'
4+80.00	N 89° 58' 00\"	100.00	R 100.00'
4+90.00	N 89° 58' 00\"	100.00	R 100.00'
5+00.00	N 89° 58' 00\"	100.00	R 100.00'
5+10.00	N 89° 58' 00\"	100.00	R 100.00'
5+20.00	N 89° 58' 00\"	100.00	R 100.00'
5+30.00	N 89° 58' 00\"	100.00	R 100.00'
5+40.00	N 89° 58' 00\"	100.00	R 100.00'
5+50.00	N 89° 58' 00\"	100.00	R 100.00'
5+60.00	N 89° 58' 00\"	100.00	R 100.00'
5+70.00	N 89° 58' 00\"	100.00	R 100.00'
5+80.00	N 89° 58' 00\"	100.00	R 100.00'
5+90.00	N 89° 58' 00\"	100.00	R 100.00'
6+00.00	N 89° 58' 00\"	100.00	R 100.00'
6+10.00	N 89° 58' 00\"	100.00	R 100.00'
6+20.00	N 89° 58' 00\"	100.00	R 100.00'
6+30.00	N 89° 58' 00\"	100.00	R 100.00'
6+40.00	N 89° 58' 00\"	100.00	R 100.00'
6+50.00	N 89° 58' 00\"	100.00	R 100.00'
6+60.00	N 89° 58' 00\"	100.00	R 100.00'
6+70.00	N 89° 58' 00\"	100.00	R 100.00'
6+80.00	N 89° 58' 00\"	100.00	R 100.00'
6+90.00	N 89° 58' 00\"	100.00	R 100.00'
7+00.00	N 89° 58' 00\"	100.00	R 100.00'
7+10.00	N 89° 58' 00\"	100.00	R 100.00'
7+20.00	N 89° 58' 00\"	100.00	R 100.00'
7+30.00	N 89° 58' 00\"	100.00	R 100.00'
7+40.00	N 89° 58' 00\"	100.00	R 100.00'
7+50.00	N 89° 58' 00\"	100.00	R 100.00'
7+60.00	N 89° 58' 00\"	100.00	R 100.00'
7+70.00	N 89° 58' 00\"	100.00	R 100.00'
7+80.00	N 89° 58' 00\"	100.00	R 100.00'
7+90.00	N 89° 58' 00\"	100.00	R 100.00'
8+00.00	N 89° 58' 00\"	100.00	R 100.00'
8+10.00	N 89° 58' 00\"	100.00	R 100.00'
8+20.00	N 89° 58' 00\"	100.00	R 100.00'
8+30.00	N 89° 58' 00\"	100.00	R 100.00'
8+40.00	N 89° 58' 00\"	100.00	R 100.00'
8+50.00	N 89° 58' 00\"	100.00	R 100.00'
8+60.00	N 89° 58' 00\"	100.00	R 100.00'
8+70.00	N 89° 58' 00\"	100.00	R 100.00'
8+80.00	N 89° 58' 00\"	100.00	R 100.00'
8+90.00	N 89° 58' 00\"	100.00	R 100.00'
9+00.00	N 89° 58' 00\"	100.00	R 100.00'
9+10.00	N 89° 58' 00\"	100.00	R 100.00'
9+20.00	N 89° 58' 00\"	100.00	R 100.00'
9+30.00	N 89° 58' 00\"	100.00	R 100.00'
9+40.00	N 89° 58' 00\"	100.00	R 100.00'
9+50.00	N 89° 58' 00\"	100.00	R 100.00'
9+60.00	N 89° 58' 00\"	100.00	R 100.00'
9+70.00	N 89° 58' 00\"	100.00	R 100.00'
9+80.00	N 89° 58' 00\"	100.00	R 100.00'
9+90.00	N 89° 58' 00\"	100.00	R 100.00'
10+00.00	N 89° 58' 00\"	100.00	R 100.00'
10+10.00	N 89° 58' 00\"	100.00	R 100.00'
10+20.00	N 89° 58' 00\"	100.00	R 100.00'
10+30.00	N 89° 58' 00\"	100.00	R 100.00'
10+40.00	N 89° 58' 00\"	100.00	R 100.00'
10+50.00	N 89° 58' 00\"	100.00	R 100.00'
10+60.00	N 89° 58' 00\"	100.00	R 100.00'
10+70.00	N 89° 58' 00\"	100.00	R 100.00'
10+80.00	N 89° 58' 00\"	100.00	R 100.00'
10+90.00	N 89° 58' 00\"	100.00	R 100.00'
11+00.00	N 89° 58' 00\"	100.00	R 100.00'
11+10.00	N 89° 58' 00\"	100.00	R 100.00'
11+20.00	N 89° 58' 00\"	100.00	R 100.00'
11+30.00	N 89° 58' 00\"	100.00	R 100.00'
11+40.00	N 89° 58' 00\"	100.00	R 100.00'
11+50.00	N 89° 58' 00\"	100.00	R 100.00'
11+60.00	N 89° 58' 00\"	100.00	R 100.00'
11+70.00	N 89° 58' 00\"	100.00	R 100.00'
11+80.00	N 89° 58' 00\"	100.00	R 100.00'
11+90.00	N 89° 58' 00\"	100.00	R 100.00'
12+00.00	N 89° 58' 00\"	100.00	R 100.00'
12+10.00	N 89° 58' 00\"	100.00	R 100.00'
12+20.00	N 89° 58' 00\"	100.00	R 100.00'
12+30.00	N 89° 58' 00\"	100.00	R 100.00'
12+40.00	N 89° 58' 00\"	100.00	R 100.00'
12+50.00	N 89° 58' 00\"	100.00	R 100.00'
12+60.00	N 89° 58' 00\"	100.00	R 100.00'
12+70.00	N 89° 58' 00\"	100.00	R 100.00'
12+80.00	N 89° 58' 00\"	100.00	R 100.00'
12+90.00	N 89° 58' 00\"	100.00	R 100.00'
13+00.00	N 89° 58' 00\"	100.00	R 100.00'
13+10.00	N 89° 58' 00\"	100.00	R 100.00'
13+20.00	N 89° 58' 00\"	100.00	R 100.00'
13+30.00	N 89° 58' 00\"	100.00	R 100.00'
13+40.00	N 89° 58' 00\"	100.00	R 100.00'
13+50.00	N 89° 58' 00\"	100.00	R 100.00'
13+60.00	N 89° 58' 00\"	100.00	R 100.00'
13+70.00	N 89° 58' 00\"	100.00	R 100.00'
13+80.00	N 89° 58' 00\"	100.00	R 100.00'
13+90.00	N 89° 58' 00\"	100.00	R 100.00'
14+00.00	N 89° 58' 00\"	100.00	R 100.00'
14+10.00	N 89° 58' 00\"	100.00	R 100.00'
14+20.00	N 89° 58' 00\"	100.00	R 100.00'
14+30.00	N 89° 58' 00\"	100.00	R 100.00'
14+40.00	N 89° 58' 00\"	100.00	R 100.00'
14+50.00	N 89° 58' 00\"	100.00	R 100.00'
14+60.00	N 89° 58' 00\"	100.00	R 100.00'
14+70.00	N 89° 58' 00\"	100.00	R 100.00'
14+80.00	N 89° 58' 00\"	100.00	R 100.00'
14+90.00	N 89° 58' 00\"	100.00	R 100.00'
15+00.00	N 89° 58' 00\"	100.00	R 100.00'
15+10.00	N 89° 58' 00\"	100.00	R 100.00'
15+20.00	N 89° 58' 00\"	100.00	R 100.00'
15+30.00	N 89° 58' 00\"	100.00	R 100.00'
15+40.00	N 89° 58' 00\"	100.00	R 100.00'
15+50.00	N 89° 58' 00\"	100.00	R 100.00'
15+60.00	N 89° 58' 00\"	100.00	R 100.00'
15+70.00	N 89° 58' 00\"	100.00	R 100.00'
15+80.00	N 89° 58' 00\"	100.00	R 100.00'
15+90.00	N 89° 58' 00\"	100.00	R 100.00'
16+00.00	N 89° 58' 00\"	100.00	R 100.00'
16+10.00	N 89° 58' 00\"	100.00	R 100.00'
16+20.00	N 89° 58' 00\"	100.00	R 100.00'
16+30.00	N 89° 58' 00\"	100.00	R 100.00'
16+40.00	N 89° 58' 00\"	100.00	R 100.00'
16+50.00	N 89° 58' 00\"	100.00	R 100.00'
16+60.00	N 89° 58' 00\"	100.00	R 100.00'
16+70.00	N 89° 58' 00\"	100.00	R 100.00'
16+80.00	N 89° 58' 00\"	100.00	R 100.00'
16+90.00	N 89° 58' 00\"	100.00	R 100.00'
17+00.00	N 89° 58' 00\"	100.00	R 100.00'
17+10.00	N 89° 58' 00\"	100.00	R 100.00'
17+20.00	N 89° 58' 00\"	100.00	R 100.00'
17+30.00	N 89° 58' 00\"	100.00	R 100.00'
17+40.00	N 89° 58' 00\"	100.00	R 100.00'
17+50.00	N 89° 58' 00\"	100.00	R 100.00'
17+60.00	N 89° 58' 00\"	100.00	R 100.00'
17+70.00	N 89° 58' 00\"	100.00	R 100.00'
17+80.00	N 89° 58' 00\"	100.00	R 100.00'
17+90.00	N 89° 58' 00\"	100.00	R 100.00'
18+00.00	N 89° 58' 00\"	100.00	R 100.00'
18+10.00	N 89° 58' 00\"	100.00	R 100.00'
18+20.00	N 89° 58' 00\"	100.00	R 100.00'
18+30.00	N 89° 58' 00\"	100.00	R 100.00'
18+40.00	N 89° 58' 00\"	100.00	R 100.00'
18+50.00	N 89° 58' 00\"	100.00	R 100.00'
18+60.00	N 89° 58' 00\"	100.00	R 100.00'
18+70.00	N 89° 58' 00\"	100.00	R 100.00'
18+80.00	N 89° 58' 00\"	100.00	R 100.00'
18+90.00	N 89° 58' 00\"	100.00	R 100.00'
19+00.00	N 89° 58' 00\"	100.00	R 100.00'
19+10.00	N 89° 58' 00\"	100.00	R 100.00'
19+20.00	N 89° 58' 00\"	100.00	R 100.00'
19+30.00	N 89° 58' 00\"	100.00	R 100.00'
19+40.00	N 89° 58' 00\"	100.00	R 100.00'
19+50.00	N 8		

**TOWN OF WAXHAW  
 PETITION FOR ADDITION OF PUBLIC STREETS  
 TO THE SYSTEM OF  
 THE TOWN OF WAXHAW, NORTH CAROLINA  
 (Developers / Builders)**

I hereby certify, as the owner, that to the best of my knowledge the improvements in the Lawson - Phase 4 Map 6 subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Union County Register of Deeds Office. All work conforms to the construction standards of the Town of Waxhaw Unified Development Ordinance and the Town of Waxhaw Policy for Street Improvements and Maintenance. I have **attached a recorded copy of the plat for your records.**

I, therefore, request that the Town of Waxhaw consider the following streets in the Lawson Phase 4 Map 6 subdivision for maintenance purposes. This also includes the maintenance of 8 (number) street lights. I understand that the acceptance of said street shall be made only by the Town of Waxhaw Board of Commissioners in accordance with the Town's policy for Street Improvements and Maintenance.

Street Name	From	To	Approximate Length (in ft.)	<u>Lights</u>
1. Litchfield Drive	End of Map (3804)	Pearmain Drive	914	4
2. Ringtail Drive	Litchfield Drive (Center of st.)	End of Map	448	2
3. Deer Meadows Dr.	End of Map (3201)	End of Map	203	0
4. Pearmain Drive	End of Map (4405)	End of Map (4505)	391	2
5.				
6.				
7.				
8.				
9.				
10.				

(Attach additional sheets if necessary)

Lennar Carolinas, LLC  
 Owner Name  
11230 Carmel Commons Blvd., Charlotte, NC 28226  
 Address

08/21/14  
 Date  
704-542-8300  
 Phone Number

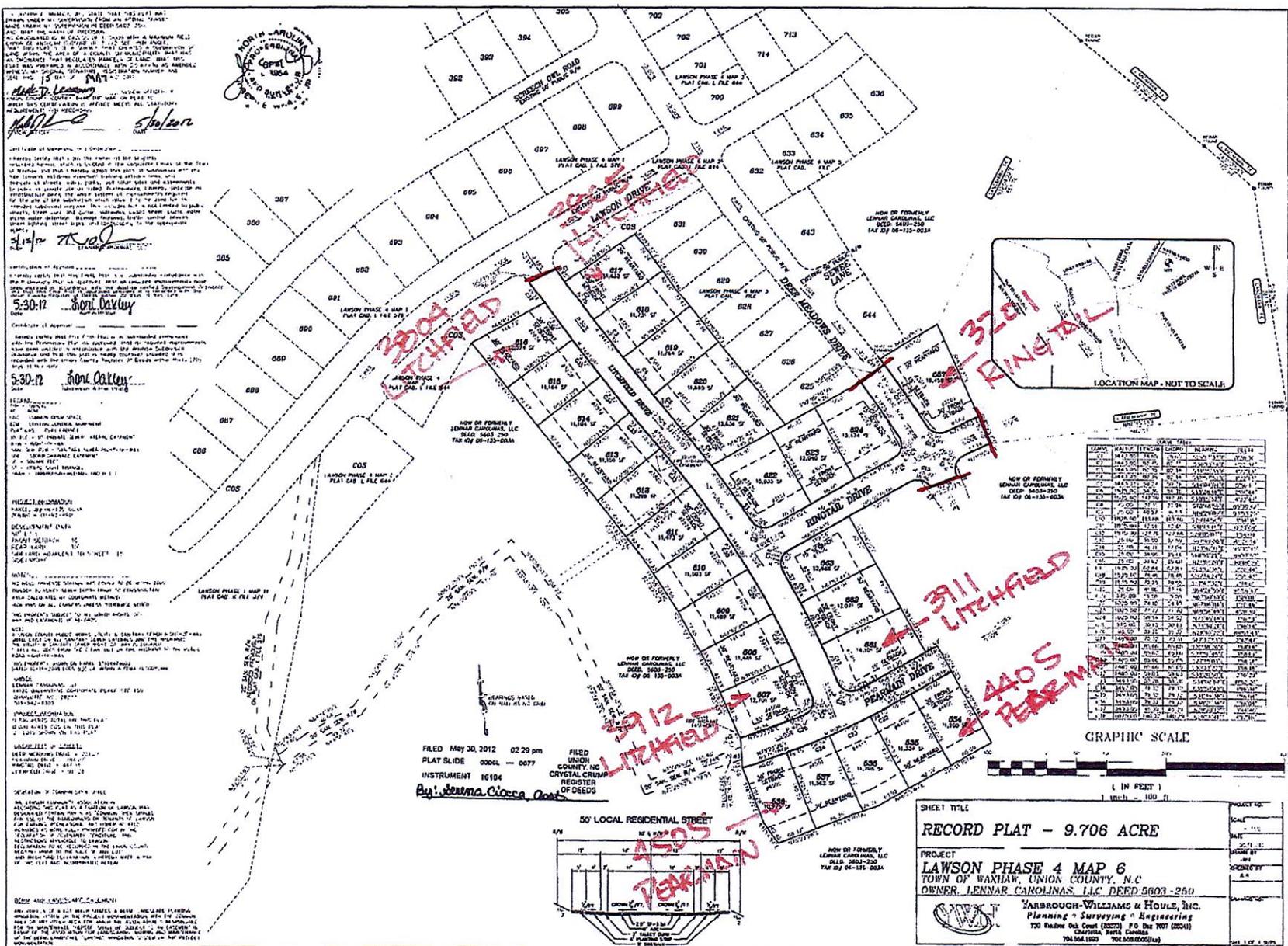
Accepted by motion of the Town of Waxhaw Board of Commissioners on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Daune Gardner, Mayor

\_\_\_\_\_  
 Date

*mpm*  
*5/4/15*

L 07 /



NOTICE TO CONTRACTORS: SHALL THE CONTRACTOR BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION? SHALL THE CONTRACTOR BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION?

