



**Board of Commissioners Meeting
June 9, 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
 - 1. January 13, 2015 Regular Session
 - B. Approval of Location and Race Course for 2015 GingerSnap 5k
 - C. Approval of Surplus Property Disposal for the Police Department
 - D. Approval of Resolution to Donate Surplus Property to the Waxhaw Volunteer Fire Department
 - E. Approval of Alpine Towers International Contract for Carolina Thread Trail Suspension Bridge (\$98,960)
- IV. **RECOGNITIONS & REPORTS**
 - A. Mayor's Report
 - B. Commissioner's Report
 - C. Manager's Report
- V. **PUBLIC HEARING**
 - A. Petition TA-003167-2015
Request by the Town of Waxhaw Planning Board and Community Development Department to amend Section 8 Definitions, Section 11 Schedule of District Regulations, Section 13 Signs, Section 14 Conditional Use Permits, Section 16 Amendment to the Unified Development Ordinance, and Section 21 Downtown Code of the Unified Development Ordinance (UDO) to correct errors, and missing references, and to improve readability and comprehension of the text.
[Presenter: Maxx Oliver](#)
- VI. **OLD BUSINESS**
 - A. Consideration of Strategic Goals & Objectives for FY 15.16
[Presenter: Steve Maher](#)
- VII. **NEW BUSINESS**
 - A. Presentation of Proposed Budget for FY 15.16
[Presenter: Warren Wood](#)
- VIII. **CLOSED SESSION**

A. Personnel, contractual matters and to seek legal counsel per G. S.
143.318.11

IX. 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



May 18, 2015

TO: Town Of Waxhaw Board Of Commissioners

FROM: Jill Connolly, Race Chair/ GingerSnap 5k

RE: GingerSnap 5k for 2015

On behalf of the GingerSnap 5k Race Committee and the Girls On The Run Of Union County Board, we would like to thank the Town Of Waxhaw for the continued support of the annual GingerSnap 5k event. With over 1800 participants, spectators and volunteers, GingerSnap 5k 2014 was a huge success!

Throughout 2014's event meetings with Waxhaw Town Officials, we found many ways to improve GingerSnap 5k in both efficiency and safety. In looking forward to 2015, we wish to continue that momentum and hope to see our numbers reach 2000!

As we enter into the initial phase of planning GingerSnap 5k 2015, we would respectfully request a time to be heard before the Board Of Commissioners. As it has been in years past, we would like to gain approval to hold the 6th annual GingerSnap 5k in downtown Waxhaw on the first Saturday in December (12/5/2015) at 8am. In addition, we would like to gain approval to change the race course to follow the same course as the Waxhaw Town & Country Run.

We look forward to your response.

Many thanks-

Jill Connolly
Race Chair/ GingerSnap 5k
VP Board/Girls On The Run of Union County

704-910-9469

jillconnollyortho@gmail.com



RESOLUTION APPROVING DONATION OF SURPLUS VEHICLE TO THE WAXHAW VOLUNTEER FIRE DEPARTMENT PURSUANT N.C.G.S. 160A-280

WHEREAS, the Town of Waxhaw owns a 2007 Chevy Impala (VIN# 53520), which is no longer useful to the Town and should be declared surplus to the Town's needs; and

WHEREAS, N.C.G.S. 160A-280 grants local government the authority to donate to a nonprofit corporation any personal property that the Board of Commissioners deems surplus, obsolete, or unused; and

WHEREAS, Town staff recommends that the above-described Town vehicle be declared surplus and be donated to the Waxhaw Volunteer Fire Department, a nonprofit organization incorporated in the State of North Carolina; and

WHEREAS, the said vehicle would be donated on the conditions that the Waxhaw Volunteer Fire Department agrees that the vehicle would be used solely to enhance the Fire Department's fleet, and further agrees to waive all rights to make any claims against the Town of Waxhaw relating to any failure of performance of the said vehicle; and

WHEREAS, pursuant to the provisions of N.C.G.S. 160A-280, the Town of Waxhaw Board of Commissioners has caused a public notice of this proposed donation to be posted at least five days prior to the adoption of this Resolution approving the donation.

NOW, THEREFORE, BE IT RESOLVED by the Town of Waxhaw Board of Commissioners that the vehicle identified above is hereby declared to be surplus to the needs of the Town of Waxhaw based upon its age and condition.

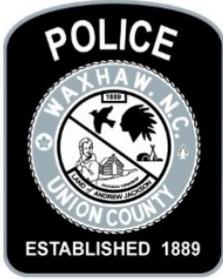
BE IT FUTHER RESOLVED that the Town of Waxhaw Board of Commissioners hereby approves the donation of the surplus Town vehicle to the Waxhaw Volunteer Fire Department, and that the Town Manager and Town Clerk are hereby authorized to execute, on behalf of the Town of Waxhaw, the necessary documents to convey ownership of the above-described vehicle by donation to the Waxhaw Volunteer Fire Department, pursuant to the provisions of N.C.G.S. 160A-280, on the conditions that said vehicle shall be used solely to enhance the Fire Department's fleet, and that the Waxhaw Volunteer Fire Department shall waive all rights to make any claims against the Town of Waxhaw relating to any failure of performance of the vehicle, to which they agree by accepting ownership of the vehicle, all subject to a pre-audit certificate thereon by the Town Finance Officer, if applicable, and approval as to form and legality by the Town Attorney.

BE IT FUTHER RESOLVED that a public notice of this proposed Resolution has been posted at least five days prior to the adoption of this Resolution approving the donation. This Resolution has been adopted prior to donating the surplus personal property.

Duly adopted this the 9th day of June, 2015.