DATE: 5/15/2012

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

DATE: 5/15/2012

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

DATE: 5/30/12

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

DATE: 5/30/12

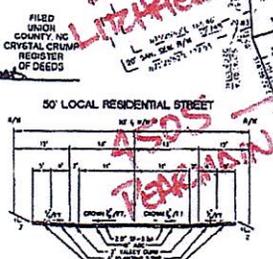
THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

THESE LOTS ARE TO BE USED FOR RESIDENTIAL PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES AND DEPARTMENTS OF THE STATE AND FEDERAL GOVERNMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

FILED May 30, 2012 02:29 pm  
 PLAT SLIDE 0000L - 0077  
 INSTRUMENT 16104  
 By: *Deanna Cicca, Clerk*



LOT	AREA (SQ FT)	AREA (SQ YD)	PERCENT
1	11,250.00	125.00	1.25%
2	11,250.00	125.00	1.25%
3	11,250.00	125.00	1.25%
4	11,250.00	125.00	1.25%
5	11,250.00	125.00	1.25%
6	11,250.00	125.00	1.25%
7	11,250.00	125.00	1.25%
8	11,250.00	125.00	1.25%
9	11,250.00	125.00	1.25%
10	11,250.00	125.00	1.25%
11	11,250.00	125.00	1.25%
12	11,250.00	125.00	1.25%
13	11,250.00	125.00	1.25%
14	11,250.00	125.00	1.25%
15	11,250.00	125.00	1.25%
16	11,250.00	125.00	1.25%
17	11,250.00	125.00	1.25%
18	11,250.00	125.00	1.25%
19	11,250.00	125.00	1.25%
20	11,250.00	125.00	1.25%
21	11,250.00	125.00	1.25%
22	11,250.00	125.00	1.25%
23	11,250.00	125.00	1.25%
24	11,250.00	125.00	1.25%
25	11,250.00	125.00	1.25%
26	11,250.00	125.00	1.25%
27	11,250.00	125.00	1.25%
28	11,250.00	125.00	1.25%
29	11,250.00	125.00	1.25%
30	11,250.00	125.00	1.25%
31	11,250.00	125.00	1.25%
32	11,250.00	125.00	1.25%
33	11,250.00	125.00	1.25%
34	11,250.00	125.00	1.25%
35	11,250.00	125.00	1.25%
36	11,250.00	125.00	1.25%
37	11,250.00	125.00	1.25%
38	11,250.00	125.00	1.25%
39	11,250.00	125.00	1.25%
40	11,250.00	125.00	1.25%
41	11,250.00	125.00	1.25%
42	11,250.00	125.00	1.25%
43	11,250.00	125.00	1.25%
44	11,250.00	125.00	1.25%
45	11,250.00	125.00	1.25%
46	11,250.00	125.00	1.25%
47	11,250.00	125.00	1.25%
48	11,250.00	125.00	1.25%
49	11,250.00	125.00	1.25%
50	11,250.00	125.00	1.25%
51	11,250.00	125.00	1.25%
52	11,250.00	125.00	1.25%
53	11,250.00	125.00	1.25%
54	11,250.00	125.00	1.25%
55	11,250.00	125.00	1.25%
56	11,250.00	125.00	1.25%
57	11,250.00	125.00	1.25%
58	11,250.00	125.00	1.25%
59	11,250.00	125.00	1.25%
60	11,250.00	125.00	1.25%
61	11,250.00	125.00	1.25%
62	11,250.00	125.00	1.25%
63	11,250.00	125.00	1.25%
64	11,250.00	125.00	1.25%
65	11,250.00	125.00	1.25%
66	11,250.00	125.00	1.25%
67	11,250.00	125.00	1.25%
68	11,250.00	125.00	1.25%
69	11,250.00	125.00	1.25%
70	11,250.00	125.00	1.25%
71	11,250.00	125.00	1.25%
72	11,250.00	125.00	1.25%
73	11,250.00	125.00	1.25%
74	11,250.00	125.00	1.25%
75	11,250.00	125.00	1.25%
76	11,250.00	125.00	1.25%
77	11,250.00	125.00	1.25%
78	11,250.00	125.00	1.25%
79	11,250.00	125.00	1.25%
80	11,250.00	125.00	1.25%
81	11,250.00	125.00	1.25%
82	11,250.00	125.00	1.25%
83	11,250.00	125.00	1.25%
84	11,250.00	125.00	1.25%
85	11,250.00	125.00	1.25%
86	11,250.00	125.00	1.25%
87	11,250.00	125.00	1.25%
88	11,250.00	125.00	1.25%
89	11,250.00	125.00	1.25%
90	11,250.00	125.00	1.25%
91	11,250.00	125.00	1.25%
92	11,250.00	125.00	1.25%
93	11,250.00	125.00	1.25%
94	11,250.00	125.00	1.25%
95	11,250.00	125.00	1.25%
96	11,250.00	125.00	1.25%
97	11,250.00	125.00	1.25%
98	11,250.00	125.00	1.25%
99	11,250.00	125.00	1.25%
100	11,250.00	125.00	1.25%

GRAPHIC SCALE  
 1" = 100'

SHEET TITLE  
**RECORD PLAT - 9.706 ACRE**

PROJECT  
**LAWSON PHASE 4 MAP 6**  
 TOWN OF WAXHAW, UNION COUNTY, N.C.  
 OWNER: **JENNAR CAROLINAS, LLC DEED 5603-250**

YARBROUGH-WILLIAMS & HOULS, INC.  
 Planning • Surveying • Engineering  
 700 Rainbow Oak Court (202) 770-1100  
 Charlotte, North Carolina  
 704.544.1100 704.544.0000(fax)

DATE: 5/30/12

SCALE: AS SHOWN

DATE: 5/30/12

BY: [Signature]

CHECKED BY: [Signature]

DATE: 5/30/12

DATE: 5/30/12

Calc. File 677  
 MAP 6

Lawson Phase 4 Map 4 & 5		Lennar Carolinas, LLC	
Street	Closest street address	Pole number	Fixture Type
<b>Map 4</b>			
Deer Meadows Dr. (EOM to Southern Trace Dr.)	1501 Deer Meadows Dr.	131168	Acorn
Southern Trace Dr. (2504 to 2621)	2537 Southern Trace Dr.	412661	Acorn
	2513 Southern Trace Dr.	131167	Acorn
<b>Map 5</b>			
Lawson Dr. (2704 to 2716)	2708 Lawson Dr.	410710	Acorn
Deer Meadows Dr. (1908 to 2008)	1913 Deer Meadows Dr.	59947	Acorn
	2008 Deer Meadows Dr.	67511	Acorn
Sewee Lane (Deer Meadows Dr. to End of Map)	N/A	No light involved	
<b>Map 6</b>			
Pearmain Dr. (4405 to 4505)	4405 Pearmain Dr.	50726	Acorn
	4505 Pearmain Dr.	50720	Acorn
Ringtail Dr. (Litchfield Dr. to 3201 Ringtail)	Across from 3105 Ringtail Dr.	54497	Acorn
	Corner of Ringtail and Deer Meadows Dr.	413531	Acorn
Deer Meadows Dr. (End of Map to End of Map)	N/A	Not light involved	
Litchfield Dr. (3804 to Pearmain Dr.)	3812 Litchfield Dr.	60224	Acorn
	3821 Litchfield Dr.	52881	Acorn
	3904 Litchfield Dr.	99938	Acorn
	3911 Litchfield Dr.	77066	Acorn
<b>14 Total</b>			
MPM-5/04/2015			



RECEIVED  
4/28/15  
at  
Public Svcs  
Mpm

April 28, 2015

David Faulkner  
Pace Development Group Inc.  
6719-C Fairview Road  
Charlotte, NC 28210

Dear Mr. Faulkner,

This letter is to confirm that all upfront street lighting costs have been paid for Lawson Ph 4. The cost per month for each light (rate 7 type 3) is \$10.00. Please reference the pole numbers on each light as it is taken over by the Town of Waxhaw to assure proper billing. Please call me with any questions concerning this matter. (704-242-1598 cell)

Sincerely,

A handwritten signature in black ink, appearing to read "Keith W. Helms".

Keith W. Helms  
Supervisor of Staking  
Union Power Cooperative



## 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.

May 7, 2015

To: Town of Waxhaw Board of Commissioners  
Warren Wood, Town Manager

From: Todd Matthews *NTM/MPM*  
Public Services Director

Re: Sidewalk Installation-South Providence Street Project

Please find attached the three bids received for the project to install a public sidewalk on South Providence Street. This installation will extend the sidewalk from its current ending point to the Waxhaw Library.

Based on the bids received, I respectfully request that the project be awarded to B & N Grading for the amount of \$130,410.00. In addition, I am requesting that \$13,000.00 be approved to be used for any unexpected costs that might occur during this project.

Thank you for your prompt attention to this matter. Should you have questions, please do not hesitate to contact me.

CC: Greg Mahar, Director of Planning and Community Development  
Melody Shuler, Town Clerk

NTM/MPM

**B & N Grading**

(704) 910-4886

3139 Amity Ct., Suite 500

Charlotte, NC 28215

Date: 5/4/15

Job: Library Sidewalk Project

Contact: Town of Waxhaw

Scope of Work:

Grading	\$32,845.00
Silt Fence	
Seeding	
Sediment Tube and Inlet Filter	
Tree Removal & Trimming	
Retaining Wall Around SSMH	
Lowering SSMH	
Traffic Control	
Pavement for Parallel Parking	
Sidewalk 4" thick 3000 PSI on grade	
2.5' Curb & Gutter	
Detectable Warning Mats (3 total)	
Thermoplastic for Parallel Parking Lines	
Sub Total	\$32,845.00
5% Mobilization & General Conditions	\$1,642.25
Total	\$34,487.25

We will not be responsible for any permit fees, survey costs, private utility locating or tap fees.  
 If additional undercutting is necessary, we will remove the dirt at a rate of \$20 per CY.  
 If additional stone is needed, we will bring it in and set it for \$38 per ton.  
 This pricing is good for 30 days.

Thank you for the opportunity to work with you on this project. Please call or email us if you have any questions about the pricing or scope of work to be completed.

Thank You,

**Andrew Tucker**

Lead Estimator

B&amp;N Grading, Inc.

3139 Amity Ct.

Suite 500

Charlotte, NC 28215

(704) 910-4886 office/(704) 910-5705 fax

(919) 306-8600 cell

[andrew@bngrading.com](mailto:andrew@bngrading.com)

B+N Grading  
 Total  
 \$130,410.00

# B & N Grading

(704) 910-4886

3139 Amity Ct., Suite 500

Charlotte, NC 28215

Date: 5/4/15

Job: Providence Street Sidewalk Project

Contact: Town of Waxhaw

Scope of Work:

Grading	\$91,355.00
Silt Fence	
Silt Sacks	
Waddles	
Seeding	
RipRap Dam	
Rock Inlet Sediment Trap	
Drain Cleaning	
Traffic Control	
Pavement for Parallel Parking	
Sidewalk 4" thick 3000 PSI on grade	
2.5' Curb & Gutter	
15" RCP furnish & install	
24" RCP furnish & install	
Drain Inlets (4 total)	
Curb Inlets (3 total)	
Man Holes (4 total)	
Detectable Warning Mats (5 total)	
Thermoplastic Crosswalks and Parallel Parking Lines	
Concrete Wall Removal	
VCP Removal	
Utility Trench Asphalt Patch Over King St.	
Sub Total	\$91,355.00
5% Mobilization & General Conditions	\$4,567.75
Total	\$95,922.75

We will not be responsible for any permit fees, survey costs, private utility locating or tap fees.

If additional undercutting is necessary, we will remove the dirt at a rate of \$20 per CY.

If additional stone is needed, we will bring it in and set it for \$38 per ton.

This pricing is good for 30 days.

Thank you for the opportunity to work with you on this project. Please call or email us if you have any questions about the pricing or scope of work to be completed.

## Andrew Tucker

Lead Estimator

B&N Grading, Inc.

3139 Amity Ct., Suite 500

Charlotte, NC 28215

(704) 910-4886 office/(704) 910-5705 fax

(919) 306-8600 cell

[andrew@bngrading.com](mailto:andrew@bngrading.com)

# Red Clay Industries, Inc

P.O. Box 241689  
Charlotte, NC 28224

Phone: (704) 523-1018  
Fax: (704) 523-7588

Red Clay  
Total  
\$149,308.00

<b>To:</b> Town Of Waxhaw	<b>Contact:</b> Marion Morton
<b>Address:</b> 402 Brevard Street, PO Box 1251 Waxhaw, NC 28173	<b>Phone:</b> (704) 843-7439
	<b>Fax:</b> (704) 843-7355
<b>Project Name:</b> Waxhaw Sidewalk Providence Street	<b>Bid Number:</b>
<b>Project Location:</b> Waxhaw, NC	<b>Bid Date:</b> 4/30/2015

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Library</b>					
101	Retrofit Truncated Domes	3.00	EACH	\$300.00	\$900.00
102	4" Sidewalk	1,022.00	SF	\$6.00	\$6,132.00
103	30" Curb And Gutter	181.00	LF	\$27.00	\$4,887.00
104	Adjust Manhole	1.00	EACH	\$350.00	\$350.00
105	Retaining Wall	32.00	SF	\$35.00	\$1,120.00
106	Asphalt Paving: 4" Binder & 2" Surface	150.00	SY	\$50.00	\$7,500.00
107	Striping	1.00	LS	\$375.00	\$375.00
108	Grading, Seeding, & Erosion Control	1.00	LS	\$17,500.00	\$17,500.00

**Total Price for above Library Items: \$38,764.00**

### Northern Section

201	Truncated Domes	3.00	EACH	\$200.00	\$600.00
202	4" Sidewalk	2,470.00	SF	\$6.00	\$14,820.00
203	30" Curb And Gutter	340.00	LF	\$27.00	\$9,180.00
204	Asphalt Paving: 4" Binder & 2" Surface	50.00	SY	\$50.00	\$2,500.00
205	Striping	1.00	LS	\$600.00	\$600.00
206	Drop Inlets	9.00	EACH	\$2,650.00	\$23,850.00
207	Storm Manhole	4.00	EACH	\$2,650.00	\$10,600.00
208	15" RCP	414.00	LF	\$51.00	\$21,114.00
209	24" RCP	12.00	LF	\$65.00	\$780.00
210	Grading, Seeding, & Erosion Control	1.00	LS	\$26,500.00	\$26,500.00

**Total Price for above Northern Section Items: \$110,544.00**

**Total Bid Price: \$149,308.00**

### Notes:

- This quotation is good for 30 days.
- Any increase in the NCDOT ASPHALT BINDER INDEX after the date of this quotation will necessitate an additional charge for the asphalt binder.

NC DOT BINDER INDEX \$511.15 Quotation Date: 4-30-15

Owners Initials: \_\_\_\_\_ Date: \_\_\_\_\_

- Acceptable subgrade will be +/- 1/10 with a material balance and suitable for stone base and/or asphalt.
- Field measurements to determine square yards, square feet, or linear feet to be taken upon completion of work for invoicing.
- Prices do not include surveying, staking, rock removal, or anything else not specifically stated in this quote.
- If extra stone is needed there will be a charge of \$27.50 per ton.
- If extra asphalt is needed there will be a charge of \$105.00 per ton.
- Any increase in the scope of work performed will result in a proportional increase in the price for this contract.
- In the case of a significant disruption in the supply of petroleum due to an act of war, terrorism, political unrest, natural disaster, or other similar event, Red Clay Industries reserves the right to adjust prices accordingly.
- No engineering, staking, testing, undercut, relocation of existing utilities or other structures, or landscaping included in this quotation.
- Red Clay industries has bid this job for one mobilizations per crew. Any additional mobilizations will be invoiced @ \$1,800.00 per mobilization.
- If you accept this quote, please sign, date, and return it to Red Clay Industries. Payment is due 30 days after receipt of an invoice. If you fail to make such payment, interest shall accrue at a rate of 1 1/2% per month. You shall be liable for all costs of collection of past due amounts owed, including without limitation, reasonable attorneys' fees and costs.

### Payment Terms:



# Appian Construction

## Estimate

**OFFICE**

11220 Elm Lane, Suite 205B  
Charlotte, NC 28277

**PHONE**

704.201.9658

**FAX**

704.542.3722

**EMAIL**

heath@appiancarolina.com

**DATE:**

April 30, 2015

**TO:**

Town of Waxhaw  
Todd Matthews

**PROJECT:**

Providence Street Sidewalk Project

**QUOTE NUMBER:**

1504-11

Appian Construction

\$224,481.50

DESCRIPTION	UNIT	UNIT PRICE	COST
Mobilization		\$ 3,200.00	\$ 3,200.00
Remove Existing Bradford Pear Sawcut EoP		\$ 3,200.00	\$ 3,200.00
Standard Silt Fence Inlet Protection Sediment Tubes/Check Dams Silt Fence Outlet Temp Seeding		\$ 13,000.00	\$ 13,000.00
Rough Grading Fine Grad/Backfill Curb and Sidewalk Fine Grade for Pavement and Shoulders Findegrade Shoulders and Slopes		\$ 33,600.00	\$ 54,000.00
Drop Inlet Curb Inlet MH/JB 15" RCP Open Cut and Patch		\$ 54,000.00	\$ 54,000.00
Sidewalk	12750	\$2.90	\$36,975.00
30" Curb and Gutter	345	\$17.50	\$6,037.50
Asphalt Paving 8"CABC, 2" S9.5B	55	\$29.90	\$1,644.50
HDPC Ramps w/TDM's	4	\$400.00	\$1,600.00
Striping	2	\$250.00	\$500.00
<b>Total</b>			<b>\$174,157.00</b>



# Appian Construction

## Estimate

**OFFICE**

11220 Elm Lane, Suite 205B  
Charlotte, NC 28277

**PHONE**

704.201.9658

**FAX**

704.542.3722

**EMAIL**

heath@appiancarolina.com

**DATE:**

April 30, 2015

**TO:**

Town of Waxhaw  
Todd Matthews

**PROJECT:**

Library Sidewalk Project

**QUOTE NUMBER:**

1504-10

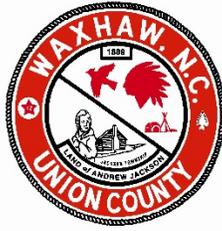
DESCRIPTION	UNIT	UNIT PRICE	COST
Mobilization and Indirects		\$ 1,650.00	\$ 1,650.00
Demolition: Remove Bradford Pair. Saw cut EoP		\$ 1,485.00	\$ 1,485.00
Standard Silt Fence Sediment Tubes Silt Fence Outlets Temporary Seeding		\$ 3,850.00	\$ 3,850.00
Rough Grading Fine Grade/Backfill Curb Fine Grade/Backfill Sidewalk Fine Grade for Pavement and Driveways Fine Grade Shoulders and Slopes		\$ 24,750.00	\$ 24,750.00
Lower MH 3+/- Feet Brick/Block Retaining Walkk		\$ 7,095.00	\$ 7,095.00
2'6 Curb and Gutter	180	\$ 17.50	\$ 3,150.00
8"CACBC/2" S9.5B	150	\$ 29.90	\$ 4,485.00
Sidewalk	1055	\$ 2.90	\$ 3,059.50
HDC Ramps	2	\$ 400.00	\$ 800.00
<b>Total</b>			<b>\$ 50,324.50</b>

**NOTES:**

- \* Pricing is valid for 30 days from date of estimate
- \* Units are estimates and actual quantities used will be billed based upon above stated unit price, unless otherwise noted.
- \* Asphalt pricing (if applicable) is based upon Asphalt Cement Pricing of \$511.15 any increase in index will be adjusted as follows: For every \$10 increase or fraction thereof in asphalt cement, \$.03/SY per one inch of asphalt will be added to the above prices.

CLIENT  
APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_



## Resolution of Appreciation

**WHEREAS**, the Town of Waxhaw is an incorporated municipality in Union County, North Carolina and governed by the Council-Manager form of government;

**WHEREAS**, after the retirement of its Town Manager, the Waxhaw Board of Commissioners needed an Interim Town Manager to be the chief administrator of the Town responsible for daily operations;

**WHEREAS**, the Board of Commissioners takes great pride in the quality and level of services afford to all who live, work, and visit the Town;

**WHEREAS**, the Board of Commissioners needed an Interim Town Manager that could unite and motivate Town Staff to continue this high level of service;

**WHEREAS**, Greg Mahar, the Town's Director of Planning and Community Development, has a long history of dedication and service to the Town of Waxhaw;

**WHEREAS**, upon request from the Board of Commissioners, Greg Mahar agreed to serve as Interim Town Manager;

**WHEREAS**, Greg Mahar served the Town of Waxhaw with honor and integrity while guiding Town Staff and the Board of Commissioners through seamless operations until the hiring of a long-term Town Manager; and

**WHEREAS**, the Town of Waxhaw Board of Commissioners is proud to have Greg Mahar as a valued employee and grateful to him for all that he has brought to our Town both personally and professionally during his appointment as Interim Town Manager.

**NOW, THEREFORE**, be it resolved that the Board of Commissioners in appreciation for his loyal dedication to the Town of Waxhaw does declare May 15, 2015 as Greg Mahar Day in the Town of Waxhaw.

Adopted this 12<sup>th</sup> day of May 2015.

---

**Daune Gardner, Mayor**

ATTEST:

---

**Melody Shuler, Town Clerk**



## Waxhaw Community Volunteer Fire Department and Rescue Squad, Inc.

PO Box 1258

3500 Waxhaw Parkway

Waxhaw, North Carolina 28173

Business: 704-843-4001 FAX: 704-843-4362



Madam Mayor  
Commissioners

I am requesting your assistance in securing the necessary funds to support fire operations in the Waxhaw Fire District which includes the entire town of Waxhaw. Below are talking points for the creation of a resolution from the Town of Waxhaw to Union County Commissioners in support of the proposed FY16 budget:

1. History:
  - a. Established in 1954
  - b. All volunteer until July 1, 2006
  - c. Part time staff during the hours of 0800 and 1800 – volunteers work out of district
2. Current Staffing:
  - a. Paid staff 7 days per week during daytime only
  - b. Paid hours 0800 to 1800
    - i. 4 on duty Monday – Friday, 2 on Saturday – Sunday
  - c. Volunteer hours 1800 to 0800 – 7 days per week
3. FY16 Proposed Staffing Plan (see 13.a.iii below)
  - a. Paid staff as listed in “Current Staffing” above
  - b. Add Paid staff 2 FF/EMTs at night 7 days per week 1800 – 0800
4. Future Staffing Plan
  - a. Paid staff 7 days per week 0600 – 1800
    - i. 4 FF/EMTs at Station 18 (in town)
    - ii. 4 FF/EMTs at Station 27 (JAARS)
  - b. Paid and Volunteer 7 nights per week 1800 - 0600
    - i. 8 FF/EMTs Combination of paid and Volunteer
5. Services Provided
  - a. Fire Suppression
  - b. Medical First Responder (Emergency Medical Technician level)
  - c. Vehicle Extrication
  - d. Hazardous Materials Containment
  - e. Public Education
  - f. Fire Investigation
  - g. Community Service – 26 events in 2014
    - i. First Friday
    - ii. Art Kaleidoscope
    - iii. 4<sup>th</sup> of July Parade/Fire Works
    - iv. Santa Through the Neighborhoods
    - v. Christmas Parade
    - vi. Fire Safety talk at Elementary Schools
    - vii. Station Tours

- viii. Fire Safety Demonstrations
- h. TRC Committee
- 6. Increased demand for services
  - a. Incident Responses by year (see 13.a.i below)
    - i. 2003 – 535 Incidents
    - ii. 2006 – 757 Incidents
    - iii. 2009 – 829 Incidents
    - iv. 2014 – 1208 Incidents
  - b. Increasing call volume at night
  - c. Volunteers struggling to keep pace (see 13.a.iv.1 below)
    - i. Family demands
    - ii. Work demands
    - iii. State demands
      - 1. NC Firefighter certification – 349 hours of training
      - 2. NC EMT certification – 192 hours of training
- 7. OSFM letter stating that Waxhaw “did meet the requirements for a rated and certified department.” (Exhibit A)
- 8. WVFD Proposed Budget to County (Budget Dated February 15, 2015)
  - a. \$1,257,095
- 9. County Manager Proposed Budget to WVFD on March 30, 2015 (Exhibit B)
  - a. \$1,165,850
- 10. County Manager Proposed Budget on-line May 6, 2015 (Exhibit C) (see 13.a.iv.3 below)
  - a. \$900,416
  - b. Decrease of \$45,000 from FY15
  - c. Tax rate decrease from 0.0386 to 0.0380
- 11. WVFD Re-Proposed Budget to County Commissioners (Budget Dated May 8, 2015)
  - a. \$1,097,168 (see 13.b.i.2.a)
    - i. Includes
      - 1. Adding 2 FF/EMTs 7 nights per week 1800 – 0800
      - 2. Chief to part time position - \$24,200 (see 13.a.iv.2 below)
    - ii. Excludes
      - 1. 2 FF/EMTs 7 days per week to Station 27
      - 2. Capital Reserve of \$45,000
- 12. Previous Tax Rates for Waxhaw VFD (Exhibit D)
  - a. As evidenced below, the tax rate for fire service in Waxhaw has been as high as 0.0513

FY Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 Proposed
Tax Rate	0.0413	0.0513	0.0248	0.0248	0.037	0.0372	0.0386	0.0386	0.0386	0.0380

- 13. Fire Services Assessment for Union County, North Carolina April 2010 (The County hired a company to perform an assessment of the county fire service and to make recommendations. That study was published in April 2010. Below are some excerpts from that assessment.)
  - a. Signals of Change (page 37)
    - i. Community Growth (page 37): “Emergency services are directly impacted by community growth—more people, more businesses, more emergencies.” The town of Waxhaw has grown to a population of approximately 15,000 to 17,000

people residing in approximately 5,000 homes. The Waxhaw area is currently booming. Waxhaw is ¼ of our fire district.

- ii. Extended Response Times (page 38): “When units regularly fail to get out of the fire station in a timely manner because of inadequate staffing resources, the community is endangered and fire department managers have a reliability problem. Response time is a critical factor of any fire department determined to provide appropriate service to the public. It is especially critical for medical calls when the first-due company fails to respond for whatever reason and an EMS unit responds but fails to meet the response-time standard.” April 6<sup>th</sup> BOCC special meeting Mr. Yates states at 1:07:21 that “So we wouldn’t necessarily recommend in Waxhaw that they add that staffing. We may believe that there is enough there based on the standards established by the state to be able to fund that response time accurately or sufficiently. Now they’ve asked so we are trying to leave a little bit of autonomy to some of those 5 tax districts. So we didn’t get into necessarily recommending against their staffing level or their equipment needs, we left them some autonomy.” The response to Station 27’s territory comes primarily from Station 18. Response times to a significant portion of the district are in excess of 10 minutes.
  - iii. Reduced Staffing (page 38): “Units responding with fewer than the required number of people needed to perform that unit’s functions pose a serious problem for the safety of citizens and the responders. This is another indicator of reduced service capability.”
  - iv. Other Considerations (page 38):
    1. Responsibilities outpace capabilities (page 38): “Mandated and selected responsibilities and response commitments exceed the department’s capability to manage outcomes properly. Mandated responsibilities may have their basis in state statues or local resolutions, proclamations or ordinances.” It is becoming more difficult for volunteers to walk in the door and receive the required training in a timely manner.
    2. Officers filling lower operational positions (page 39): “Staffing shortages that result in the fire chief driving the fire truck or fulfilling the responsibilities of other line firefighters is another sign of a serious staffing problem.”
    3. Lack of budget support (page 39): “Failure buy elected officials to approved budgets that include capital expenditures for the department is an ominous sign.”
- b. Management & Governance:
- i. Service Delivery Statement Standard of Response Cover (page 49)
    1. “Fire department response to a structure fire or rescue in Union County will be provided by a fire department contracted with/by the county, and will respond within four (4) minutes of dispatch and be on scene with one piece of fire apparatus in eight (8) minutes, with a crew of four (4) qualified members, 80 percent of the time in urban/suburban areas and will respond within five (5) minutes of dispatch and be on scene with one piece of fire apparatus in ten (10) minutes, with a crew of four (4) qualified members 70 percent of the time in rural areas.” We cannot meet this in Waxhaw without additional staffing. The addition of 2

firefighter/EMT positions during the day and 2 firefighter/EMT positions during the night are a step towards meeting our goal.

2. Union County Fire Department Status Summary (page 53):
  - a. Waxhaw VFD (page 56):
    - i. Current Status: Growing service district, with greater demand for paid staffing supplemented by volunteers
    - ii. Interim Recommendation: Define/refine delivery system expectation. Determine funding, staffing, and equipment demand, evaluate and implement.
    - iii. Continue expansion of paid staffing to provide base response with volunteer supplement.

Thank you for your time and for your continued support of the fire department.



Rob Fitzgerald  
Fire Chief  
Waxhaw *Volunteer* Fire Dept  
3500 Waxhaw Parkway  
Waxhaw, NC 28173  
704-843-4001 Office  
704-651-1390 Cell



*Training & Inspections*  
Wayne Goodwin | Commissioner of Insurance

July 7, 2014

Chief Robert Charles Fitzgerald  
Waxhaw Community Vol Fire Dept And Rescue Sqd, Inc  
P.O. Box 1258  
Waxhaw, NC 28173

Dear Chief:

Thank you for the cooperation shown to our Fire Department Rating Inspector on his recent visit to your department. It is our intention that these inspections be beneficial to you and your department by identifying items which are required for the department to meet the state's minimum requirements for a rated and certified department. By meeting the North Carolina Department of Insurance's requirements for a rated and certified department, you are upgrading your total fire protection for your citizens as well as creating a safer environment for your personnel.

The result of your inspection is as follows:

Did meet the requirements for a rated and certified department.  
Waxhaw Community Vol Fire Dept And Rescue Sqd, Inc serves the following Fire Insurance Districts:

District Name	District Type
Waxhaw	Rural

The goal of the inspections program is to have as many departments as possible meeting the minimum requirements. This way we know that North Carolina's Fire Service is providing the very best possible fire protection to its citizens.

If we can be of assistance to you and your department, please call A. C. Daniels at (919) 661-5880 ext.333.

Yours very truly,

Rick McIntyre  
Senior Deputy Commissioner

RM/sl

CC: David William Fossler, Board of Directors President

# Waxhaw Community Volunteer Fire Department and Department Analysis Worksheet

	Adopted FY 2015	Requested FY 2016	UCCM Proposed FY 2016	Change FY 2015 to FY 2016	Notes
Fire Tax History	0.0386	-	-	-	
<b>Funding Sources</b>					
Fire Tax	787,788	-	-	(787,788)	
Sales Tax	137,613	-	-	(137,613)	
Fire Fee	-	-	-	-	
Base County Subsidy	-	-	-	-	
General Fund Subsidy	-	-	-	-	
Municipal Subsidy	-	-	-	-	
Grants (Federal and State)	-	-	-	-	
Contracts for Services	-	-	-	-	
Debt Proceeds	-	-	-	-	
Interest Income	207	-	-	(207)	
Sale of Surplus Equipment	2,000	-	-	(2,000)	
Donations & Gifts	-	-	-	-	
Fund Raising	9,723	-	-	(9,723)	FY16 note: Fund raising has been permanently suspended.
Rent/Lease Income	8,160	-	-	(8,160)	FY16 note: EMS house rent \$600/month. Station 27 rent \$550/month. Net gain of \$50/month.
Miscellaneous Income	-	-	-	-	
Tax Refunds	-	-	-	-	
Fire Department Reserve	-	-	-	-	
Fund Balance - VFD	-	-	-	-	
Fund Balance - County	-	-	117,526	117,526	FY16 note: Fund balance as of June 30th, 2014.
<b>Total</b>	<b>945,491</b>	<b>-</b>	<b>117,526</b>	<b>(91,653)</b>	

<b>Uses</b>					
Salaries and Wages	234,750	509,116	484,916	250,166	FY16 note: 234,750 for Current Salaries and Wages, 24,200 for Chief of Department moved to part time position, 134,534 for Increase Incentive Program, and 115,632 for 2 FF/EMT position at Station 27 (12 hour shift @ \$12.00 per hour) 365 days. FY16 note: **UCCM Staffing/compensation adjustment included in revised tax rate. However, Chief of Department compensation of \$24.2K not recommended at this time.
Uniforms	10,000	10,000	10,000	-	FY 2015 note: Continue to properly outfit members
Medical Supplies - 1st Responder	14,600	14,600	14,600	-	FY 2015 note: Return to previous years funding
Office Equipment/Supplies	22,160	22,160	22,160	-	FY 2015 note: SBT Partners hired to manage all IT issues
Fire Fighting Supplies	15,465	15,465	15,465	-	
Small Equipment	22,962	22,962	22,962	-	
Misc. Expense	1,500	1,500	1,500	-	
Travel and Training	9,500	9,500	9,500	-	
Telephone/Pagers	7,200	7,200	7,200	-	FY 2015 note: Decrease due to policy change - compliance with IRS regulations.
Utilities	24,500	30,194	29,299	4,799	FY16 note: Increase in utility cost (\$19,054.55 spent in utilities as of the end of January). FY16 note: Fire Department reduced request to \$29,299.
Maintenance - Buildings & Grounds	20,000	42,150	32,000	12,000	FY 2015 note: Building is 5 years old, Interior tile replacement. Driveway repair. FY16 note: 20000 for base, 2850 for Wingate Excavating Inc. repairs to DENR pond in front of the station, 7300 for Facilities assessment for station 18, and 12000 for Shed for storage (Cost high due to Town of Waxhaw requirements). FY16 note: **UCCM Reduced request by \$2.85K for repairs to pond and \$7.3K for facilities assessment. The \$20K for base budget and \$12K for storage shed is proposed for FY 2016.
Maintenance - Small Equipment	10,228	10,228	10,228	-	FY 2015 note: Additional Request During Document Production/Oversight by VFD
Fuel	24,000	20,000	20,000	(4,000)	FY16 note: Decrease due to fuel cost decrease.
Radio Service/Repairs	24,125	24,125	24,125	-	
Maintenance - Vehicles	30,000	35,700	35,700	5,700	FY16 note: 30000 for base and 5700 for Increase in maintenance.
Advertising	1,000	3,000	3,000	2,000	FY16 note: 1000 for base and 2000 for Recruitment of Volunteers
Legal & Professional Fees	10,000	22,500	22,500	12,500	FY 2015 note: Currently \$6,565.72. Estimated \$10,000-\$11,000. FY16 note: 10000 base, 5500 for HR policy re-write, and 7000 for Full financial audit by Potter and Company.
Fundraiser Expenses & Supplies	2,500	-	-	(2,500)	FY16 note: No Fundraising.
Insurance	46,000	47,000	47,000	1,000	FY16 note: Projected increase in cost
Dues & Subscriptions	3,000	4,695	4,695	1,695	FY16 note: 3000 for Current spend \$6,220.19 Assoc. Dues, Active911, Verizon Wireless for iPods, website... and 1695 to Include calendar management software @\$1,695.00 annually.
Cost of Tax Collections	6,926	-	-	(6,926)	FY 2015 note: **UCCM Funding for tax collection. Not Spendable by VFD.
Taxes	-	-	-	-	
PPE	46,000	46,000	35,000	(11,000)	FY16 note: **UCCM Reduced request by \$11K. Roughly 14 sets of gear in proposed amount of \$35K (based on 100 sets put on a seven year replacement cycle (100/7)).

# Waxhaw Community Volunteer Fire Department and Department Analysis Worksheet

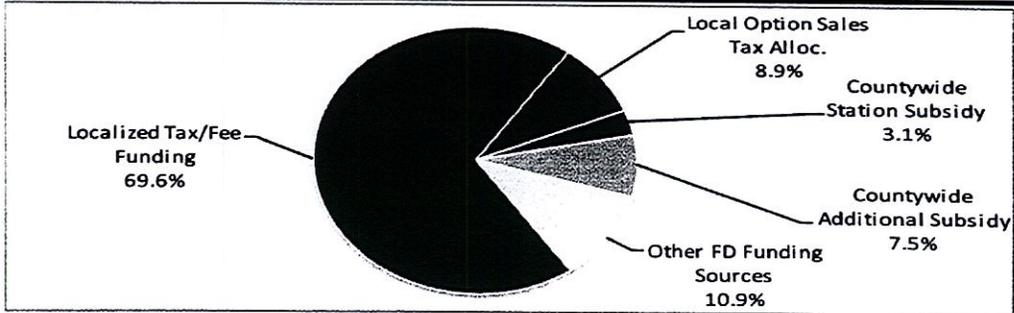
	Adopted FY 2015	Requested FY 2016	UCCM Proposed FY 2016	Change FY 2015 to FY 2016	Notes
Capital Reserve	45,075	45,000	-	(45,075)	FY 2015 note: Land acquisition for future stations. FY 2015 note: **UCCM New Station not in Horizon Analysis. /// Updated 5-05-2014 - the excess of \$45,075 that would have fallen to fund balance and applicable to FY 2016 Budget, has been added to capital reserve for FY 2015. FY16 note: Future Land Purchase for additional stations. FY16 note: **UCCM Reserve for land acquisition not recommended at this time.
Building Payment	192,000	192,000	192,000	-	
Truck Payment	122,000	122,000	122,000	-	
Miscellaneous Loan Payments	-	-	-	-	
Budget Adjustments	-	-	-	-	
<b>Total</b>	<b>945,491</b>	<b>1,257,095</b>	<b>1,165,850</b>	<b>220,359</b>	
Sources Over/(Under) Uses	-	(1,257,095)	(1,048,324)	(312,012)	FY 2015 note: **UCCM Fund Balance, following audit will be applied in FY 2016. /// Updated 5-05-2014 - the excess of \$45,075 that would have fallen to fund balance and applicable to FY 2016 Budget, has been added to capital reserve for FY 2015.

Source  
St. 27 Rent  
that are  
pay

Volunteer Fire Departments (VFD's)	FY 2015 Tax/Fee Rate	FY 2016 Tax/Fee Rate	Proposed FY 2016	Localized Tax/Fee Funding	Sales Tax Allocation	Countywide Station Subsidy	Countywide Additional Subsidy	Other FD Funding Sources	FY 2016 Total Funding
<b>FIRE TAX DISTRICTS</b>									
Hemby Bridge	0.0526	0.0512	\$ 1,430,154	1,201,358	228,796	-	-	-	\$ 1,430,154
Springs	0.0483	0.0474	599,508	476,143	101,615	-	-	21,750	599,508
Stallings	0.0428	0.0509	1,316,928	1,100,915	180,013	-	-	26,000	1,316,928
Waxhaw	0.0386	0.0380	900,416	741,733	152,083	-	-	6,600	900,416
Wesley Chapel	0.0281	0.0282	1,776,258	1,336,670	266,604	-	-	172,984	1,776,258
<b>COUNTYWIDE PROGRAMS</b>									
Countywide	-	0.0048	181,000	-	-	-	181,000	-	181,000
<b>FIRE FEE DISTRICTS</b>									
Allens Crossroads	100.00	100.00	147,290	106,190	-	21,600	2,900	16,600	147,290
Bakers	89.57	86.49	566,200	544,600	-	21,600	-	-	566,200
Beaver Lane	100.00	100.00	441,400	249,400	-	21,600	126,900	43,500	441,400
Fairview	100.00	100.00	260,565	171,040	-	21,600	29,925	38,000	260,565
Griffith Road	100.00	62.01	106,040	43,550	-	21,600	-	40,890	106,040
Jackson	65.02	63.34	135,039	84,519	-	21,600	-	28,920	135,039
Lanes Creek	100.00	100.00	290,120	116,128	-	21,600	152,392	-	290,120
New Salem	100.00	85.60	311,152	217,352	-	68,400	-	25,400	311,152
Providence	100.00	100.00	693,106	15,110	-	-	24,165	653,831	693,106
Sandy Ridge	100.00	100.00	180,331	153,740	-	21,600	4,441	550	180,331
Stack Road	100.00	100.00	231,250	128,919	-	21,600	52,531	28,200	231,250
Unionville	100.00	100.00	518,620	351,370	-	37,200	129,935	115	518,620
Wingate	100.00	100.00	299,211	184,180	-	21,600	75,931	17,500	299,211
<b>Total</b>			<b>\$ 10,384,588</b>	<b>7,222,917</b>	<b>929,111</b>	<b>321,600</b>	<b>780,120</b>	<b>1,130,840</b>	<b>\$ 10,384,588</b>

Proposed Budget Summary	FY 2016
Localized Tax/Fee Funding	\$ 7,222,917
Local Option Sales Tax Alloc.	929,111
Countywide Station Subsidy	321,600
Countywide Additional Subsidy	780,120
Other FD Funding Sources	1,130,840
<b>Total FY 2016 Funding</b>	<b>\$ 10,384,588</b>

\* Surplus revenue will go to fund balance for future needs.