Daune Gardner, Mayor

ATTEST: _____
Melody Shuler, Town Clerk



Waxhaw Police Department

Michael T. Eiss

Chief of Police

3620 Providence Road South

Waxhaw, NC 28173

phone: 704-843-0353

fax: 704-243-2144

June 02, 2015

To: Warren Wood,
Town Manager
Town of Waxhaw

From: Michael Eiss,
Chief of Police
Waxhaw Police Department

Re: Declaration of surplus property

Please find listed below the vehicles and equipment that I am requesting that you declare surplus property. These items have been taken out of service and have been replaced with new equipment. I am requesting one vehicle be donated to the Fire Department, and the other two be auctioned off on GovDeals. I also am requesting the firearm that has been replaced be purchased by the officer to which it was issued for \$250.00. All other equipment will be placed on GovDeals for auction.

- 2 - 2008 Crown Vic's VIN# 2F4FP71V28X150965 and VIN# 2FAFP71VX8X150967
- 1 - 2007Chevy Impala VIN# 2G1WS55R479253520 (to be given to Waxhaw Fire Department)
- 3 - Crown Vic cages
- 1 - Impala cage
- 1 - Window bar (set) impala
- 2 - Window bar (sets) crown Vic
- 6 - Switch box1
- 1 - Fenix 100w siren
- 4 - Pro 1000 radar units
- 3 - L3 car cameras
- 2 - Arm Rest
- 21 - "old computer" Docks
- 1 - Fenix siren Control Box
- 2 - Jet 3 printers
- 2 - Wheelen Light Bars
- 15 - Tough Books
- 2 - Crown Vic supervisor light bars
- 2 - Console for Crown Vic
- 1 - Code 3 box
- 1 - Wheelen siren b
- 1- Wheelen control box
- 1- Glock 40 cal serial# NYV302 Model23 W/ 3 mags (to be purchased by officer for \$200.00)

If you should have any questions in this, please don't hesitate to contact me. Thank you for your prompt attention to this matter.

Thanks,

Michael T. Eiss
Chief of Police



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

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

REQUEST FOR PROPOSAL
SUSPENSION BRIDGE FOR CAROLINA THREAD TRAIL CONNECTION
Waxhaw Parks & Recreation Department
Waxhaw, NC

INTRODUCTION

The Town of Waxhaw Parks & Recreation Department is seeking the services of a qualified firm specializing in the construction of pedestrian suspension bridges for park settings to complete a bid package. The bid will be for the construction and installation of a suspension bridge that acts as a Carolina Thread Trail connection between North Carolina and South Carolina.

PROJECT DESCRIPTION

Since 2011, the Town of Waxhaw and Lancaster County have worked together to create trail connections supporting the regional trail system known as the Carolina Thread Trail. In 2015, the Town of Waxhaw received a Carolina Thread Trail grant that will be used to construct approximately 1,321 linear feet of natural surface trail, as well as a 180 foot long and 3 to 4 foot wide suspension bridge over 12 Mile Creek, linking trail in North and South Carolina. When completed, this segment of Thread Trail will reach 3,960 homes and over 12,000 residents. This corridor has been a model of community collaboration with the Town of Waxhaw and Lancaster County working together to seek funding for this project. The Town of Waxhaw and Lancaster County anticipate the suspension bridge will be a huge attraction for local and regional visitors.

PROJECT ELEMENTS

The following information will assist in understanding elements that will impact this project. The terrain in the area where the bridge will be constructed varies from wooded, rocky hillside to wooded flood plain. There is a potential to hit rock during installation. The Town of Waxhaw holds a 20 foot wide permanent easement over the area the bridge will be constructed in. Lancaster County holds a 50 foot temporary easement and a 20 foot permanent easement over the suspension bridge area. A survey of the suspension bridge has been conducted to ensure that the bridge poles or supports will be located outside of the floodway and certain flood areas so that a flood permit is not necessary (this survey is available upon request). A map of the proposed suspension bridge location is attached. The most qualified company will be asked to develop a scope of work and services. Pricing should include but is not exclusive to items such as materials, hardware, labor, expenses, professional design, engineering and rental equipment needed to construct a 180 foot long by 3 to 4 foot wide suspension bridge.

PROPOSAL EVALUATION

The firm selection will be based on submitted proposals and subsequent interviews of the top candidates. The following criteria will be used:

1. Professional Qualifications
2. Similar Project Experience
3. Ability to Complete Project within a Reasonable and Specified Time-frame (See Schedule)
4. Evaluation of Approach to Successful Completion of Bridge Construction
5. Overall Quality of RFP

PROPOSAL SUBMISSION

Please provide the following information:

1. Name and Location of Firm Including E-Mail Address of Contact Person
2. Firm Contact Person
3. Names and Resumes of Team Members
4. List of Professional Staff's Work in Progress and Anticipated Work Through 2015
5. Examples of Past Projects of a Similar Nature and Scope.
 - Include project name, client name, and date of completion
6. References
7. Description of Proposed Project Methodology
8. Detailed Project Schedule
9. Lump Sum Fee for Services

SCHEDULE

The following is an estimated timeline which is subject to change by the Town of Waxhaw.

April 21, 2015	Release RFP
May 20, 2015	RFP Due Date
May 26, 2015	Staff Review of RFP Submissions Begins
June 2, 2015	Staff Recommendations Forwarded to Board of Commissioners
June 9, 2015	Bid Awarded Based Upon Board of Commissioners Approval
June 1, 2015	Estimated Start of Construction

SUBMISSION DEADLINE AND NUMBER OF PROPOSALS TO BE SUBMITTED

In order to be considered, four (4) hard copies and one electronic copy of the following information must be received by the Town Clerk for the Town of Waxhaw on or before Wednesday, May 20, 2015 at 5:00 p.m. Proposals may be hand delivered, mailed or sent via overnight delivery service. Submittals by email or facsimile will not be accepted.