During the April 20, 2015 work session staff presented the recommended Hybrid Funding Model. In addition, during this work session the BOCC heard comment from several fire chiefs, municipalities, and residents.

At the conclusion of this work session the Board of County Commissioners decided to not implement the proposed Hybrid

Funding Model and return to the current hybrid funding model. Additionally, the BOCC directed that the VFD funding levels be frozen at the FY 2015 amounts excluding capital. The exceptions to this freeze were Allen's Crossroads and Beaver Lane VFDs as they are currently on probation.



Table 8

**Union County, North Carolina  
Property Tax Rates  
Direct and Overlapping Governments  
Last Ten Fiscal Years**

Fiscal Year Ended June 30 Tax Year	2005 2004	2006 2005	2007 2006	2008 2007	2009 2008	2010 2009	2011 2010	2012 2011	2013 2012	2014 2013
<b>Taxes Levied by Union County</b>										
County-wide rate	.525	.56	.6367	.7111	.665	.665	.665	.665	.660	.660
Supplemental School Districts (Approved by the Voters)										
Monroe Schools District	.07	.07	-	-	-	-	-	-	-	-
County Schools District	.07	.07	-	-	-	-	-	-	-	-
Supplemental Fire Districts										
Hemby VFD	.0427	.0404	.0464	.377	.0493	.0493	.0476	.0493	.0526	.0526
Springs VFD	-	-	.0313	.0312	.0306	.0306	.03	.0315	.0355	.0355
Stallings VFD	.0492	.039	.0444	.0262	.0406	.0406	.0428	.0428	.0428	.0428
Waxhaw VFD	-	-	.0413	.0513	.0248	.0248	.037	.0372	.0386	.0386
Wesley VFD	.014	.015	.0152	.0167	.0191	.0191	.022	.022	.0241	.0241
<b>Total County Rates</b>										
Maximum	.6442	.6704	.6831	1.0881	.7143	.7143	.7126	.7143	.7126	.7126
Minimum	.595	.63	.6367	.7111	.665	.665	.665	.665	.660	.660
Average	.6196	.6502	.6599	.8996	.6897	.6897	.6888	.6897	.6863	.6863
<b>Overlapping Taxes Levied by Municipalities</b>										
City of Monroe	.5	.5	.48	.49	.53	.55	.495	.495	.555	.555
Downtown Monroe District	.2	.2	.2	.2	.2	.2	.2	.2	.2	.2
Town of Fairview	.02	.02	.02	.02	.02	.02	.02	.0151	.02	.02
Town of Hemby Bridge	.05	.05	.03	.03	.03	.03	.025	.025	-	-
Town of Indian Trail	.08	.08	.08	.08	.1	.15	.15	.145	.145	.185
Town of Marshville	.38	.38	.38	.38	.38	.38	.38	.38	.41	.48
Town of Mineral Springs	.03	.03	.03	.027	.027	.027	.025	.025	.025	.025
Town of Mint Hill	-	.275	.275	.275	.275	.275	.215	.275	.275	-
Town of Stallings	.14	.16	.25	.25	.25	.25	.22	.215	.215	.215
Town of Unionville	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02
Town of Waxhaw	.37	.37	.34	.34	.34	.34	.34	.34	.34	.34
Town of Weddington	.05	.04	.04	.03	.03	.03	.03	.03	.03	.052
Town of Wingate	.4	.36	.36	.36	.38	.39	.39	.39	.39	.39
Village of Lake Park	.18	.22	.22	.22	.23	.23	.21	.23	.23	.23
Village of Marvin	.0517	.0517	.052	.0517	.05	.05	.05	.05	.05	.05
Village of Wesley Chapel	.02	.02	.02	.02	.02	.02	.017	.0165	.0165	.0165



5121	Salaries and Wages				-04	115,632	2 FF/EMT position at Station 27 (12 hour shift @ \$12.00 per hour) 365 days
5121	Salaries and Wages				-05		
5212	Uniforms	8,000	10,000	10,000	-01	10,000	
5212	Uniforms				-02		
5212	Uniforms				-03		
5212	Uniforms				-04		
5212	Uniforms				-05		
5239	Medical Supplies (First Responders)	16,945	14,600	14,600	-01	14,600	
5239	Medical Supplies (First Responders)				-02		
5239	Medical Supplies (First Responders)				-03		
5239	Medical Supplies (First Responders)				-04		
5239	Medical Supplies (First Responders)				-05		
5260	Office Equipment/Supplies	8,000	22,160	22,160	-01	22,160	
5260	Office Equipment/Supplies				-02		
5260	Office Equipment/Supplies				-03		
5260	Office Equipment/Supplies				-04		
5260	Office Equipment/Supplies				-05		
5290	Firefighting Supplies	15,465	15,465	15,465	-01	15,465	
5290	Firefighting Supplies				-02		
5290	Firefighting Supplies				-03		
5290	Firefighting Supplies				-04		
5290	Firefighting Supplies				-05		
5291	Small Equipment	22,962	22,962	22,962	-01	22,962	
5291	Small Equipment				-02		
5291	Small Equipment				-03		
5291	Small Equipment				-04		
5291	Small Equipment				-05		
5299	Misc. Expenses	1,500	1,500	1,500	-01	1,500	
5299	Misc. Expenses				-02		
5299	Misc. Expenses				-03		
5299	Misc. Expenses				-04		
5299	Misc. Expenses				-05		
5311	Travel and Training	9,500	9,500	9,500	-01	9,500	
5311	Travel and Training				-02		
5311	Travel and Training				-03		
5311	Travel and Training				-04		
5311	Travel and Training				-05		
5321	Telephone/Pagers	10,800	7,200	7,200	-01	7,200	
5321	Telephone/Pagers				-02		
5321	Telephone/Pagers				-03		
5321	Telephone/Pagers				-04		
5321	Telephone/Pagers				-05		
5330	Utilities	24,500	24,500	30,194	-01	30,194	Increase in utility cost
5330	Utilities				-02		\$19,054.55 spent in utilities as of the end of January
5330	Utilities				-03		
5330	Utilities				-04		
5330	Utilities				-05		
5351	Maintenance (Building and Grounds)	14,000	20,000	42,150	-01	20,000	
5351	Maintenance (Building and Grounds)				-02	2,850	Wingate Excavating Inc. repairs to DENR pond in front of the station.

5351	Maintenance (Building and Grounds)				-03	7,300	Facilities assessment for station 18
5351	Maintenance (Building and Grounds)				-04	12,000	Shed for storage (Cost high due to Town of Waxhaw requirements)
5351	Maintenance (Building and Grounds)				-05		
5352	Maintenance (Small Equipment)	10,228	10,228	10,228	-01	10,228	
5352	Maintenance (Small Equipment)				-02		
5352	Maintenance (Small Equipment)				-03		
5352	Maintenance (Small Equipment)				-04		
5352	Maintenance (Small Equipment)				-05		
5353	Fuel	24,204	24,000	20,000	-01	20,000	Decrease due to fuel cost decrease.
5353	Fuel				-02		
5353	Fuel				-03		
5353	Fuel				-04		
5353	Fuel				-05		
5354	Radio Service/Repairs	24,125	24,125	24,125	-01	24,125	
5354	Radio Service/Repairs				-02		
5354	Radio Service/Repairs				-03		
5354	Radio Service/Repairs				-04		
5354	Radio Service/Repairs				-05		
5358	Maintenance (Vehicles)	30,000	30,000	35,700	-01	30,000	
5358	Maintenance (Vehicles)				-02	5,700	Increased in maintenence.
5358	Maintenance (Vehicles)				-03		
5358	Maintenance (Vehicles)				-04		
5358	Maintenance (Vehicles)				-05		
5370	Advertising	1,000	1,000	3,000	-01	1,000	
5370	Advertising				-02	2,000	Recruitment of Volunteers
5370	Advertising				-03		
5370	Advertising				-04		
5370	Advertising				-05		
5381	Legal & Professional Fees	5,000	10,000	22,500	-01	10,000	
5381	Legal & Professional Fees				-02	5,500	HR policy re-write.
5381	Legal & Professional Fees				-03	7,000	Full financial audit by Potter and Company
5381	Legal & Professional Fees				-04		
5381	Legal & Professional Fees				-05		
5399	Fundraiser Expenses/Supplies	2,500	2,500	-	-01	-	
5399	Fundraiser Expenses/Supplies				-02		
5399	Fundraiser Expenses/Supplies				-03		
5399	Fundraiser Expenses/Supplies				-04		
5399	Fundraiser Expenses/Supplies				-05		
5450	Insurance	46,000	46,000	47,000	-01	46,000	
5450	Insurance				-02	1,000	Projected increase in cost
5450	Insurance				-03		
5450	Insurance				-04		
5450	Insurance				-05		
5491	Dues & Subscriptions	3,000	3,000	4,695	-01	3,000	Currently spent \$6,220.19 Assoc. Dues, Active911, Verizon Wireless for iPods, website...
5491	Dues & Subscriptions				-02	1,695	Includes calendar management software @\$1,695.00 annually.
5491	Dues & Subscriptions				-03		
5491	Dues & Subscriptions				-04		
5491	Dues & Subscriptions				-05		
5492	Cost of Tax Collections	8,696	6,926	-	-01		

5492	Cost of Tax Collections				-02		
5492	Cost of Tax Collections				-03		
5492	Cost of Tax Collections				-04		
5492	Cost of Tax Collections				-05		
5493	Taxes	-	-	-	-01		
5493	Taxes				-02		
5493	Taxes				-03		
5493	Taxes				-04		
5493	Taxes				-05		
5550	PPE	46,000	46,000	46,000	-01	46,000	
5550	PPE				-02		
5550	PPE				-03		
5550	PPE				-04		
5550	PPE				-05		
5590	Capital Reserve	-	45,075	45,000	-01	45,000	Future Land Purchase for additional stations.
5590	Capital Reserve				-02		
5590	Capital Reserve				-03		
5590	Capital Reserve				-04		
5590	Capital Reserve				-05		
5710	Building Payment	192,000	192,000	192,000	-01	192,000	
5710	Building Payment				-02		
5710	Building Payment				-03		
5710	Building Payment				-04		
5710	Building Payment				-05		
5730	Truck Payment	122,000	122,000	122,000	-01	122,000	
5730	Truck Payment				-02		
5730	Truck Payment				-03		
5730	Truck Payment				-04		
5730	Truck Payment				-05		
5740	Miscellaneous Loan Payments	-	-	-	-01		
5740	Miscellaneous Loan Payments				-02		
5740	Miscellaneous Loan Payments				-03		
5740	Miscellaneous Loan Payments				-04		
5740	Miscellaneous Loan Payments				-05		
5920	Budget adjustments	185,416	-	-	-01		
5920	Budget adjustments				-02		
5920	Budget adjustments				-03		
5920	Budget adjustments				-04		
5920	Budget adjustments				-05		
	Total	981,841	945,491	1,257,095		-	

Funding Sources less Budget Expenses	-	-	(1,256,495)
--------------------------------------	---	---	-------------



## **V. Old Business**

### **A. Possible Acceptance of CCOG's Financial Management Plan**

**Presenter: Jim Prosser**

#### **Information**

In an effort to compile a financial management plan, representatives from Centralina Council of Governments have conducted several work sessions with the Board and held multiple meetings with staff. Mr. Prosser has submitted the final report for your review and possible approval.

#### **Board Action**

- Possible acceptance of CCOG's Financial Management Plan.



# Financial Management Plan

---

Fiscal Year 2014 - 2015

Prepared by: Centralina Council of Governments

4/21/2015

Key Financial Strategies is a process that combines financial planning with strategic planning to provide a framework for decision-making that aligns with the Town's vision and assure long-term community viability.

## **Waxhaw, North Carolina Key Financial Strategies**

Key Financial Strategies is a process that combines financial planning with strategic planning. Its primary purpose is to provide a disciplined framework for decision-making required to identify and implement strategies required to achieve the Town’s vision and assure long-term community viability. This financial plan will reflect the opportunities and challenges required to achieve that result. Some illustrative examples of these opportunities and challenges include:

### ***Opportunities and Challenges***

1. **Developing and funding of Town operating systems.** Waxhaw is a rapidly growing residential community. Elected officials and staff recognize that residents are attracted to the Town because of its unique historical and “hometown” characteristics, high service level and proximity (yet separate identity) to Charlotte. Elected officials and staff recognize that transitioning systems to support the residential growth, desire for diversification of tax base, constructing infrastructure required to serve existing and attract new development, and capitalize on unique historic community character will require development of a plan to identify the staffing requirements to support these needs. Understanding that form follows function, it will be important for the elected officials to identify the key functions that will be required of staff. The Town Manager, will be able to use this information to prepare and prioritize plans for what type of staff will be required and how best to organize and fund the staff departments and operations. Failure to identify and adequately fund core services and systems essential for Town operations will have severe long-term consequences, particularly in a fast growth community.
2. **Developing a “cost-to-serve” model aligned with Town operating and facility needs.** The Town has done an exceptional job of preparing plans for a wide variety of investments needed to support future growth and community success (Town Hall, Town Center, Parkway Improvements, Community Center, Public Services facility, water, stormwater, roads, curb and gutter, street lights, parkway trees, paths and parks) which will require reinvestment or replacement over the next decade. Maintenance, scheduled replacement and upgrading of many of these assets which had been previously deferred created increased operating costs and reduced the Town’s ability to adequately serve the public. Independent studies support the belief that investment in government infrastructure serves as an economic stimulus. The challenge recognized by the Town is how to develop a strategy to support the financing and operation of these improvements. A cost-to serve model will identify cost to serve various types of development (including operating and infrastructure costs). This model, together with revenue projections for specific development types will inform officials with essential data to support establishing financial

oversight and long-term financial decisions. With this data, the Town will be able to identify the right mix and character of development that will optimize their ability to sustain long-term financial stability.

3. **Diversification of Tax Base.** Waxhaw’s location within the region supports the potential for diversification of tax base. Choosing a greater mix of commercial and industrial (C/I) development may have a positive impact on tax rates. However, specific and strategic policy decisions will be required if the Town is to achieve and realize the benefits of this diversification. The proper mix of C/I development typically provides more revenue than expenses. Achieving this result is best accomplished if the effort is intentional and directed by elected officials. Decisions to support greater diversification include land use designation, funding staff to support economic development and identifying infrastructure needed to support C/I development.
4. **Over-reliance on property taxes to support general fund operations.** Waxhaw is projecting rapid growth of their residential neighborhoods. Property taxes represent 60% of general fund operating revenue. Best practices for towns indicate the need for greater revenue diversity with at least four major revenue sources and no one source representing more than one-third of total revenues. Understanding the cost to serve residential development is critical to the Town’s long term financial stability. Specifically, developing the fiscal impact of the cost to serve various types, locations and values of housing compared to projected revenue derived by the Town will provide valuable data to support policy decisions regarding land use and development. In addition, identifying the investments in maintenance programs required to assure the long-term functionality of existing residential neighborhoods (i.e. property maintenance codes and enforcement) should be considered. This is of critical importance because failure to assure continued value growth of residential properties could significantly undermine future tax base.

### ***Financial Goals***

The Town of Waxhaw has set the following financial goals:

1. Provide the level of service requested from Citizens while maintaining a low tax rate competitive with similar municipalities within the region
2. Develop staff departments to meet growing size and complexity of mid-size Town.
3. Maintain responsiveness to various economic conditions as well as having sufficient reserves (currently reserves should be maintained at 25% of next fiscal year operating budget).
4. Continue to look at revenue sources other than property taxes to fund Town projects.
5. Preserve and enhance historic portion of Town by aggressively leveraging Federal, State and private organization resources

6. Establish financial framework required to build and extend the life of existing infrastructure/facilities and providing for timely replacement and maintenance of infrastructure/facilities as needed.
7. Use economic development to continue growing a diverse property tax base and customers, which will lead to long-term community affordability, livability, and stability.
8. Continue to revise and update core Town services and amenities.

### ***Comprehensive Financial Management Plan***

A Comprehensive Financial Management Plan identifies potential financial needs of the Town by reviewing financial projections and discussing priorities for the community. In addition, the Town Board will conduct annual goal setting sessions to help frame issues of importance to the community.

#### **OBJECTIVES FOR THE FINANCIAL PLANNING PROCESS:**

A financial plan is a necessary element of Waxhaw's strategy to remain competitive in today's demanding environment. The Town's Key Financial Strategies will provide a road map into the future and a framework for future decision-making. Objectives of the Town's Key Financial Strategies are:

- Establishing a common understanding among the elected officials and staff of the Town's needs and financial capacity.
- Developing a comprehensive view of financial resources and options.
- Identifying Town issues and opportunities.
- Creating a framework in which elected officials and staff can make immediate and long-term investment decisions.
- Developing a consensus among the elected officials and staff on key actions the Town will take to remain competitive.
- Providing a framework for forecasting long-range financial planning issues to the public.

### ***Annual Commitment to Financial Management Plan***

Key financial strategies will require the Town Board to review updates as part of (or prior to) annual goal setting/strategic planning. Results from annual goals will be incorporated into an updated key financial strategy and will be used to guide preparation of the annual budget.

Key Financial Strategies is a process that requires a specific commitment to reviewing and updating this financial plan on an annual basis with the focus on the following:

- Development and update of goals and strategies directed at achieving Waxhaw’s Community Vision.
- Review of staff-prepared projections for the cost to maintain current level of services given projected growth.
- Development of measures to evaluate fiscal impact which could include cost of service models, impact fees and fiscal impact analysis for new development.
- Review capital improvements required to maintain or replace infrastructure and facilities.
- Analysis of the impact of adding new services and facilities on the tax rate and fees.
- Periodic community surveys to determine public assessment of the value and need for the current level of services.
- Identification of a select number of new goals and initiatives for needs assessment, study, or implementation.
- Continued assessment of the type and level of services provided and service delivery methods.
- Development of direction to staff to prepare specific strategies for future years.