Proposal submissions should be sent to:

Melody Shuler
Town Clerk
Town of Waxhaw
1150 N. Broome Street
P.O. Box 6
Waxhaw, NC 28173

Questions regarding the RFP should be directed to:

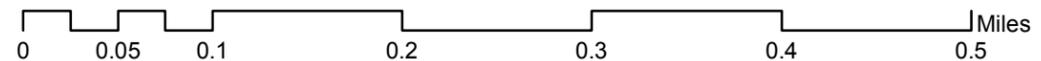
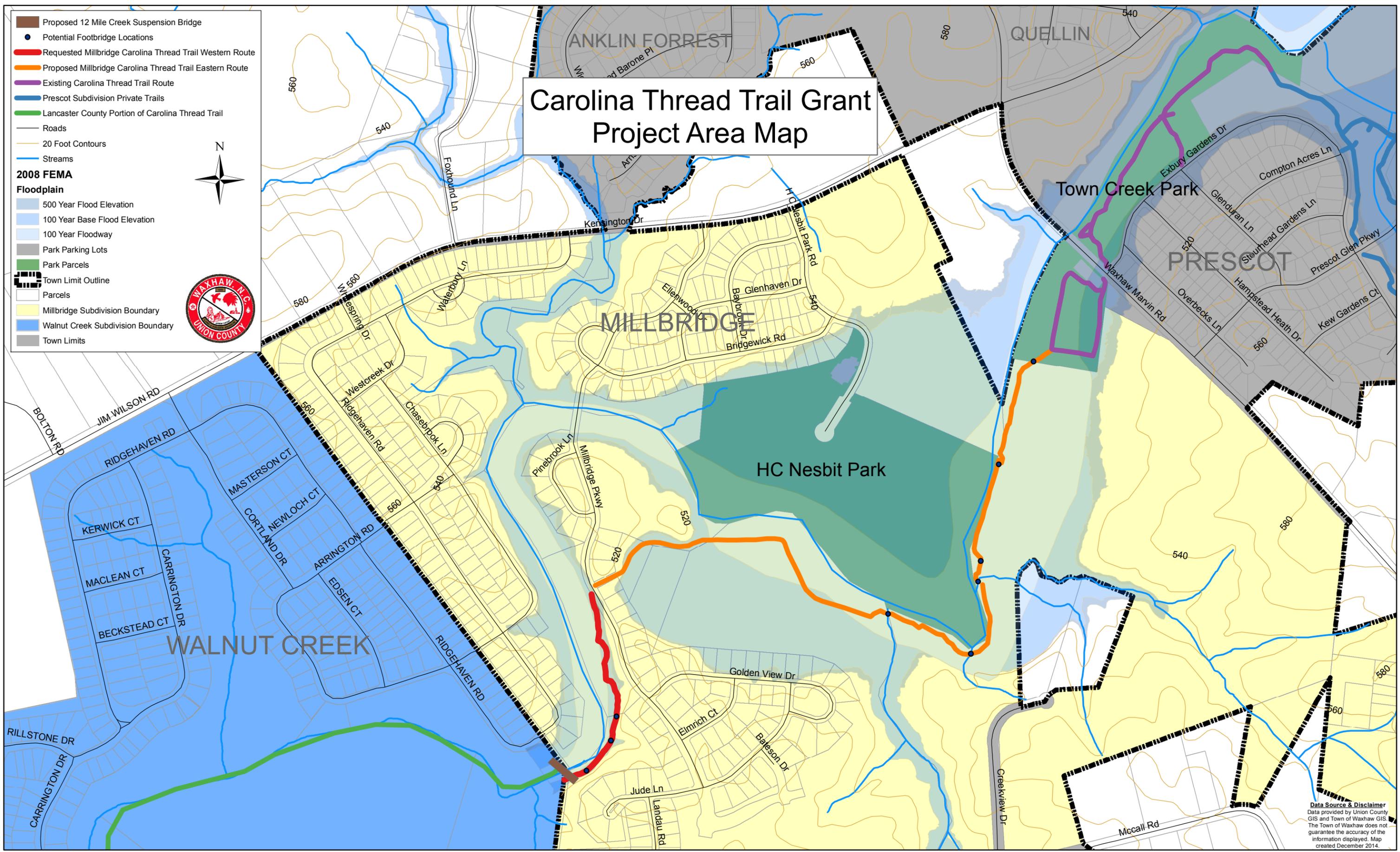
Natalie Jackson
Director of Parks & Recreation
Town of Waxhaw
1150 N. Broome Street
PO Box 6
Waxhaw, NC 28173
njackson@waxhaw.com
704-843-2195 ext. 278

GENERAL COMMENTS

1. Any cost incurred by respondents in preparing or submitting this proposal shall be the respondent's sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFP will become the property of the Town of Waxhaw when received and subject to public records law.
3. The Town reserves the right to reject any or all proposals received.
4. Companies may be short-listed for interviews based on their responses to this RFP. Contract negotiations will begin with the company found to be the best qualified for the project as determined by the Town. The most qualified company will be asked to develop a Scope of Work and Services as part of the negotiation process. Town of Waxhaw staff will review and make a recommendation to the Waxhaw Board of Commissioners. The Board of Commissioners will make the award of the contract.

Carolina Thread Trail Grant Project Area Map

-  Proposed 12 Mile Creek Suspension Bridge
-  Potential Footbridge Locations
-  Requested Millbridge Carolina Thread Trail Western Route
-  Proposed Millbridge Carolina Thread Trail Eastern Route
-  Existing Carolina Thread Trail Route
-  Prescott Subdivision Private Trails
-  Lancaster County Portion of Carolina Thread Trail
-  Roads
-  20 Foot Contours
-  Streams
- 2008 FEMA Floodplain**
-  500 Year Flood Elevation
-  100 Year Base Flood Elevation
-  100 Year Floodway
-  Park Parking Lots
-  Park Parcels
-  Town Limit Outline
-  Parcels
-  Millbridge Subdivision Boundary
-  Walnut Creek Subdivision Boundary
-  Town Limits



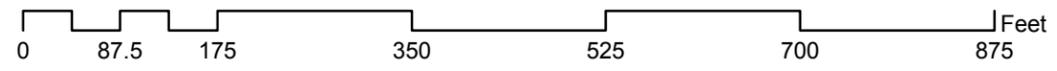
Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created December 2014.