### **FINANCIAL PRINCIPLES**

This financial plan reflects the following Financial Principles reflecting existing community practices.

1. **Support and enhance unique historical and “hometown” community character in a period of rapid growth** – The character of Waxhaw is preserved and enhanced by the specific decisions and actions of its elected officials. Respecting that fact requires Waxhaw to incorporate strategies into its financial planning process that further this principle. Financial decisions must reflect factors beyond year-to-year budget decisions. As an example, capital expenditure can be evaluated on the basis of how they will assure maintaining and enhancing community character over the long-term. Other efforts include establishing policies and practices that promote safe and livable neighborhoods, enhance urban design by focusing on reducing auto trips and promoting alternates including trail and transit systems, supporting environmentally sensitive design, protecting natural resources, promoting in-fill development and redevelopment, and avoiding the costs of “sprawl” development.
2. **Long-term Community Affordability** – Long-term community affordability requires a balancing of tax impact and spending for both operating and capital investment. Tax impacts must be carefully analyzed as part of spending and investment decisions. Attention to diversifying a tax base that supports Town operating costs and investments is a key element to assuring community affordability. Use of an established financial plan that includes a projection of operating and capital costs, community survey and comparable community analysis are useful tools for that

purpose. It is especially important to evaluate the impact of delaying needed investment and maintenance on future operating costs.

3. **Competitive and Responsive Community Services** – As Waxhaw grows, the needs of those served will change as well. Introducing the operational systems and staffing needed to support a full-service medium size town will be an important priority. The ability to refine both the services and methods of service delivery to reflect the needs of those served by the Town is critical to maintaining a competitive edge and maintaining community affordability. This means that the Town will need to modify or eliminate services in order to find the resources needed to support new services.
4. **Protecting Community Investment and Value** - Protecting and enhancing the value of residential and commercial property is a primary responsibility of Town Officials. Community property values reflect not only the investment and re-investment of individuals but public investments as well. Public investments in public infrastructure and leveraging private investments are required community investment strategies. Towns with deteriorating or inadequate infrastructures frequently experience loss of market value and tax base. Likewise towns with deteriorating commercial or residential properties find that nearby properties are unlikely to reinvest in their properties. Reversing these trends is typically very difficult and expensive. Strategies that target investments and reinvestments on a timely basis are key components to this practice.

## **FINANCIAL ASSESSMENT – FINDINGS & RECOMMENDATIONS**

The financial assessment conducted of the Town was divided into four Strategic Focus Areas corresponding to the Town’s long-term financial principles. The assessment provides a framework for preparation of the financial plan and subsequent strategies. This section summarizes information prepared and discussed at Board and staff workshops.

### **1. Support and enhance unique historical and “hometown” community character in a period of rapid growth**

**1.1. General Development** – Waxhaw is a rapidly growing community with a current population of about 12,000 within an area of roughly 13 square miles. The community has unique historic downtown and carefully cultivated “hometown” characteristics. Waxhaw has experienced rapid residential growth, which was briefly interrupted by national market conditions. That is rapidly changing and the Town is taking very specific action to guide future development to assure maintaining its valued character.

#### **Recommendations:**

*1.1.1. Identify and fund a “true budget” for core services required to meet the needs of services currently provided, maintain existing infrastructure and effectively manage projected growth.*

*1.1.2. Prepare a cost-to-serve and fiscal impact model as a basis of providing better data to elected officials regarding the cost of new development compared to revenue generation.*

*1.1.3. Identify and prioritize infrastructure requirements and costs for development areas. Use this information to encourage development within those areas that will provide lower cost to serve and more rapid recovery of Town funded up-front infrastructure costs.*

*1.1.4. Identify areas of potential in-fill development that will minimize cost of new infrastructure and service delivery areas.*

*1.1.5. Establish a growth management strategy based on results of items above.*

**1.2. Housing Development** – Waxhaw has a solid base and range of residential housing and should continue to encourage a range of housing types and prices points. The projected rapid growth in housing will likely determine the range of housing options available for the next several decades. With that in mind, assessing the needs of those currently living in Waxhaw for housing options that will serve them in the future (i.e. various types of senior housing) may be of value. Additionally, understanding the housing needs of employers within and nearby the Town may provide data to help assure that the mix of housing will serve the community over the long-term.

**Recommendations:**

- 1.2.1. Prepare a community-based housing strategy based on market data, and resident and employer input.*
- 1.2.2. Focus “passive” development incentives on those developments that meet the community based housing strategy goals.*

**1.3. Housing Value** – Housing is well maintained, however the challenges of maintaining properties as they age are well known. Continued reinvestment in residential properties should be an essential element in the Town’s financial strategy. Poorly maintained properties can lead to disinvestments which can, in turn, influence the transition of adjacent properties.

**Recommendations:**

- 1.3.1. Single Family Redevelopment and Rehabilitation*
  - Promote programs to rehabilitate existing single-family homes; repair, maintain, improve, and expand.*
  - Identify and coordinate resources that provide households with support for home repair and maintenance.*
  - Consider property maintenance codes.*

**2. Long Term Community Affordability**

**2.1. Tax Rate** – Waxhaw’s tax rate is among the lowest among comparable communities. The Town has clearly been a good steward of public funds and has developed a fund balance to support future investments required for Town growth. It is the intent of the Town Board to continue to maintain a low tax rate. Significant limitations exist in North Carolina for options for revenue diversification. Therefore, even with the fund balance, there may be a time when adjustment to taxes is needed to support required investments.

**Recommendations:**

- 2.1.1. Conduct annual community surveys to assess resident perception of value of services and tax rate impacts.*
- 2.1.2. Design communication tools that provide information on Town programs, capital expenditures, and services. The communications will strive to increase public participation in key financial decisions and clearly convey the financial situation of the Town. Examples include Open Houses, Citizen Academies, and web-based surveys.*
- 2.1.3. Develop a means to educate Town stakeholders regarding Town finances.*

*2.1.4. Evaluate options to use existing fund balance to “bridge” debt service payments required for investments required for growth. This will permit the tax base to grow to absorb the debt service impacts over time.*

**2.2. Budget Review/Performance Measures** – Department operating impacts due to growth, policy decisions, changes to operations, and limited revenue sources have not been identified in a timely manner.

**Recommendations:**

*2.2.1. Review performance measurements to determine if the Town is achieving the results that are important to the Town.*

*2.2.2. Provide demographic statistics that compare per capita income, per household income, and per capita taxable valuation. These measures will help measure the financial condition of the Town.*

*2.2.3. Determine appropriate increase per year to tax levy (i.e. % of increase or levy limit).*

*2.2.4. Determine appropriate allocation of property tax subsidy to departments.*

**2.3. Market Value** – Town assessed value of \$1.3 billion has been increasing steadily an average of 5% per year over the past four years. The Town has a per capita market value of \$109,114.00. The per capita market value is a good indicator of community affordability. While there is a tendency to focus on population as a factor in community viability, per capita market value is a better indicator of financial viability. This is an important indicator because generally, the higher the relative value, the less the impact on individual taxpayers. Currently the ratio of residential property to total value is about 1:1. Even a small shift in the trends in the residential values has significant impacts on tax revenues. Regardless of the financial impact, enhancing housing values is a key indicator of strong communities. The Town has a tax base (taxable value) with 91% residential and 9% commercial/industrial/utilities. Careful consideration should be given to the appropriate balancing of future development. Quality and diversification of housing and commercial/industrial development should be carefully evaluated in order to assure that Waxhaw will be able to achieve its “vibrant urban hometown” vision.

**Recommendations:**

*2.3.1. Establish a goal, strategies, and performance metrics in support of a tax base diversification level appropriate for Waxhaw. Per capita market value will measure effectiveness of development efforts and be incorporated into the financial planning process.*

**2.4. Economic Development Initiatives** – The Town has indicated a desire to increase economic development efforts. This focus will permit expanded tax base

diversification; improve quality of life by providing increased access to jobs and amenities.

Waxhaw is well positioned to accept a variety of commercial, residential and service development to the community. Developing specific strategies and resources to achieve Town goals will accelerate that effort and reduce the risk of attracting development not compatible with Town goals.

**Recommendations:**

- 2.4.1. Direct the establishment of a position or department to support economic development*
- 2.4.2. Establish economic development goals, strategies, and policies updated by the Town Board on an annual basis.*
- 2.4.3. If provided, development assistance should be focused on investments that meet specific Town economic development goals. Assistance should be limited to the amount needed to provide the developer or investor with a reasonable rate of return.*

**3. Competitive and Responsive Community Services**

- 3.1. Service and Programs** – As Waxhaw grows, the needs of those served change as well. The Town has recently established a Recreation Department to address those needs. This action recognizes the increased demand for programs and recreation amenities for youth and families. At the same time, the fastest growing age group in Union County is those over 65. According to current research both of these sectors place a high value on exercise and fitness and will be seeking programs and facilities responding to those needs. The general aging-in-place will impact all departments to various extents. The Town will need to better understand the changing needs and amenities required to meet the needs of current and new residents to the community and adjust the programs periodically. It will be necessary to plan ahead of these trends to make sure services are tailored to population needs. The ability to develop both the services and methods of service delivery to reflect the needs of those served by the Town is critical to maintaining a competitive edge and maintaining community affordability. Additionally the Town will need to build the recreation infrastructure and staff required to provide this programming.

**Recommendations:**

- 3.1.1. Develop a ten-year plan to gradually build the infrastructure required to meet the needs of a growing residential population. This plan should include operating costs and cost-recovery systems for operating costs required to maintain these programs*

- 3.1.2. Evaluate the needs for recreation and other services through systematic use of surveys, focus groups, and customer satisfaction.*
- 3.1.3. Identify partners for the provision of services and facilities to serve the needs of a growing diversity of service requirements*
- 3.1.4. Identify staff training opportunities to successfully interact with all residents regardless of age or ability in order for the Town to remain competitive and responsive.*

**3.2. Recruit, Retain and Develop Quality Employees** – The Town is building a staffing structure to compete with other full service, high amenity communities. This will develop into a highly diverse service organization. With some notable exceptions, most work performed by the Town will be labor intensive. Employing sufficient employees with specialty requirements, the Town faces significant challenges and stiff competition for skilled workers. The recruitment profile for the many specialized fields has changed significantly over time. It will be necessary to review the traditional model for public sector employment in terms of skills, diversity, education, abilities and attitudes. The Town should consider investing in systems to help improve employee performance including employee performance reviews, leadership training and development programs.

**Recommendations:**

- 3.2.1. Invest in training and education to improve employee development opportunities. This could include learning management systems to track high performing employees, training requirements and development needs, performance appraisals and development plans from hire to retire.*
- 3.2.2. Review options to introduce or enhance technology to reduce workload requirements and improve employee performance. Examples include; GIS systems for enhanced public safety information and response and infield reporting for all operating units.*
- 3.2.3. Review alternative pay plans such as merit pay to reward high performing employees.*
- 3.2.4. Use psychometric tools to assess candidates for employment ability to provide high-level customer service and teamwork.*

**4. Protecting Community Investment and Value**

**4.1. Pavement Management System** – In order to prolong the useful life of Town owned streets a pavement management system that supports the longevity of pavement is needed. Currently, it does not appear that sufficient enough money is allocated to adequately maintain the existing lane-miles of public streets in Waxhaw. Streets in poor

condition can give the impression of unsafe neighborhoods and lack of community vibrancy, as well as increasing street maintenance operating costs.

Street maintenance is most cost-effective with aggressive resurfacing and maintenance of the existing pavements. The best approach is to annually maintain the resurfacing and sealing of existing street pavements to avoid replacement costs. When maintenance is deferred, the street pavement eventually becomes unfixable by resurfacing and the cost for replacement is significant.

The following are the life expectancies of typical urban streets. These streets can be assumed to need full replacement at the end of their life expectancy and major rehabilitation midway through.

<u>Street Classification</u>	<u>Typical Lifespan</u>	<u>Major Rehabilitation</u>
<b>Local/Collector</b>	40 years	20 years
Arterial/Heavy	30 years	15 years

Per the above table, one could assume that 1/40 of our local residential streets should be replaced and 1/20 should be rehabilitated each year.

**Recommendations:**

- 4.1.1. Consideration should be given to retaining an inspector to monitor the construction of streets and other town owned infrastructure. This will reduce the likelihood of sub-standard construction of infrastructure that will become the future maintenance responsibility of the Town.*
- 4.1.2. A pavement management plan that specifically identifies the level of maintenance to optimize the life of pavement should be adopted and implemented*
- 4.1.3. Streets in need of full replacement should be replaced instead of attempting to repeatedly repair the street. In order to be cost effective, the life-cycle cost of repairing vs. replacement of a street must be considered.*
- 4.1.4. To help establish a vibrant urban hometown, adopt a policy to provide 5-10% of construction costs going towards beneficial aesthetic enhancements.*
- 4.1.5. Street reconstructions should incorporate “complete streets” concepts as contained in sustainable development principle. These concepts address all potential users of the public right-of-way, and encourage the use of the right-of-way for more than vehicular transportation as was done in previous generations. Other uses to accommodate and encourage include, but are not limited to, pedestrians, runners, bicyclists, non-motorized vehicles, handicapped, children, elderly, sidewalk cafes, neighborhood interactions, community events, and extensions and entrances to off right-of-way amenities.*

**4.2. Stormwater Management** – The establishment of a stormwater utility is necessary to ensure the system will be maintained and repaired. An increase in the amount of inspections has indicated a need to repair a number of aging systems in Waxhaw. Currently little time or money is allocated for stormwater management.

**Recommendations:**

- 4.2.1. The Town should consider stormwater utility fees to accurately reflect the cost of service and accommodate equitable system charges including credits for on-site retention and treatment.*
- 4.2.2. The Town should allocate funds for maintenance to repair the problems found with inspections.*
- 4.2.3. The Town should annually fund proposed regional stormwater detention basins to reduce flooding potential and improve regional water quality. Older detention basins should be retrofitted to hold water longer in order to settle out particulates and improve water quality exiting the basins.*

**4.3. Signs and Pavement Markings** – Signs and markings require constant maintenance to preserve their integrity and regulatory compliance.

**Recommendations:**

- 4.3.1. Pavement marking repainting needs to continue at current pace.*
- 4.3.2. A sign inspection program should be started with replacements, removals or additions where needed.*
- 4.3.3. Signs should be replaced with new and larger fonts to meet new standards for visibility.*

**4.4. Trails** – A number of trail projects have been proposed but funds have not been consistently allocated for the maintenance of trail projects once they are built.

**Recommendations:**

- 4.4.1. The Town should allocate funds for existing and expansion of the trail system and trail maintenance. This should include resurfacing of the existing trails every 20 years.*

**4.5. Streetscape** – Streetscape projects add a unique blend of aesthetics and landscaping to a district to attract pedestrians and businesses, though if not maintained properly it may become unsightly.

**Recommendations:**

- 4.5.1. The Town should allocate funds for annual maintenance as well as for rehabilitation of the existing streetscape every 15 years.*

- 4.5.2. Evaluation of planting requirements for boulevard trees within Town right-of-way impact on street and sidewalk repair costs should be undertaken.*
- 4.5.3. Alternative funding (other than General Fund) should be identified for streetscape elements in business or other designated areas. Funding could include special service area.*

**4.6. Vegetation in the right-of-way** – There are acres of right-of-way and other Town property, excluding parks, in Waxhaw. This includes trees and open areas that need to be maintained for safety and appearance. Standards for Town properties, and recreation properties, should identify appropriate level of grass and tree maintenance required.

**Recommendations:**

- 4.6.1. The Town should continue its commitment to designation as a “Tree Town”. Neighborhoods are the heart of a Town and trees are a key element. This should include consideration of enhanced low maintenance landscaping (parkway and boulevard trees) in high traffic public areas.*
- 4.6.2. A desired standard for tree maintenance is a 7 to 8 year pace of tree maintenance with a fully-funded stump removal and tree replacement program. This includes establishing a tree inspection program to proactively identify areas that need maintenance.*
- 4.6.3. The vegetation growth in right-of-ways and various Town properties present a real and immediate visual appearance and safety statement of a Town. The mowing cycle needs to be on a three to four week rotation depending on growth, with a maximum height to be determined for service level.*

**4.7. Sidewalks** – The quality and extent of the sidewalk system are important for the safety of the youngest and oldest of our residents. Whether it is a walk to school, neighborhood centers or other activities, residents use available sidewalk daily.

**Recommendations:**

- 4.7.1. In a ten-year capital program the system should be upgraded to replace all substandard areas, extend to those areas that have justifiable need and bring it into full compliance with the American Disabilities Act.*
- 4.7.2. Sidewalks and urbanized streets have been identified both locally and nationally as key items that help make a community livable. The Town should continue to encourage sidewalks as appropriate to connect residential, shopping centers and the urban core.*

**4.8. Downtown Parking** – The Town has made significant investments in downtown parking. These facilities are essential for the future growth and success of downtown.

Given the current developed status of downtown it is not practical that all new development will be constructed with adequate parking. At the same time, there are not sufficient funds available to properly operate and maintain these facilities. Transit should be a key component in development of parking and transportation plans.

**Recommendations:**

- 4.8.1. The Town should develop a new financial model for funding construction and maintenance of downtown parking.*
- 4.8.2. The Town should work with downtown stakeholders and develop a strategic plan for downtown parking and create a timeline to implement the plan.*

**4.9. Public Facilities** – Public Facilities should be practical and constructed to reduce operating and maintenance costs. At the same time Town buildings are sources of community identification and pride. These buildings should reflect the fact the “towns are forever” and accordingly incorporate high quality design and energy efficiency principles. By deferring building maintenance cost the Town has actually increased its operating cost to maintain buildings and decreased the estimated useful life of buildings. Additionally, the Town has not routinely evaluated the “life-cycle” costs of existing buildings. Consistent with this approach is the need to aggressively manage energy costs. Communities that develop and implement energy management plans have demonstrated significant savings in operating costs.

**Recommendations:**

- 4.9.1. Develop and implement an energy management plan to reduce energy costs for buildings, facilities, vehicles and equipment.*
- 4.9.2. Require life-cycle cost evaluation for improvement to existing buildings and for new building construction. Leadership in Energy and Environmental Design (LEED) certification should be a factor in design.*
- 4.9.3. Evaluate use of public participation mode to gain public feedback for high value public facility investment decisions.*
- 4.9.4. Prepare and maintain public facilities assessment for all public facilities. The assessment should address expected non-annual maintenance cost and facility life expectancy. An appropriate level of funding is allocated for facilities repair each fiscal year.*
- 4.9.5. Create a preventive maintenance program for all Town facilities to ensure life expectancy of buildings is achieved.*

**4.10. Technology** – The Town has recognized that the ever growing demands for staff services and the need for Town departments to work together require ongoing investments in computers and technology and has established a Technology

department. This department should coordinate a move to a more centralized organization which will provide an opportunity and challenge to coordinate Town technology activities and share information. Additionally, there will be more and better technology products available to towns. Residents, customers and employees will likely create pressure to invest in improved and new technology. This will require the Town to develop a disciplined approach to reviewing the requests and needs for technology investments. That approach should address cost and benefits (not limited to financial), productivity, training, support and potential obsolescence. Specific effectiveness benefits to improved technology will include improved neighborhood services once Police and Inspections functions can be coordinated and more readily accessible to Town employees. Improved efficiencies will be achieved by Police and Inspections with the ability to complete reports and access information in the field.

**Recommendations:**

*4.10.1. Prepare and annually update technology plan with focus on improving efficiency, effectiveness and customer service.*

*4.10.2. Use the Information Technology internal review group to prioritize requests and needs for technology investments. This approach will address cost and benefits (not limited to financial), productivity, training, support and potential obsolescence.*

**4.11. Fleet Management** – Waxhaw’s growth in operations will result in an increase in its vehicle inventory. Developing a centralized fleet management system will likely result in better fleet utilization and lower overall costs. Centralized fleet operation will assure that the equipment is properly maintained and available when needed, control operating and maintenance costs and independently evaluate the need for equipment purchase vs. rental. The sharing of equipment will also be enhanced with this centralization.

**Recommendations:**

*4.11.1. Consider centralized fleet operations.*

*4.11.2. Utilize life cycle costing and “right-sizing” considerations when making vehicle and equipment purchases.*

*4.11.3. Adopt an idle-reduction policy for fleet vehicles.*

*4.11.4. Prioritize fleet replacements, giving priority to those units exceeding class average maintenance costs by 15% or greater.*

*4.11.5. Establish a goal whereby **all fleet purchases will be capable of fueling with an alternative fuel and/or use advanced vehicle technologies when they demonstrate the ability to provide equal or better duty cycle performance for the same or less life-cycle cost.***

**Comment [JW1]:** A bold recommendation, thoughts?

**4.12. Recreation Facilities** – Recreation facilities are essential quality of life elements of communities that effectively compete for people to live, work and play in their Town. Failure to properly and continually invest will result in a loss in the ability to attract and retain residents. The Town has recently completed a park and recreation master plan. However some parks and open space have been added without the benefit of understanding strategic location, provisions for operating costs, establishing a maintenance plan, accessibility or meeting community needs.

**Recommendations:**

*4.12.1. Continue to work with community stakeholders to assess need and potential support for new recreation facilities.*

*4.12.2. Identify potential funding sources for new facilities including grant, partnerships and sponsorships.*

*4.12.3. Identify existing community facilities and sites for potential location of new community facility. Seek “impact” site that would match community recreation needs with other community goals.*

*4.12.4. Implement master plan for parks and recreation.*

*4.12.5. Identify options for multi-sport athletic fields including existing sports complex sites.*

*4.12.6. Develop comprehensive list of capital replacement, maintenance and new investment needs for inclusion in KFS.*

*4.12.7. Develop a cost-recovery policy and adjust recreation user fees to recover costs on a competitive cost model.*

*4.12.8. Develop partnerships for construction and operation of new facilities.*

**4.19. Utility Facilities** – Towns need to identify, forecast and fund equipment maintenance and replacement to protect and prolong the life of those assets. Failure to recognize and follow this practice results in transferring the real cost of services from the current users to future generations and will cause one or more of the following outcomes:

- Reduced reliability and usefulness of major infrastructure systems
- Increased operating costs
- Sticker shock rate increases in future years

Waxhaw’s investment in infrastructure will be required to continue to support its projected significant development. Funding and maintaining that infrastructure will be critical to future success and affordability. Challenges will include reduction in availability of federal and state funding, aging existing infrastructure and increased federal requirements. Typically, debt service for the capital improvements, operating,

maintenance and replacement costs are recovered from utility users. Developing a policy for recovery of these costs including a user fee /rate plan is essential for successful management of utility system. A disciplined decision process is needed to prioritize capital investments and provide the revenue for these improvements

**Recommendations:**

- 4.19.1. Use of defined decision-making process for high value Utility facility investment decisions.*
- 4.19.2. Evaluate use of public participation mode to gain public feedback for high value Utility facility investment decisions.*
- 4.19.3. Develop a long-term rate strategy tied to projected improvements*
- 4.19.4. Evaluate use of non- GO revenue bonds supported by a “Utilities” debt reserve fund to reduce debt service costs.*
- 4.19.5. Evaluate development of rate structure to support pay-as-you go financing of some capital improvements.*
- 4.19.6. Utility rates should be reviewed for annual adjustments to reflect changes in cost of services.*
- 4.19.7. Evaluate use of public participation mode to gain public feedback for high value utility facility investment decisions.*

## **IMPLEMENTATION**

KFS is a policy implementation plan that permits towns to combine long-term strategic planning with sound financial management practices. The results of the financial planning are used to guide the annual budget preparation process. In order to effectively use KFS the following process is recommended:

1. The Town's Vision statement should guide the development of annual Town goal setting. These goals should be limited to a manageable number needed to advance the Town's progress to realize the Town Vision.
2. Town staff updates and refines the five-year budget projection. The update should reflect the financial and performance result of annual operations.
3. Town staff updates KFS issues and Action Plan (reflecting actual results of accomplishments and new issues) prior to annual budget planning.
4. Town Board reviews KFS updates as part of (or prior to) annual goal setting/strategic planning.
5. Results from annual goals incorporated into updated KFS.
6. Updated KFS used to guide preparation of annual budget and preparation of Board work plan (scheduled meetings).
7. Summary of KFS results provided to Boards and Commissions and general public.

## **Short-Term Focus**

Focusing energy on a few recommendations identified above will be beneficial for the Town. This will ensure adequate resources (staff and funding) are available to successfully accomplish implementation strategies and meet expected outcomes. From discussions with Town staff and Town Commissioners, these are the recommendations to focus on in the short-term (1-2 years).

1. Establish and fund operating systems for core services essential to Town operations and growth management.
2. Diversify the tax base. Resources should be directed towards economic development activities that will attract new business and commercial properties.
3. Develop a strategic plan that identifies the Town's Vision and establishes goals and metrics.
4. Develop an operating performance framework to measure other metrics beside financial. Examples include a Balanced Scorecard, Key Performance Indicators (KPI).
5. Implement systems and software such as a pavement management system and fleet management system to effectively prolong life and reduce operating costs of major infrastructure systems.



## **VI. New Business**

- A. Presentation & Recommendation Regarding North Carolina Main Street Program  
Presenter: [Lisa Hoffman](#)

### **Information**

During the budget prioritization meeting on May 4, 2015, the Board of Commissioners requested a presentation on the NC Main Street Program on moving forward with becoming a member of the Main Street Program.

### **Board Action**

- Possible action on moving forward with the Main Street Program.

Waxhaw Main Street Program

**WHY MAIN STREET MATTERS!**

# WHY MAIN STREET MATTERS

- ✘ *MAIN STREET PROGRAMS MATTER!*
- ✘ *"Downtown development is something we look at closely when making determinations for where to locate a business. A great downtown is a sign of economic stability, a cooperative environment, and an indicator of what a community is capable of." ~ quote from national site selector brought in to view West Central Ohio communities for a major manufacturer*

# WAXHAW IS POISED FOR GROWTH

- ✘ Downtown is poised for growth.
- ✘ Over \$194 million in retail sales is leaving the community. More demand than supply.
- ✘ Downtown is our jewel in the rough...the one asset we have that neighboring towns like Wesley Chapel, Weddington, Marvin, Blakeney, Ballantyne do not have.
- ✘ We have the opportunity to lead, guide and direct the development of this jewel.

# WHY THE MAIN STREET PROGRAM? A PROVEN STRATEGY

---

- ✘ The Main Street Program is a historic preservation-based economic development tool
- ✘ Uses a committee framework called the Four Point Approach
  - + **ORGANIZATION** – Builds partnerships and cooperation. Volunteer involvement from varied perspectives.
  - + **PROMOTION** – First Fridays, collaborative advertising and promotions. The Mall Mentality. Establish downtown as a compelling place for shoppers, investors and visitors by creating a positive image of the commercial district.
  - + **DESIGN** – Create an inviting and positive downtown atmosphere through wayfinding, building improvements, streetscapes, landscaping, art.
  - + **ECONOMIC RESTRUCTURING** – business retention, business recruitment, revolving loan fund, Main Street Solutions Fund Grant assistance

# PRINCIPLES

---

- × Follows simple principles:
  - + **Community Involvement/Community Buy-In** – residents, business owners, property owners invest time and money into Main Street
  - + **Self-help** - only local involvement and local leadership can produce long-term success.
  - + **Public-Private Partners** working together to achieve a common goal of downtown economic growth and vitality. A broad and varied cross section of the community (business owners, property owners, city officials, residents, civic associations, banks, utilities) – lending their professional expertise to assist and support the program.

# BROAD BASE OF SUPPORT

- ✘ Done right with a dedicated Main Street Manager to oversee the program it's not unusual for a local Main Street program to have 40-60 active volunteers among its board, committees, and projects.
- ✘ The Independent Sector – the leading network for nonprofits, foundations, and charitable organizations – values volunteer time at \$23.07 per hour nationally.
- ✘ Savings alone to the Town of Waxhaw through volunteer hours just in meetings alone = 4 committees (30 volunteers x 2 hours per month x 12 months = 720 hours x \$23.07) = \$16,610.40. Not including additional hours working festivals, projects outside of meetings.

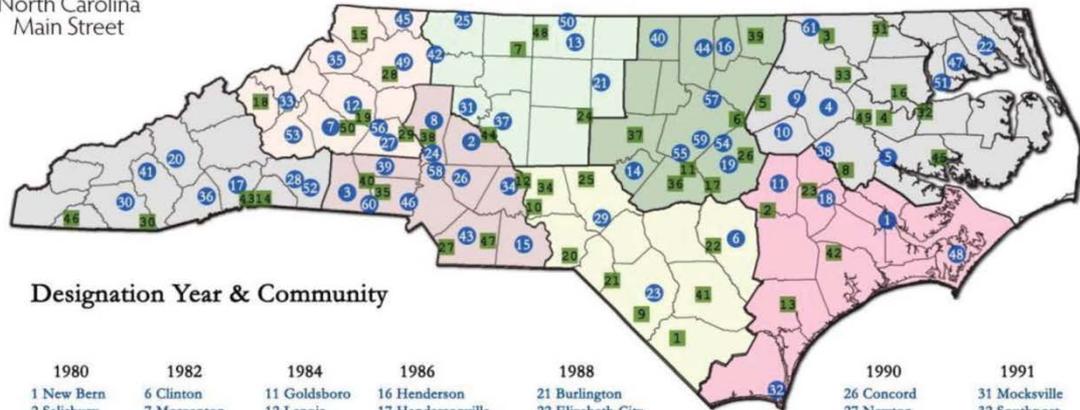
# A POWERFUL NETWORK

- ✘ Network with *some of the most experienced downtown development professionals* in the country.
- ✘ Since 1980, North Carolina alone has 58 Main Street communities and 42 Small Town Main Street communities across the state.
- ✘ Nationwide there are more than 2000 communities in 41 states.
- ✘ The Main Street communities (58) have full-time program managers.



North Carolina  
Main Street

## North Carolina Main Street and Small Town Main Street Communities



### Designation Year & Community

1980	1982	1984	1986	1988	1990	1991
1 New Bern	6 Clinton	11 Goldsboro	16 Henderson	21 Burlington	26 Concord	31 Mocksville
2 Salisbury	7 Morganton	12 Lenoir	17 Hendersonville	22 Elizabeth City	27 Newton	32 Southport
3 Shelby	8 Statesville	13 Reidsville	18 Kinston	23 Lumberton	28 Rutherfordton	33 Spruce Pine
4 Tarboro	9 Rocky Mount	14 Sanford	19 Smithfield	24 Mooresville	29 Aberdeen (N-A)	
5 Washington	10 Wilson	15 Wadesboro	20 Waynesville	25 Mount Airy	30 Franklin	
1993	1995	1998	2000	2003	2004	2006
34 Albemarle	38 Farmville	42 Elkin	46 Belmont	50 Eden	52 Forest City	56 Hickory
35 Boone	39 Lincolnton	43 Monroe	47 Hertford	51 Edenton	53 Marion	57 Wake Forest
36 Brevard	40 Roxboro	44 Oxford	48 Morehead City	1 Chadbourn (N-A)	3 Weldon	10 Mount Gilead
37 Lexington	41 Sylva	45 Sparta	49 North Wilkesboro	2 Mount Olive	4 Williamston	
2007	2008	2009	2010	2011	2012	2013
11 Angier	17 Benson	58 Davidson	60 Kings Mountain	29 Catawba	35 Bessemer City	45 Belhaven
12 Badin	18 Burnsville	59 Garner	61 Roanoke Rapids	30 Highlands	36 Lillington	46 Hayesville
13 Burgaw	19 Granite Falls	23 La Grange	26 Selma	31 Murfreesboro (N-A)	37 Pittsboro	47 Marshville
14 Tryon	20 Hamlet (N-A)	24 Liberty	27 Waxhaw	32 Plymouth	38 Troutman	48 Mayodan
15 West Jefferson	21 Maxton (N-A)	25 Robbins	28 Wilkesboro	33 Scotland Neck	39 Warrenton	49 Robersonville
16 Windsor	22 Roseboro			34 Troy	44 Spencer	50 Valdese
					7 Walnut Cove	
					5 Spring Hope	
					6 Zebulon (N-A)	
					8 Ayden	
					9 Fairmont	

● Main Street Community ■ Small Town Main Street Community  
(N-A) indicates community is 'not active' in the program.

# TRAINING

---

Involvement in the Main Street Program offers:

- ✘ Partnership and Assistance from NC Department of Commerce who oversees the Program
- ✘ Annual Main Street Conference
- ✘ Main Street Basic Training
- ✘ Board and Committee Training
- ✘ Main Street Managers' Meetings
- ✘ Tri-annual Regional Meetings
- ✘ Subject Specific Workshops (i.e. Unlocking the Value of Abandoned, Underused, and Undervalued Real Estate Assets)

# TECHNICAL ASSISTANCE

---

- ✘ Market analysis and updates (ESRI data dissected for Waxhaw business recruitment)
- ✘ Guidance on ways to find (grants) and develop financial resources (revolving loan funds)
- ✘ *Free building exterior design and landscape plan consultation and recommendations from NC Main Street staff design specialists.*
- ✘ *Annual statistical data collection and analysis.*

# GRANTS AND FUNDING

---

## ✘ Main Street Solutions Fund

+ *Main Street communities have sole access to the Main Street Solutions Grant Fund, a state appropriation designed to assist small business and leverage private investment.*

## ✘ Grant and Project Funding Development

+ *NC Main Street staff will assist Waxhaw in identifying downtown revitalization grant opportunities. Staff maintains a grants database.*

# ECONOMIC IMPACT. THE PROGRAM WORKS.

- ✘ Since 1980, Main Street communities in North Carolina have had over \$2.1 billion in new investment in their downtowns, a net gain of over 4,400 new businesses and a net gain of over 17,800 new jobs. *This is serious economic development!*
- ✘ The North Carolina Main Street staff *facilitates statewide economic impact studies and collects data* to determine trends in Main Street communities.

# BENEFITS FOR DOWNTOWN PROPERTY OWNERS

With a dedicated full-time Main Street Manager at the helm downtown property owners will see:

- ✘ Increased property values
- ✘ Increased rental rates
- ✘ Less vacancy and/or shorter-term vacancies
- ✘ More financially stable tenants
- ✘ Business recruitment assistance
- ✘ One-on-one assistance in applying for grants for property rehabilitation

# BENEFITS FOR DOWNTOWN BUSINESS OWNERS

With part-time management, downtown business owners already see:

- ✘ Increased foot traffic...both new and repeat customers
- ✘ Coordinated promotion for downtown businesses
  - + First Fridays, cooperative advertising program

# BENEFITS FOR DOWNTOWN BUSINESS OWNERS

With a full-time dedicated Main Street Manager, downtown business owners will see:

- ✘ Continued coordinated promotion for downtown businesses
- ✘ A positive relationship built between the Town and downtown businesses
- ✘ Increased number of downtown businesses and increased goods and services offered
- ✘ Increased number of downtown workers and residents
- ✘ Increased marketing efforts
- ✘ Access to knowledge about the market
- ✘ Coordinated business assistance
- ✘ More one-on-one expertise given to retailers on merchandising

# BENEFITS FOR THE COMMUNITY AT LARGE

- ✘ Increased jobs
- ✘ Increased quality of life, activities, attractions and events
- ✘ Increased public space, recreational and park venues
- ✘ Increased housing opportunities
- ✘ Increased opportunities for volunteerism

# BENEFITS FOR THE CITY AND COUNTY

- ✘ Over \$194 million in retail sales is leaving the community. More demand than supply.
- ✘ From the Comprehensive Plan Meetings – Economic Development is the #1 priority for the Town.
- ✘ The Main Street Program means:
  - + Increased property tax values & revenue
  - + Increased sales tax revenue
  - + Increased business license revenue
  - + Increased building permit revenue
  - + Increased interest in business development within the region
  - + Increased opportunity for grants & coordination of public/private partnerships



With direction from a dedicated Main Street Manager who can leverage the volunteers and lives and breathe the program, we can rehab buildings.



B 1913-1914 NIVEN PRICE MERCANTILE (REF. 7-15)



A dedicated Main Street Manager can work with developers interested in redevelopment and new infill projects in the downtown. He/she can assist them through the process of tax credits, grants, and other financial assistance opportunities. Work in partnership with them and the planning department.



CONCEPTUAL ILLUSTRATION OF HISTORIC MILL REDEVELOPMENT



A dedicated Main Street Manager can transform downtown from its current status to a downtown that has more available buildings, more product to sell, more places for residents and visitors to shop at...to keep downtown alive and our community jewel.



# WAXHAW MAIN STREET PROGRAM WILL MAKE IT HAPPEN

---

- ✘ A full-time Main Street Manager who is dedicated to the downtown WILL make this happen.
- ✘ A dedicated Main Street Manager who is responsible to implement the Waxhaw Downtown Vision Plan WILL make this happen.
- ✘ A dedicated person to build relationships with the downtown business owners and property owners and follow-through on projects WILL make this happen.