Carolina Thread Trail Grant Project Area Map (Close-Up)

-  Proposed approx. 180 foot long, 3 foot wide, weather resistant lumber, suspension bridge
-  Proposed 4 foot wide, weather resistant lumber, foot bridge
-  Requested approx. 1,321 foot long, 3-4 foot wide, natural surface, trail
-  Proposed Millbridge Carolina Thread Trail Eastern Route
-  Lancaster County Portion of Carolina Thread Trail
-  4 Foot Contours
-  Streams
-  Park Parcels
-  Roads
-  Parcels
-  Millbridge Subdivision Boundary
-  Walnut Creek Subdivision Boundary
-  Town Limit Outline/State Line

2008 FEMA Floodplain

-  500 Year Flood Elevation
-  100 Year Base Flood Elevation
-  100 Year Floodway



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JAMES WARNER

TOWN MANAGER
WARREN WOOD

TOWN CLERK
MELODY SHULER

June 3, 2015

Madam Mayor and Town Commissioners,

We recently completed a Request for Proposal (RFP) process to identify a company that will design and construct a suspension bridge over 12 Mile Creek, reaching approximately 180 feet in length. This bridge will link our newly completed section of compacted earth trail, just off of Millbridge Parkway, to Lancaster County's 12 Mile Creek Trail. This cross-state connection will be completely funded by the \$150,000 Carolina Thread Trail grant that the Town of Waxhaw received earlier this year. Trail construction, foot bridges, signage and a suspension bridge were identified as the expenditures to take place as a result of the grant award.

The RFP was announced on April 20, 2015 with a deadline of May 20, 2015. The Town of Waxhaw received three submissions which are attached. We are pleased to report that Alpine Towers International was selected as the top candidate and our recommendation for hire. Key personnel have accumulated a record of over 1400 projects of similar request, many being government contracts. Other notables that set this proposal apart from the others included a two year warranty and comprehensive scope of work that included possible contingencies to assist in planning ahead. The cost schedule totals at \$98,960.00 without contingencies. Possible contingencies could include sub-grade rock drilling for poles, concrete dead-man anchors, an erosion control plan, and concrete pumping. If every contingency were to be factored in, the pricing could increase by \$29,000 though this is not likely. Even if the full list of contingencies were implemented, this project would still come in under budget.

Please accept this letter as a request for your approval to contract with Alpine Towers International for the design and construction of this suspension bridge to include the funding of contingencies, should they arise. A joint maintenance agreement between the Town of Waxhaw and Lancaster County is being finished and will be brought forward for your approval in the very near future. Thank you for your time and consideration!

Sincerely,

Natalie L.K. Jackson
Director of Parks & Recreation

PROPOSAL

DESCRIPTION: Design, Build, and Install Cable Suspension Bridge Over Twelve Mile Creek

To: Natalie Jackson
Director of Parks and Recreation
Town of Waxhaw
PO Box 6, 1150 N. Broome Street
Waxhaw, North Carolina 28173



From: Joe Lackey, Owner
Alpine Towers International, Inc.
PO Box 8434
Asheville, North Carolina 28814
Jlackey@Alpinetowers.com
828-733-0953 (o), 704-236-8340 (cell)

Date: 18-MAY-2015

Re: **Design, Build, and Install Cable Suspension Bridge Over Twelve Mile Creek for Carolina Thread Trail Section**

Dear Ms. Jackson,

Please accept this document as our official Proposal of Alpine Towers International, Inc. for the above-indicated solicitation.

This proposal contains the following information:

1. **Contact Info, Capability and Skill**
 - A. Contact Information
 - B. Names and Qualifications of Key Personnel
 - C. Current Workload
 - D. Background
 - E. Referral List of previous projects
 - F. Project Methodology
2. **Sample Installation Schedule**
3. **Cost Schedule**
4. **Additional Information**

1. Capabilities and Skill

A. Contact Info:

Joe Lackey
Alpine Towers International Inc.
PO Box 8434, 2000 Riverside Drive Suite 5A
Asheville, NC 28801

828-733-0953 Office
704-236-8340 Cell

jlackey@alpinetowers.com

B. Names and Qualifications of Key Personnel

Project Representative: Joe Lackey, Owner
Responsible for the selling side of the process.
Years with firm: 25
Responsibility: Overseeing design development and contracting
Relevant Project Experience: Development and oversight of approximately 900 projects of similar request.

Project Engineer: Matt Mullen, P.E.
Responsible for design review and engineering.
Years with firm: Matt is a subcontractor
Responsibility: Engineering and Inspection
Relevant Project Experience: Matt is a Civil and Structural Engineer, licensed in NC, with a focus in bridge design. He currently works under contract for NCDOT, specializing in bridges and landslide control in the mountains.

Project Manager: Hunter White
Design Implementation. Responsible for all pre- and post -construction duties, RFP preparation, project design consulting, sourcing construction and operational equipment, project scheduling, liaison with General Contractor/Program Manager, overall safety officer, and final walkthrough coordination.
Years with firm: 12
Responsibility: Overseeing project implementation
Relevant Project Experience: Management and oversight of approximately 200 projects of similar request.

Project Foreman: Andrew Davis
Responsible for on-site construction and supervision of construction crew, field safety officer, construction quality control, liaison with local officials.
Years with firm: 17
Responsibility: Overseeing on-site completion of project
Relevant Project Experience: Management and oversight of approximately 300 domestic and international projects of similar request.

Construction Team: Responsible for construction and implementation of design and training.

Team Members: Final crew selection will be made on availability and expertise. All installers are regular ATI staff members, most of which reside in North Carolina.

C. Current Workload

We are very busy, with many public and private contracts on-going. We have two similar bridge projects under contract, to be installed in June. We have many other Federal contracts for the military and several YMCA projects. Many large projects will take place in the Fall.