Waxhaw Main Street Program Is Right for Waxhaw

**MAIN STREET MATTERS!**



## **VI. New Business**

- B. Consideration of Property Acquisition for a Neighborhood Mini Park  
Presenter: [Natalie Jackson](#)

### **Information**

On April 30, 2015, the Parks & Recreation Advisory Board voted unanimously (5-0) to send a favorable recommendation to the Board of Commissioners on the purchase of a two acre parcel located at #4 Mitchell Estates, Old Waxhaw Monroe Road, Waxhaw, NC 28173. The development of this park should be contained within our five year capital Improvement plan. Due to its location, this park could be tailored to older residents while still providing a multi-generational experience.

### **Board Action**

- Possible acquisition of property for neighborhood mini park.



## TOWN OF WAXHAW

P.O. Box 6  
1150 North Broome Street Waxhaw, N.C. 28173  
Telephone (704) 843-2195 Fax (704) 843-2196  
[www.waxhaw.com](http://www.waxhaw.com)

---

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

**MAYOR**  
DAUNE GARDNER

**TOWN COMMISSIONERS**  
MICHAEL STEWART (MAYOR PRO TEM)  
PAUL FITZGERALD  
JOHN HUNT  
STEVE MAHER  
JAMES WARNER

**INTERIM TOWN MANAGER**  
WARREN WOOD

**TOWN CLERK**  
MELODY SHULER

May 5, 2015

Madam Mayor and Town Commissioners,

As you well know, the current Town budget lists a pocket park (Neighborhood Mini-Park) as a budgetary priority. At the last Waxhaw Parks & Recreation Advisory Board meeting, held on April 30, 2015, there was a unanimous vote to recommend the purchase of a two acre parcel at the following address.

#4 Mitchell Estates  
Old Waxhaw Monroe Road  
Waxhaw, NC 28173

Two of the main reasons that this park was recommended for purchase included its location and collective view that the Town needs to purchase land for future park development in desirable areas versus purchasing land after desirable areas have been acquired by developers.

#4 Mitchell Estates merits consideration based upon its proximity to town residents on the east side of Waxhaw. Residents in this area do not currently experience built-in amenities. The parcel is directly across from the entrance to the Wysacky Park development which is home to a large section of our senior population. With the installation of a crosswalk, the walkability of this property extends to thousands of our residents. Residents from Wysacky Park, Waxhaw Farms, Old Stone, Sharon Drive, Hillcrest, Hermitage Place, Jackson Ridge, Sims Road and more could benefit from the development of this park.

As of now, it appears that development of this park should be contained within our five year capital improvement plan. Further prioritization is needed to determine timing of development. The ultimate use and character of the park should be explored by the Parks & Recreation Advisory Board with a recommendation to the Board of Commissioners following. Due to its location, this park could be tailored to older residents while still providing a multi-generational experience. Features could include trails, contemplative areas, bocce courts, low-impact exercise equipment and more.

#4 Mitchell Estates currently includes water, sewer, gas and electric capabilities. There is also the beginnings of parking due to what appears to be a driveway clearing. There are beautiful hard-wood trees throughout the property as well. The asking price for this parcel is \$58,000 plus closing costs. Our current budget is \$100,000.

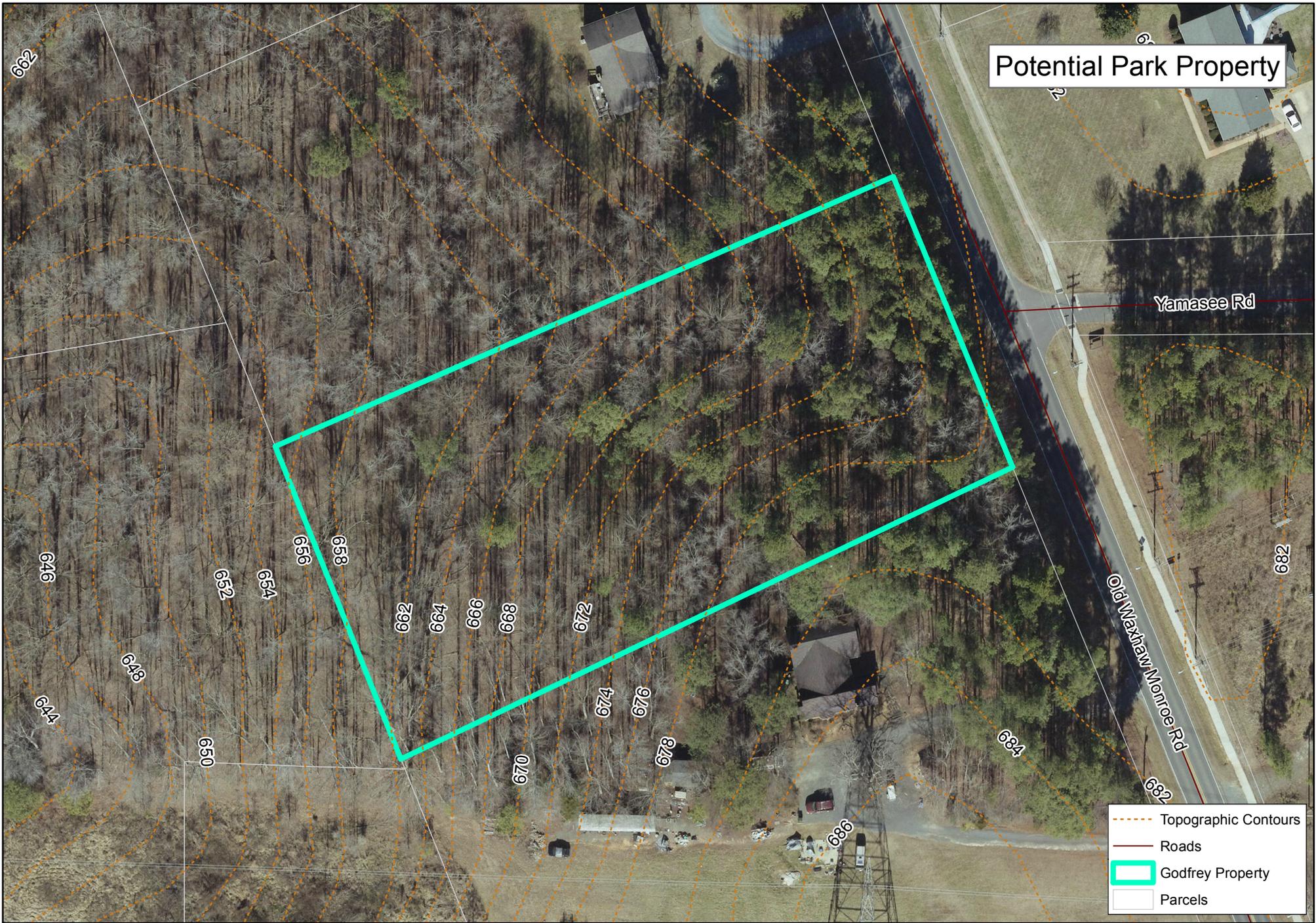
You are already familiar with this future park opportunity. Attached, you will find a topographic map along with a parcel report from Union County. At your direction, appraisal of this property has already taken place and the appraisal value is \$58,000. The appraisal is also attached. Please consider this letter to be a formal request to purchase what is sure to become one of Waxhaw's favorite parks.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. L. Jackson', with a long horizontal flourish extending to the right.

Natalie L.K. Jackson

Director of Parks & Recreation

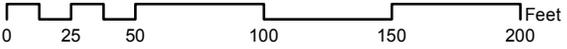


Potential Park Property

Yamasee Rd

Old Waxhaw Monroe Rd

- - - Topographic Contours
- Roads
- Godfrey Property
- 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 April 2015.



MORRISON APPRAISAL INC  
613 EUCLID STREET  
MONROE, NC 28110  
704-283-2286

---

March 2, 2015

The Town of Waxhaw  
P.O. Box 617  
Waxhaw, NC  
28173

Property - Lot 4 Mitchell Estates  
Waxhaw, NC 28173  
Client - The Town of Waxhaw  
File No. - 4mitchellestates  
Case No. -

Dear :

In accordance with your request, I have prepared an appraisal of the real property located at Lot 4 Mitchell Estates, Waxhaw, NC.

The purpose of the appraisal is to provide an opinion of the market value of the property described in the body of this report.

Enclosed, please find the report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of February 10, 2015 is :

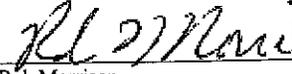
\$58,000

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

MORRISON APPRAISAL INC

  
Rob Morrison  
NC Certification #A400



LAND APPRAISAL REPORT

File No. 4 mitchellestates

Owner David Godfrey Census Tract 210.14 Map Reference 05-087-070  
 Property Address Lot 4 Mitchell Estates  
 City Waxhaw County Union State NC Zip Code 28173  
 Legal Description Deed book 5844 page 691  
 Sale Price \$NA Date of Sale NA Property Rights Appraised  Fee  Leasehold  De Minimis PUD  
 Actual Real Estate Taxes \$496 (2014) (yr.)  
 Client The Town of Waxhaw Address P.O. Box 617, Waxhaw, NC, 28173  
 Occupant Vacant Appraiser Rob Morrison Instructions to Appraise Provide opinion of value  
 Intended User: The Town of Waxhaw Intended Use: Possible purchase

Location	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Good	Avg.	Fair	Poor
Built Up	<input type="checkbox"/> Over 75%	<input checked="" type="checkbox"/> 25% to 75%	<input type="checkbox"/> Under 25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Growth Rate	<input type="checkbox"/> Fully Dev.	<input checked="" type="checkbox"/> Rapid	<input type="checkbox"/> Steady	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demand/Supply	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing Time	<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 4-6 Mos.	<input type="checkbox"/> Over 6 Mos.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present Land Use	<u>65</u> % 1 Family	<u>35</u> % 2-4 Fam	% Apts.	% Condo	% Commercial		
100.000000	% Industrial	% Vacant					
Change in Present Land Use	<input checked="" type="checkbox"/> Not Likely	<input type="checkbox"/> Likely (*)	<input type="checkbox"/> Taking Place (*)				
Predominant Occupancy	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	% Vacant				
Single Family Price Range	\$ <u>40,000</u>	to \$ <u>500,000</u>	Predominant Value \$ <u>200,000</u>				
Single Family Age	<u>New</u> yrs. to	<u>100</u> yrs.	Predominant Age <u>40</u> yrs.				

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) The subject property is located on Old Waxhaw Road in Waxhaw. The lot is in Mitchell Estates subdivision. There is a variety of houses in the area with no clear predominant age or value. This is typical for the area and it does not affect the marketability of the subject. Area conveniences are available in the immediate area.

Dimensions See survey = 2 acres  Corner Lot  
 Zoning Classification R-2 Present Improvements  do  do not conform to zoning regulations  
 Highest and best use:  Present use  Other (specify) Single family homes  
 Elec.  Public  Other (Describe) \_\_\_\_\_  
 Gas  \_\_\_\_\_  
 Water  \_\_\_\_\_  
 San. Sewer  \_\_\_\_\_  
 Underground Elec. & Tel.  
 OFF SITE IMPROVEMENTS  
 Street Access:  Public  Private  
 Surface Asphalt  
 Maintenance:  Public  Private  
 Storm Sewer  Curb/Gutter  
 Sidewalk  Street Lights  
 Topo Fairly level  
 Size Average for area  
 Shape Rectangular  
 View Residential  
 Drainage Appears adequate  
 Is the property located in a HUD Identified Special Flood Hazard Area?  No  Yes  
 Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) The flood map number is 3710448200J. No physical survey was available at the time of inspection. This appraisal assumes there are no adverse easements, encroachments or other adverse conditions that would affect the site.

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

For the Market Data Analysis  See grid below.  See narrative attachment.

ITEM	Subject Property	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	Lt 4 Mitchell Estates Waxhaw, NC 28173	Lot 2 Mitchell Estates Waxhaw, NC 28173	Waxhaw Farms Road Waxhaw, NC 28173	5304 Waxhaw Marvin Road Waxhaw, NC 28173
Proximity to Subj.		Same subdivision	1.5 Miles SSW	1.27 Miles WNW
Sales Price	\$ NA	\$ 50,000	\$ 52,500	\$ 65,000
Price	\$	\$ 25,000	\$ 21,000	\$ 35,135
Data Source	Inspection	CMLS#3033332	Deed	Deed
Date of Sale and Time Adjustment	DESCRIPTION 2/10/2015	DESCRIPTION 2/9/2015	DESCRIPTION 5/13/2013	DESCRIPTION 2/26/2014
Location	Mitchell Estates	Mitchell Estates	Waxhaw Farms	Waxhaw Marvin Rd
Site/View	Wooded/Residential	Opn. Wds/Resident	Wooded/Residential	Wooded/Residential
Site Area	2 acres	2 acres	2.5 acres -10,000	1.85 acres +5,300
Utilities	Electric, Water, Sewer	Electric, Water, Sewer	Electricity +10,000	Electric, Water +5,000
Parcel #	05-087-070	05-087-068	05-087-080A	05-138-014
Sales or Financing Concessions	None	None	None	None
Net Adj. (Total)		<input type="checkbox"/> Plus <input type="checkbox"/> Minus \$	<input type="checkbox"/> Plus <input type="checkbox"/> Minus \$	<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ 10,300
Indicated Value of Subject		Gross 0.0% Net 0.0% \$ 50,000	Gross 38.1% Net 0.0% \$ 52,500	Gross 15.8% Net 15.8% \$ 75,300

Comments on Market Data: All sales are located in Waxhaw. Comp 1 is the most recent sale and it is from the same subdivision as the subject.

Comments and Conditions of Appraisal: It is assumed that the site has access to sewer. I have not performed any services regarding the subject property within the three years prior to this assignment and I have no current or prospective interest in the subject property or parties involved.

Final Reconciliation: Comp 1 is the most recent sale and it is the most similar in location. It is given more consideration. Based on these sales, the value of the subject is estimated to be \$58,000.

## ADDITIONAL COMMENTS

Intended User	The Town of Waxhaw						
Property Address	Lot 4 Mitchell Estates						
City	Waxhaw	County	Union	State	NC	Zip Code	28173
Client	The Town of Waxhaw						

**SCOPE OF THE APPRAISAL**

The scope of the appraisal includes an exterior inspection of the subject property and observation of the surrounding area. Information such as property values, supply and demand, etc. will be gathered by the appraiser. Information on comparable land sales will be gathered and analyzed for the sales comparison approach. The data will be researched and verified from reliable public/private sources. The opinions and conclusions will be reported in this appraisal. This appraisal is intended to meet USPAP requirements.

All information in this report is contained in the work file, computer, and/or office.

This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

**SCOPE OF WORK:** The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

**STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS:** The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent deficiencies or adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.
2. I performed a complete visual inspection of the subject property.
3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.
5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.
6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.
7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.
8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.
9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale of the subject property.
10. I have knowledge and experience in appraising this type of property in this market area.
11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.
12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.
13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.
14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.
15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.
16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event.
18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.
19. I identified the client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.
20. I am aware that any disclosure or distribution of this appraisal report by me or the client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.
21. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

**SUPERVISORY APPRAISER'S CERTIFICATION:** The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

**APPRAISER**

Signature *Rob Morrison*  
 Name Rob Morrison  
 Company Name MORRISON APPRAISAL INC  
 Company Address 613 EUCLID STREET  
MONROE, NC 28110  
 Telephone Number 704-283-2286  
 Email Address morrisonappraisal@carolina.rr.com  
 Date of Signature and Report March 2, 2015  
 Effective Date of Appraisal February 10, 2015  
 State Certification # A400  
 or State License # \_\_\_\_\_  
 or Other \_\_\_\_\_ State # \_\_\_\_\_  
 State NC  
 Expiration Date of Certification or License 6/30/2015



**SUPERVISORY APPRAISER (ONLY IF REQUIRED)**

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date of Signature \_\_\_\_\_  
 State Certification # \_\_\_\_\_  
 or State License # \_\_\_\_\_  
 State \_\_\_\_\_  
 Expiration Date of Certification or License \_\_\_\_\_

**ADDRESS OF PROPERTY APPRAISED**

Lot 4 Mitchell Estates  
Waxhaw, NC 28173  
 APPRAISED VALUE OF SUBJECT PROPERTY \$ 58,000

**CLIENT**

Name \_\_\_\_\_  
 Company Name The Town of Waxhaw  
 Company Address P.O. Box 617  
Waxhaw, NC 28173  
 Email Address \_\_\_\_\_

**SUBJECT PROPERTY**

- Did not inspect subject property
- Did inspect exterior of subject property from street  
Date of Inspection \_\_\_\_\_
- Did inspect interior and exterior of subject property  
Date of Inspection \_\_\_\_\_

**COMPARABLE SALES**

- Did not inspect exterior of comparable sales from street
- Did inspect exterior of comparable sales from street  
Date of Inspection \_\_\_\_\_

USPAP COMPLIANCE ADDENDUM

Borrower or Owner: The Town of Waxhaw  
Property Address: Lot 4 Mitchell Estates  
City: Waxhaw County: Union State: NC Zip Code: 28173

Lender or Client: The Town of Waxhaw  
Purpose of the Appraisal

The purpose of the appraisal is to provide an opinion of the market value for the Town of Waxhaw.

Scope of Work

The appraiser has completed an exterior inspection of the subject property as described within the contents of the report. Public Records were also utilized in preparation of the report. The appraiser has collected and analyzed data contained within the public records of Union County and the local multiple listing service. This data will be utilized in the process of analyzing the value of the subject property. The scope of the appraisal includes gathering and analyzing information from the subject's area in order to develop a sales comparison approach. The income and cost approaches are not effective when appraising vacant land.

Report of the prior sales history for the subject property

Is the subject property currently listed?  Yes  No List Price: \$ \_\_\_\_\_  
Has the property sold during the prior three years?  Yes  No If yes, describe below

Exposure Time

What is your estimate of exposure time for the subject property? 4 to 6 months Describe below the basis (rationale) for your estimate?  
The exposure time should be 4 to 6 months is the property is priced competitively.

Non-real property transfers

Does the transaction involve the transfer of personal property, fixtures, or intangibles that are not real property?  Yes  No  
If yes, provide description and valuation below.

Additional Limiting Conditions or Additional Comments

The highest and best use is residential use because residential use is legally permissible, physically possible, financially feasible and maximally productive. I have not performed an appraisal regarding the subject property within the three years prior to this assignment and I have no current or prospective interest in the subject property or parties involved.

Additional Certification Statements or Additional Comments

Date: March 2, 2015 Appraiser(s): Rob Morrison

*Rob Morrison*  


Date: \_\_\_\_\_ Review Appraiser(s): \_\_\_\_\_

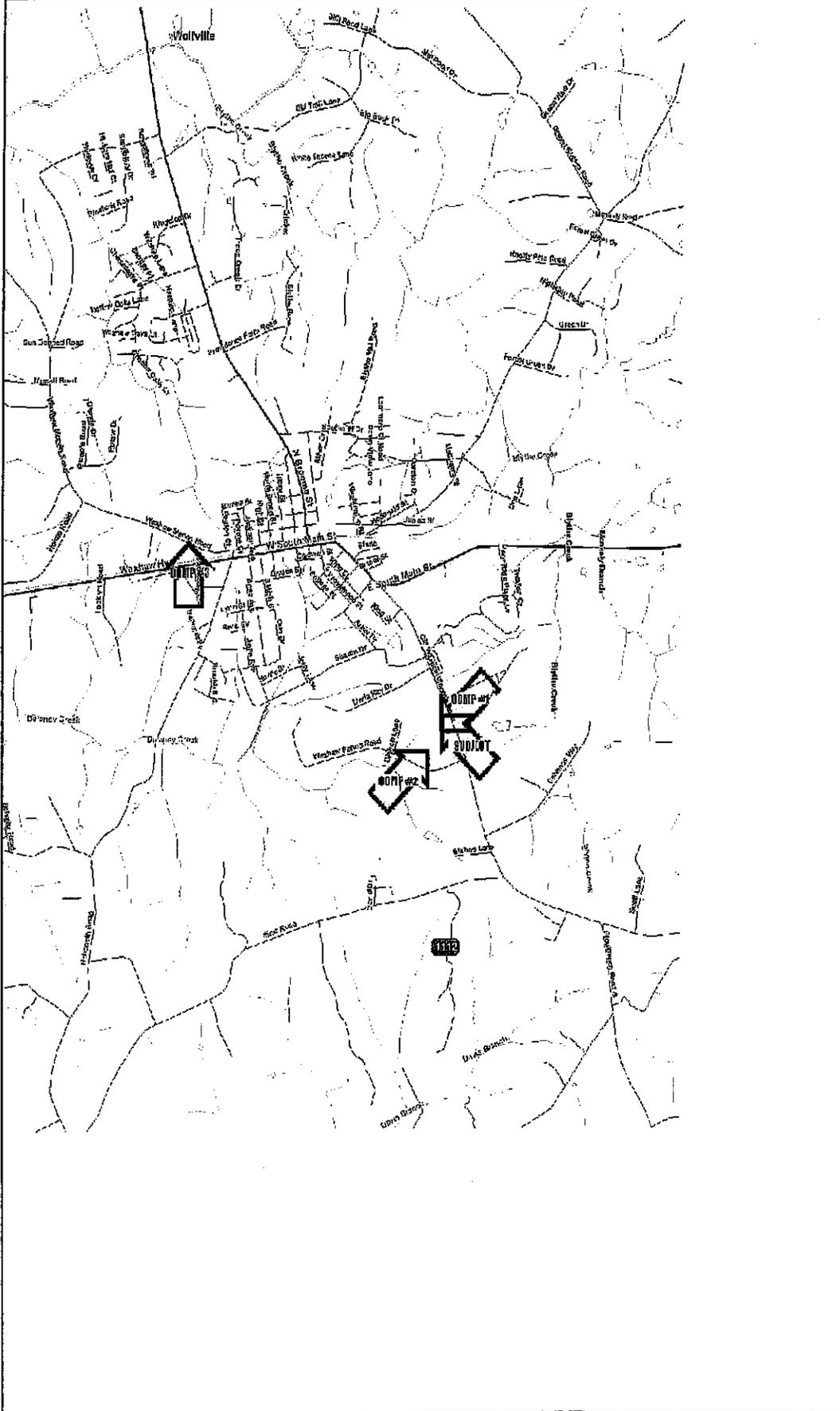
### TOPOGRAPHY MAP

Intended User	The Town of Waxhaw						
Property Address	Lot 4 Mitchell Estates						
City	Waxhaw	County	Union	State	NC	Zip Code	28173
Client	The Town of Waxhaw						

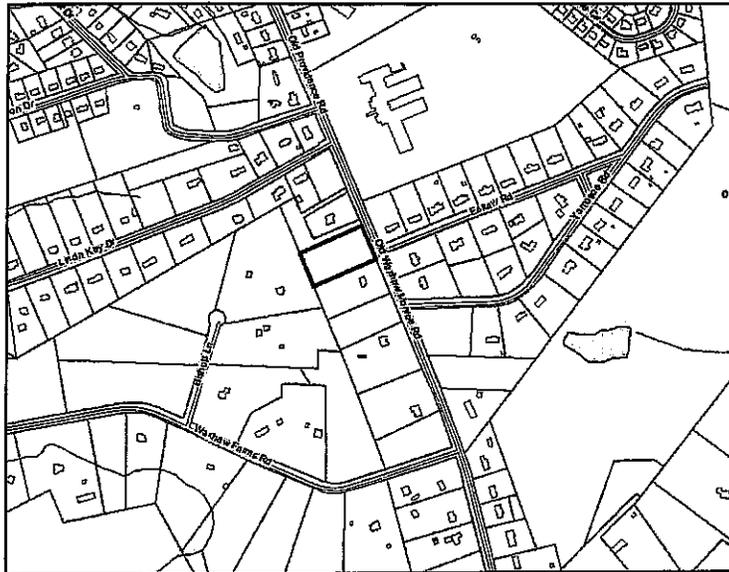


### LOCATION MAP

Intended User	The Town of Waxhaw						
Property Address	Lot 4 Mitchell Estates						
City	Waxhaw	County	Union	State	NC	Zip Code	28173
Client	The Town of Waxhaw						



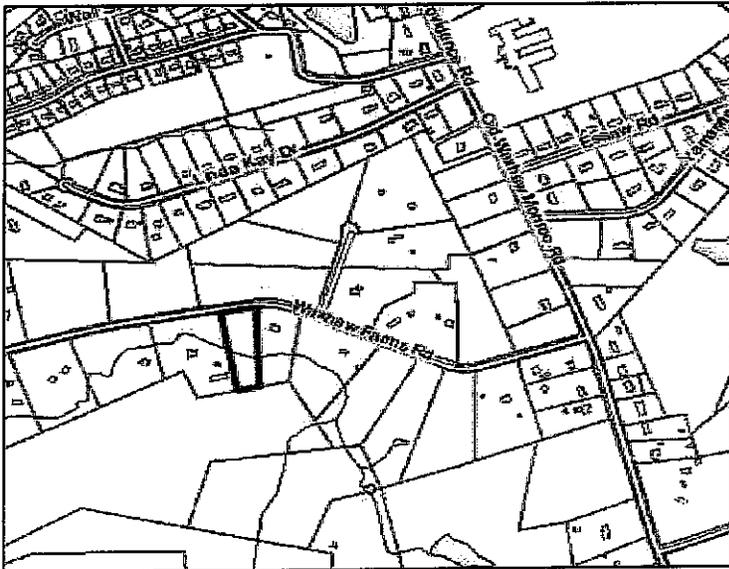
## PHOTOGRAPH ADDENDUM

Intended User **The Town of Waxhaw**Property Address **Lot 4 Mitchell Estates**City **Waxhaw**County **Union**State **NC**Zip Code **28173**Client **The Town of Waxhaw****COMPARABLE #1**

Lot 2 Mitchell Estates  
Waxhaw, NC 28173

Price \$50,000  
Price/SF 25,000  
Date 2/9/2015  
Living Area 2 acres

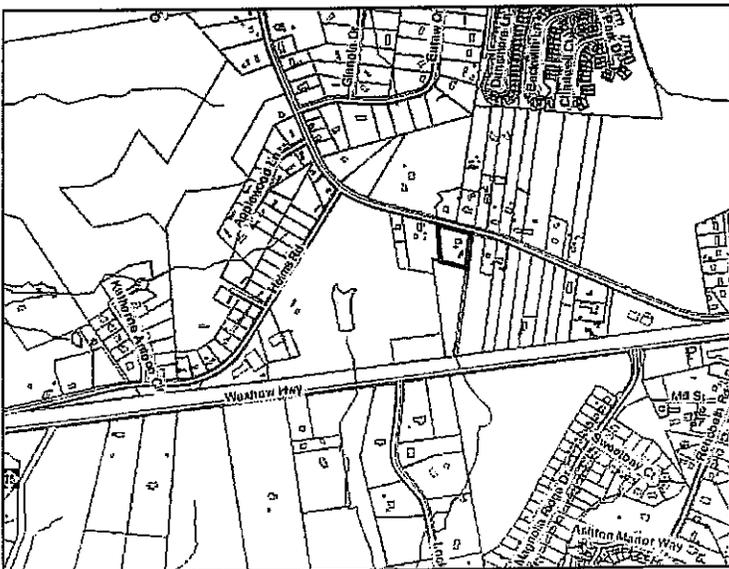
Value Indication \$50,000

**COMPARABLE #2**

Waxhaw Farms Road  
Waxhaw, NC 28173

Price \$52,500  
Price/SF 21,000  
Date 5/13/2013  
Living Area 2.5 acres

Value Indication \$52,500

**COMPARABLE #3**

5304 Waxhaw Marvin Road  
Waxhaw, NC 28173

Price \$65,000  
Price/SF 35,135  
Date 2/26/2014  
Living Area 1.85 acres

Value Indication \$75,300

**Parcel Number**

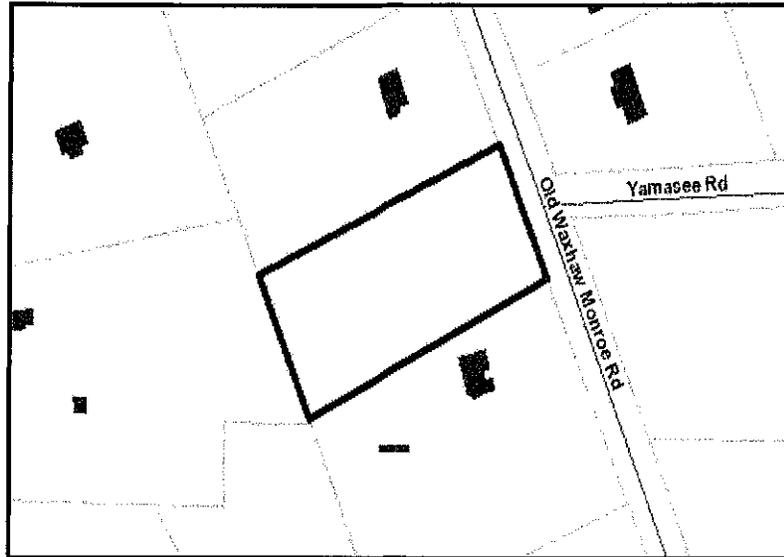
05087070

**Owner**

GODFREY DAVID FRANKLIN  
 GODFREY DIANNE BETHUNE

**Mailing Address**

P O BOX 36  
 WAXHAW  
 NC, 28173-0036



**Account Information**

Land Value	\$50,000.00	Subdivision	MITCHELL ESTATES
Building Value	\$0.00	Description	#4 MITCHELL ESTATES
Total Value	\$50,000.00	Situs Address	OLD WAXHAW MONROE RD
Acreeage	2.0000	Property Class	RESIDENTIAL

**Sales Information**

Sale Date	Sale Amount	Book & Page	Grantor
10/10/2012	\$50,000.00	5844 691	GODFREY KEVIN
12/30/1998	\$25,000.00	1189 167	HANCE GARY
01/01/1900	\$0.00		MCHUGH&PAUL TROUTMA

**Location Information**

Municipal Administration	Waxhaw	School	<u>School Assignment Information</u>
County Zoning Code	CITY	Census Tract Number	210.14
Zoning Administration	Waxhaw	FEMA Panel	4482
ETJ		FEMA Zone	
Fire District	Waxhaw	Soils	TbC2,CeB2

**Building Information - View Real Property Site**

Total Living Area	Type of Building
Year Build	Improvement Type

**District Voting Assignments (Jurisdictions)**

Polling Place	Waxhaw Elementary School Gym	School District	2	Congressional District	9
Precinct District	#33	State House	55	Senate District	35



Since 1889

2 Acre Pocket Park  
(Neighborhood Mini Park)  
Request for Purchase

Parks & Recreation Department

Natalie Jackson

May 12, 2015

# Agenda

- Background
- Property Specifics
- Potential Use
- Request for Approval



# Background

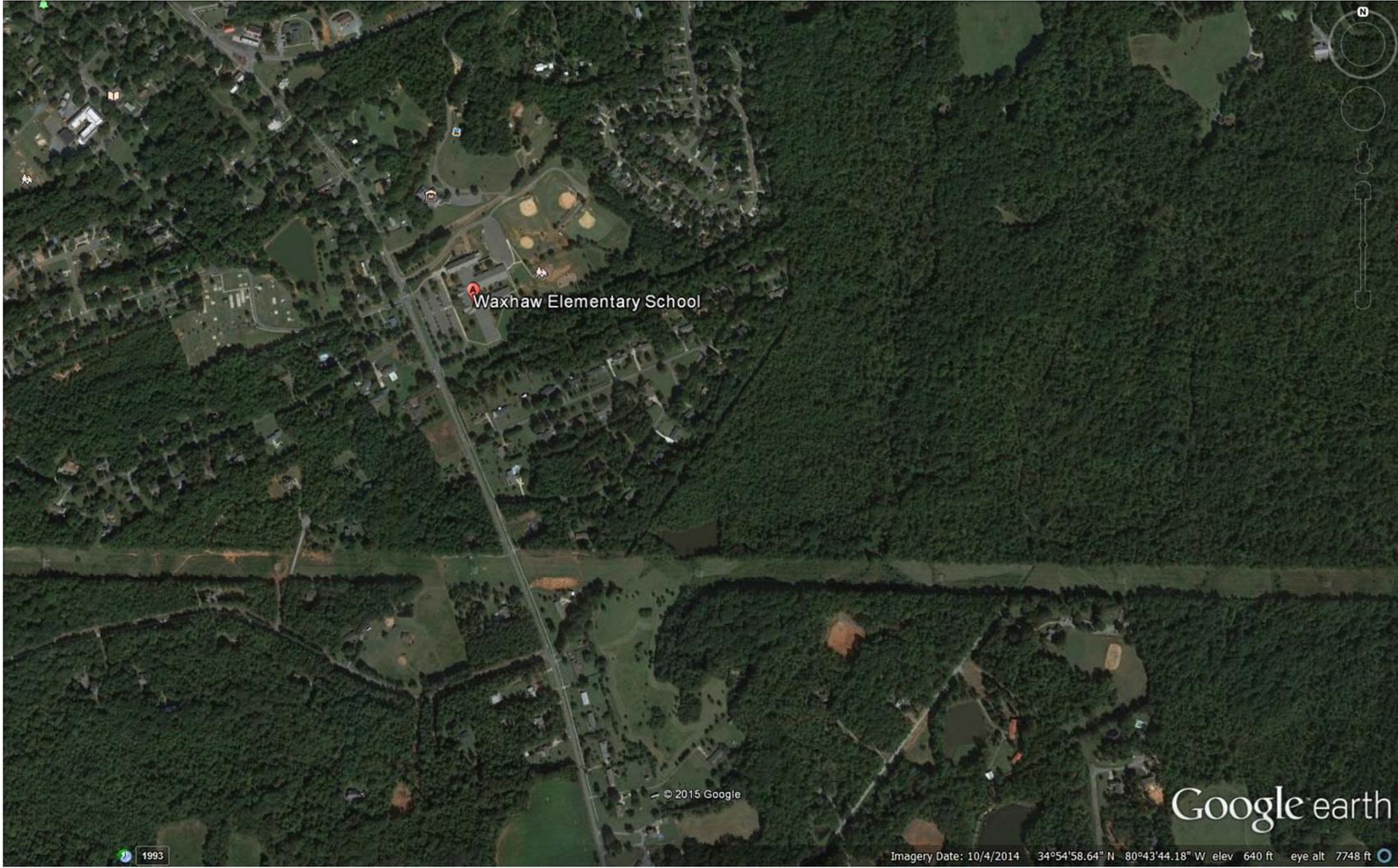
- Master Plan
  - Neighborhood/Mini-Park
- Current FY Budget
  - Pocket Park (aka Neighborhood/Mini-Park)
- Examination of Current Town Assets
  - Opportunity Presented in Strategic Section of Town
- Parks & Recreation Advisory Board Recommendation
  - Unanimous Vote to Purchase
    - Strategic Location and Need for Land Acquisition

# Property Specifics

- 2 Acres
  - Water/Sewer/Gas/Driveway/Hard-woods
- Old Waxhaw-Monroe Road (#4 Mitchell Estates)
- Potential to Serve
  - Wysacky Park
  - Waxhaw Farms
  - Old Stone
  - Sharon Drive
  - Hillcrest,
  - Hermitage Place
  - Jackson Ridge
  - Sims Road
  - White Oak Manor...Transported
  - Waxhaw Elementary/Wilson's Daycare
  - More

Asking Price: \$58,000+ Closing  
Budget: \$100,000

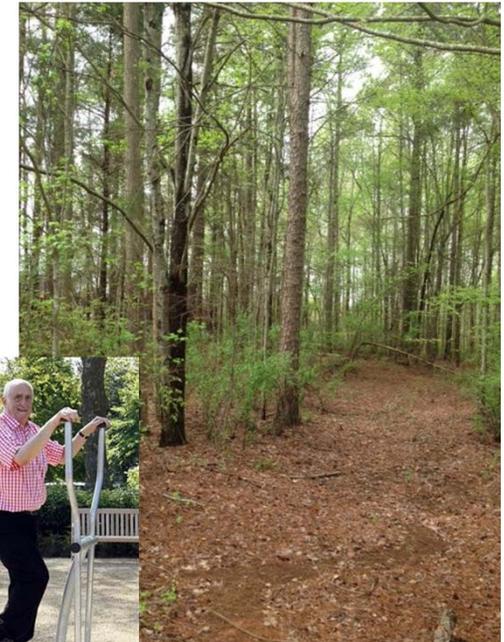




**WAXHAW**  
Since 1889

# Potential Use

- Senior Citizen Focus Yet Multi-generational
- Low-impact Exercise Equipment
- Walking Loop
- Passive Activities (i.e. Bocce/Chess Boards)
- Covered Recreation Shelter
- Contemplative Areas



**Parks & Recreation Advisory Board:** Assist with Vetting Final Amenities & Park Mission

# Request for Approval

- Cost: \$58,000 + Closing
- Current Budget: \$100,000
- Recommendation from Parks & Recreation Advisory Board
  - Keep in Inventory Until Full Mission Realized
- Strategic Location/Serving Those Without Amenities
  
- Estimated Cost to Develop: \$400,000
  - Based on Master Plan
    - Typical Park Development/Shelter Construction/Trails/Equipment