If awarded this project, we hope to perform this work in JULY and AUGUST. We are not as busy during these months, and this will fit in perfectly.

D. Background (General)

Alpine Towers International, Inc. (ATI) began designing, fabricating and installing challenge courses in 1989. That year, ATI introduced the *Alpine Tower I Challenge Course*, a prefabricated and pre-engineered challenge course that offers both low and high course challenges. The Alpine Tower can be completely installed by a small crew in three days. In 1992, the design was reintroduced as the *Alpine Tower II Universal Challenge Course*, offering programming to persons with disabilities.

That original design has spawned many more prefabricated and pre-engineered equipment designs that present a variety of challenging elements and activities. Currently, ATI has over 300 facilities throughout the United States and abroad that own and operate Alpine Tower challenge courses.

In 1999, Alpine Towers began designing and engineering what would become the *Odyssey Challenge Course* design, which is the specific design being requested by the University Arizona. The first Odyssey Course was installed in 2001, and since that time Alpine Towers has installed fifty of these structures in locations around the world. The version that the University of Arizona is requesting is the Odyssey III Challenge Course, modified to be in a “*wider-but-shorter*” configuration (See attached construction drawings).

In addition, Alpine Towers created the *Team Development Course* (originally called the *Rescue Exercise*) in 1994 for a new project in California. Since that time, the Team Development Course has been installed at over 200 locations around the world. The design has not changed very much since that original project – the design has continued to prove invaluable for low challenge course programming.

Portions of all designs are prefabricated off-site, with local assembly allowing the equipment to be installed at the designated location. Both the Odyssey II Challenge Course and the Team Development Course have been engineered and used on sealed project in many US locations.

All designs adhere to specification standards of the *Association of Challenge Course Technology*. Because these courses are utility pole/cable created structures, general residential and commercial construction codes do not cover equipment design. As such, most building departments consider these installations outside of building permit regulations. However, height restrictions can apply. Also, courses are engineered for local environmental factors, example – wind, snow load, corrosion and seismic activity.

As a turnkey design, Alpine Towers specializes in the installation and training for safe use of these challenge courses. All materials, hardware, labor, engineering, safety equipment, instructors manuals, staff training, educational curriculum and installation is provided by a full-time construction/training crew. A two-year warranty on all material and workmanship is provided, initiating with installation.

Alpine Towers Int'l Inc, is one of three companies that operate together to design, install, train and services challenge course programs around the country. The companies are: Alpine Towers Int'l Inc., Cornerstone Designs, Inc. and Adventure Hardware, Inc. The companies share common ownership, and are collectively known as *The Adventure Group*. (See below for more information.)

E. Referral List of Previous Projects

Fort Campbell MWR
Challenge Course Complex Manager
6645 101st Airborne Division Rd.
Fort Campbell Ky, 42223
270-412-7855 Main Number
270 -798-4666 Fax
William Vallee

(706) 541-1057 office
Larry Coggins

Smith Lake Recreation Area
Fort Bragg MWR
Box 759
Fort Bragg, NC 28310
(910) 396-7060 office
Sabina Bryant

Fort Carson MWR
Adventure Programs and Edu.
Bldg. 2429 , Specker Ave.
Fort Carson, CO 80913-4237
(719) 526-5176 Main Number

Holloman AFB Outdoor Recreation
Bldg. 234, 661 Delaware Ave.
Holloman AFB, NM 88330
(575) 572-5369 Office
William Vallee

Fort Knox ROTC
Eastern Region Cadet Command
Headquarters 1st Brigade
Building #1468 328 3rd Avenue
Fort Knox, KY 40121
(502) 624-3925 Main Number

Fort Bliss MWR
Outdoor Recreation
Bldg. 20732, Soldier Activity Center
El Paso, TX 79908
(915) 744-1527 Office
Joseph Fedak

Randolph AFB
Canyon Lake Recreation Center
415 B Street East
Universal City, TX 78150
(210) 652-3125 office

Naval Station San Diego MWR Department
Outdoor Recreation
2375 Recreation Way
San Diego, CA 92136
(619) 556-7499
Jennifer Green

Jim Creek Naval Radio Station
Wilderness Rec. Area, Bldg. 4
21027 Jim Creek Road
Arlington, WA 98223-8599
(425) 304-5368 Main Number

NSB New London
NLON Outdoor Adventure Center
Box 14, Bldg. 164
Groton, CT 06349-5014
(860) 694-2195
Robert Kydd

Pointes West Army Resort
Fort Gordon MWR
Post Office Box 67
Appling, GA 20802

MWR Outdoor Adventure Center
Pearl Harbor
915 North Blvd. Bldg. 161
Pearl Harbor, HI 96860
(808) 864-9263
Steve Goodwin

Outdoor Recreation Heidelberg
CMR 419, Box 1004

411th BSB
APO, AE 09102

Charleston County Parks and Rec.
Erick Briles, Project Manager
861 Riverland Drive
Charleston, SC 29412
Office Phone: 843-762-9952

F. Project Methodology

This project is a typical suspension bridge project, though with several additional challenges. However, the Design/Deliver/Install methods will be very similar to other projects. In general, the project will follow these phases:

1. Design, Site Evaluation and Engineering – We will spend time further exploring installation options on the NC side of the bridge to determine the best methods for anchoring and support systems, as well as efficient ways to approach the installation site. We'll develop a CD package as needed.
2. Project Preparation – During this phase we will be acquiring and shipping to site the materials and hardware needed for the project.
3. Project Installation – This will take up to three weeks, based on needed installation requirements and site conditions.

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2. Construction Schedule/Total Time
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Projected Timeline from NOTICE TO PROCEED: Note that these dates are very general, and show the greatest extent of each progression in the process. Actual time-requirements are expected to be shorter, except for the Design/Engineering phase

<u>DAY(s)</u>	<u>ACTION(s)</u>
Day 1	NTP/Contract/PO Released to ATI; Paperwork completed
Days 1 – 45	Submittal Development and Engineering – Construction Drawings, Site Layout, etc.
Day 30 - 45	Procurement, Shipping, Mobilization, & Staging
Days 45 - 75	Installation (Up to 30 days, but likely two weeks)
Day 80	Walkthrough and Acceptance

3. Cost Schedule

Base Fee:

Base Price of Bridge (Furnish and Install)	\$ 77,300.00
Elevated Terminus (SC side) at 10' to 14' above grade*	\$ 3,500.00
Stairs at SC terminus (stick-frame, 1-landing)	\$ 5,160.00
Drawings	\$ 500.00
Engineering	\$ 7,500.00
Soil Exploration	\$ 1,500.00
Site Access Costs	<u>\$ 3,500.00</u>
TOTAL	\$ 98,960.00

* Note that *BFE* (Base Flood Elevation) will require an elevated bridge height on the SC side; hence the need for stairs and extras for terminating at height.

Contingencies:

• Sub Grade Rock requiring Drilling for Poles	\$ 4,000.00
• Concrete Dead-man Anchors	\$16,100.00
• Erosion Control Plan	\$ 5,000.00
• Concrete Pumping	\$ 2,500.00
• Permitting	\$ 2,000.00

CONTINGENCIES – These are potential budget requirements based on site discoveries, conditions, unforeseen challenges. These may or may not be required. Other, unforeseen costs may also be incurred.

See attached original SOW as reference. Dates 8-DEC-14

4. Additional Information

Small Business Certified:

Alpine Towers Int'l Inc is a Small Businesses, with less than 25 employees, and less than \$3M annual revenue.

Warranty:

Alpine Towers International Inc. (ATI) warrants that the facility shall be free from structural defects and defects in workmanship under normal use and service, with the obligation of ATI under this warranty being limited to repairing and/or replacing any part of the goods which shall within two (2) years after the date of installation be determined defective. Warranty repairs and materials shall be provided within 30-days after notification by the owner. An ATI representative will attend to warranty issues preventing use of the facility within 48 hours of notification. TAG shall have no obligation to repair or replace any part of the goods damaged by normal wear and tear, misuse, vandalism, act of God or other cause not the act of Seller.

Exclusions:

1. Site preparation, including any tree/brush removal, grubbing, grading, top-soil removal, fill, or balancing of site, including disposal or hauling of any spoils from Component installation. Note that no spoil is expected, and that site is largely free from any needed site clearing, except for a few possible trees on the NC side.
2. Pre-Dig Locating and any subsequent Relocation of underground utilities (if required). Note that no utilities appear to be in the area.
3. Pathway construction or development of operation area, or other items as required.
4. Rock drilling if needed to set utility poles/columns for obstacles. (Note below on soil/site evaluation, and that such is considered a contingency).
5. Erection of Work Area Security Fencing, if required/needed.
6. Final landscaping, to include but not limited to: installation of pathway material or cribbing, sod, mulching, cribbing, seeding, or other ground cover.
7. Ancillary structures/components: roads, entryway, walkways, bathrooms, traffic signs, parking areas, general signage, bleachers, covered training area, storage building or structures, etc.
8. Signage.
9. Bonds.
10. Portable Toilets – need to be provided by others.
11. Permits or Written Approvals from applicable parties.
12. Site Survey.
13. Erosion Control Plans (ECP), or installation of these if required.
14. Recovery/reclamation of construction areas if needed due to installation activities.
15. GC License for NC or SC.
16. Insurance Requirements in addition or excess to what we currently have.





Blue Ridge Trail Works, Inc and Challenge Design Innovations, Inc are pleased to provide this joint venture bid on the proposed 180' suspension bridge.

Client: The City of Waxhaw, NC. Lisa McCarter
Site: 12 Mile Creek at NC/SC Stateline
Contact Info: 704-843-2195 & lmccarter@waxhaw.com
Work: Construction of 180' Wire Rope Suspension Bridge
Date: Wednesday, May 20, 2015

Blue Ridge Trail Works, Inc

1178 Chestnut Grove Rd., Boone, NC 28607

BRTW Contact: Scott Brown; 704-929-0151; Scott.BRTWInc@gmail.com

Tony McGee; 336-830-5070; Tony.BRTWInc@gmail.com

Experience:

Client: City Of Shelby, NC - Walter Scharer
Site: Old Blanton Farm Property, Shelby, NC
Contact Info: 704-484-6829 & walter.scharer@cityofshelby.com
Work: Approximately 6,800 feet of enhanced natural surface trail & 120' of wooden bridges.

Client: Parks & Recreation for Lancaster County, SC - Hal Hiott, Director
Site: Walnut Creek Trail, Lancaster, SC
Contact Info: 803-285-5545 & hhiott@lancastercountysc.net
Work: Approximately 18,000 linear feet of natural surface trail & 600' of wooden bridges.

Proposal and Agreement

Owner _____ Date ____/____/____ Contractor _____ Date ____/____/____

Page 1 of 3

Challenge Design Innovations, Inc.

PO Box 219 Pineola, NC 28662

CDI, Inc. Contact: Jim Wall; 828.260.3074 jwall@cdiinfo.com

Experience:

Shalotte River Swamp park, Ocean Isle, NC 140' bridge Rub McMullan
404.372.5523

North Toe River Plum tree, NC 150' bridge. Cleveland Young 828.765.1220

Sky Valley Boone, NC 160 ` bridge. Jack Sharp 828.264.0002

BRTW License #: NC General Contractor License # 74586

SC General Contractor License # G118979

CDI, Inc License #: NC General Contractor License # 71681

SC General Contractor License # G118298

NOTES:

Quote is for 180 total linear feet of 3 foot wide fiberglass grid decked cable suspension bridge that will connect the North and South sections of the Carolina Thread Trail across Twelve Mile Creek on the section of trail that connects NC and SC.

Specifics of Quote:

Blue Ridge Trail Works and Challenge Design Innovations are licensed NC General Contractors, with BRTW bringing trail construction expertise and CDI cable rigging and bridge construction experience: This suspension bridge will consist of 35' tall x 12" diameter upright poles with a 5' long 12" diameter cross brace. The poles will be set in a concrete foundation anchored by 7/16" galvanized cable attached to hydraulically driven galvanized ductile iron earth anchors. Each end of the main support cables, 5/8" galvanized strung over the cross braces, will be anchored to galvanized ductile iron earth anchors. 2 x 7/16" handrail cables and 2 x 7/16" foot cables will support approximately 120' of 3' wide fiberglass grid decking supported by pressure treated 4x4" lumber 3' on center hung off the main support cable by 3/16" galvanized cable every 3' on center. 2" square mesh barrier netting will rise 3.5' from the decking to the handrail on each side. The bridge is designed for a 150lb live load but could be increased for an additional cost.

The Bridge is to be constructed at the site chosen by the City of Waxhaw in a location to cross 12 Mile Creek to connect the Carolina Thread Trail from NC to SC.

Trail Construction from existing trail to bridge is provided as part of this project.

All professional design, engineering, & construction services for the bridge are included in this proposal.

Any permits needed are not included, but can be added at an additional charge.

Schedule:

The construction is expected to take approximately three work weeks to complete, with weather extensions to be requested if needed. Week one, set poles & main wire supports; week two, set all supporting wires; & week three set deck & its supports.

QUOTATION :

ITEM	NUMBER	UNIT	AMOUNT
A) – Cable Supported Suspension Bridge - 3' wide	180 linear feet	PER LN. FT.	\$536.50
TOTALS FOR :			
A) – Cable Supported Suspension Bridge -- @ \$536.50 per Linear Foot	180	PER LN. FT.	\$96,570.00
	TOTAL	COST	\$96,570.00

REQUESTED TERMS -

1/4 down, 1/4 at start of construction, 1/4 when support poles are set, & final 1/4 due upon completion

Agreed to By:

Blue Ridge Trail Works, Inc.

Date _____

Name _____

Signature _____

Challenge Design Innovation, Inc.

Date _____

Name _____

Signature _____

& The City of Waxhaw, NC

Date _____

Name _____

Signature _____

CATHERINE M. TAIT

126 Brushy Creek Drive
Post Office Box 5
Linville Falls, NC 28647

Cell: 828.467.9444
Home: 828.765.8576
Email: hoohtait@yahoo.com

EDUCATION

- 1998 – 2004** **UNIVERSITY OF GEORGIA** **Athens, GA**
Ed. D., Adult Education
Research Emphasis: Mentoring
- 1985 – 1987** **UNIVERSITY OF OKLAHOMA** **Norman, OK**
M.Ed., Community Counseling
- 1979 – 1983** **NORTHERN MICHIGAN UNIVERISTY** **Marquette, MI**
B.S., Dual Degrees: Conservation and Criminal Justice

PROFESSIONAL EXPERIENCE

- 2012 - Present** **GEORGIA ARMY NATIONAL GUARD** **Marietta, GA**
Commandant, Current Rank: LIEUTENANT COLONEL
Leadership: Commander of Training Institute tasked with providing standardized training to military personnel. Provide technical and tactical training in accordance to stringent TRADDOC for Signal, Transportation, Military Intelligence, Infantry, and Ordnance military occupations.
- 2010 – Present** **CHALLENGE DESIGN INNOVATIONS, INC.** **Pineola, NC**
President, Co-Owner, and Financial Manager
Leadership: Provide direction and oversight of project management, logistics, financial direction, and human resource management. Founded a company designed to provide high quality products and exceptional services within the Ropes Course Industry.
- 2010 – 2012** **GEORGIA ARMY NATIONAL GUARD** **Newnan, GA**
Executive Officer, Afghanistan, Rank: LIEUTENANT COLONEL
Leadership: Synchronized leadership and logistical efforts for a military team to deliver agribusiness services to local governmental officials and local farmers.
- 2006 – 2010** **GEORGIA ARMY NATIONAL GUARD** **Newnan, GA**
Military Training Officer, Rank: MAJOR
Leadership: Serve on a headquarters staff and represent the commander in providing training direction for three separate companies. Specific

- duties include assessment of current plans, developing training guidance, and assisting in crafting training programs and schedules.
- 2001 – Present** **CORNERSTONE DESIGNS, INC.** **Pineola, NC**
Co-owner and Senior Trainer
Training: Develop and deliver training curriculum for basic and advanced trainings for challenge “ropes” course facilitation. Trainings include technical skills, interpersonal concepts, and experiential learning.
Team Building: Design teambuilding experiences for corporate groups, community agencies, and colleges and universities.
- 2002 – 2006** **GEORGIA NATIONAL GUARD** **Marietta, GA**
Organizational Development Consultant and Trainer
Program Consultant: Serve on project team to revise state-wide National Guard leadership development program and provide on-going consultation regarding various organizational development initiatives.
Trainer: Primary instructor for Leadership Skills Enhancement Course, designed to address all leaders within Georgia National Guard. Topics include the Myers-Briggs Type Indicator, Situational Leadership, Covey’s 7 Habits of Highly Effective People, and Strategic Planning.
- 2004 – 2006** **GEORGIA ARMY NATIONAL GUARD** **Stryker/ Tallil Air Base**
Military Officer, Operation Iraqi Freedom
Supervision: Responsible for direct supervision of six senior Non Commissioned Officers and Officers in the provision of logistical support for a 4,500 member unit located throughout the country of Iraq. Professional development for these senior leaders included providing daily direction, feedback, mentorship, assessment, and evaluation.
Responsibilities: Significant fiduciary responsibilities included oversight of a Multi-Class Army Warehouse, containing over \$25 million dollars of material, and oversight of maintenance and supply budgets in support of the 48th Infantry Brigade. Served as a Brigade level planner for developing and conducting the re-deployment plan for return to the United States.
- 1994 – 2004** **GEORGIA ARMY NATIONAL GUARD** **Forsyth, GA**
Military Officer
Supervision: Held primary staff positions for a 700 member unit. Personnel staff position included responsibility for proper documentation functions, evaluation processes, and payroll administration. Logistical position included responsibility for projecting various types of supplies, maintenance, transportation, and facility management. All staff positions included direct supervision of full-time and traditional soldiers.
Leadership: Served as company commander for a 185 member unit. Areas of responsibility included administrative and supervisory functions, design and implementation of all training and educational components, and direct supervision of five full-time staff.

Fiscal Responsibility: As company commander, directly responsible for over \$7.8 million dollars of government equipment.

2000 – 2001

GEORGIA ARMY NATIONAL GUARD Forsyth, GA

Project Officer for BiH Deployment

Supervision: Responsible for coordinated efforts of a four person team tasked with developing and executing deployment plans for a 700 person organization bound for Bosnia-Herzegovina.

1994 – 2000

**GEORGIA COLLEGE & STATE UNIVERSITY Milledgeville, GA
Academic Advisor**

Advising: Coordinated faculty and staff assignments for the provision of advising and on-line registration for over 900 undeclared students. Served as advising liaison and trainer for the Academic Success Center and other academic offices, student affair professionals, and interdepartmental committees.

Teaching: Consistently taught multiple sections of two general education courses: GC 102 – Student Leadership and GC 101 – Freshmen Seminar.

Orientation: Served as member of campus-wide task force responsible for developing and conducting GC&SU Orientation Program.

Supervision: Responsible for direct supervision and evaluation of a full-time graduate assistant.

Institutional Service: Worked closely with Outdoor Education Center in planning, executing, and management of student trips, “ropes” challenge courses, and off-campus freshmen orientation expedition (QUEST).

1990 – 1993

UNIVERSITY OF NORTH CAROLINA Wilmington, NC

Counselor / Coordinator of Career Development Services

Counseling: Conducted individual, couple, and group counseling.

Career Services: Coordinated career services and served as liaison with Career Planning and Placement Center.

Testing Services: Directed and supervised national testing program.

1988 – 1990

FEDERAL TRIO PROGRAM Elizabethtown, NC

Upward Bound Counselor, Bladen County School System

Counseling: Developed comprehensive program for high school students meeting criteria of low-income, disadvantaged, potential first-generation college students. Provided individual and group counseling to students regarding academic, career, social, and cultural issues.

Supervision: Responsible for overall functioning of Upward Bound Residential Summer Program held on Johnson C. Smith College, Charlotte, North Carolina.

1987 – 1988

ARKANSAS COLLEGE

Batesville, AR

Student Counselor

Counseling: Conducted personal counseling with individuals, couples, and families. Group work experience consisted of both structured and unstructured settings.

Career Services: Administered and interpreted career batteries and personality inventories to individual adults and small groups.

Teaching: Taught freshmen orientation course and student affairs leadership course.

RECENT PUBLICATIONS AND PRESENTATIONS

- 2007** *The Complete Ropes Course Manual*, 4th Edition. Dubuque, IA: Kendall/Hunt Publishing.
- 2004** Tait, C.M. (2004). Officers as mentors within the National Guard context. (Doctoral Dissertation, University of Georgia, 2004)
- The Balancing Act: Personal and Professional Leadership. National Guard Association of the United States (NGAUS) Annual Conference, Lake Lanier Islands, GA.
- Transfer of Learning. Association for Challenge Course Technology (ACCT) Annual International Conference, Charleston, SC.
- Using Personality and Leadership Inventories to Increase Program Effectiveness. ACCT Annual International Conference, Charleston, SC.
- 2003** Designing Your Challenge Course Facility: Different Types of Challenge Courses. In S. Wurdinger and J. Steffen (Eds.), *Developing Challenge Course Programs for Schools*. Dubuque, IA: Kendall/Hunt Publishing
- Transfer of Training: Developing Strategies that Facilitate Transfer. The Adventure Group Annual Symposium, Black Mountain, NC
- The Complete Ropes Course Manual*, 3rd Edition. Dubuque, IA: Kendall/Hunt Publishing.

CURRENT PROFESSIONAL MEMBERSHIPS

Association for Challenge Course Technology
National Guard Association of the United States

References available upon request

Corey Wall

P.O. Box 219
Pineola, NC 28662
c: 828.260.3210
e: corey@cdiinfo.com

ROPES COURSE CONSTRUCTION SUMMARY EXPERIENCE

Twelve years of design, manufacturing, maintenance, repair, operations and inspection of Canopy Tour and Zip Lines, Low and High Ropes Course, Obstacle Courses, and Climbing and Rappelling Walls.

1,840 Lifetime On-Site Builder Days
216 Lifetime On-Site Inspection Days
210 Lifetime Management Days.

PROFESSIONAL EXPERIENCE

Foreman / Project Manager

Challenge Designs Innovations, Inc. Pineola, NC 2010-present (9/18/12)
Oversees and manages construction crews of four to twelve. Assists with budgets, designs and facilitates inspections and trainings for a variety of projects including tree and pole courses, climbing and rappelling towers and military training structures. Directly communicates with clients, sub-contractors, and vendors. Maintains TRADOC, OSHA standards and National Building Codes.

Inspector

Challenge Designs Innovations, Inc. Pineola, NC 2010-present (9/18/12)
Conducts inspections of Canopy Tours & Zip Lines, Low and High Challenge Courses, Climbing and Rappelling Towers. Familiar with Hydraulic Auto-Belay on Spectrum Sports & Extreme Engineering systems.

Foreman

Cornerstone Designs, Inc. Pineola, NC 2002-2010
Responsibilities included construction, inspections and training of tree and pole courses, climbing and rappelling towers and military training structures. Projects have included colleges, universities, youth camps, corporate training sites and military facilities across the United States. Manages crew of four to twelve. Worked over eighty projects ranging from \$25,000 to \$500,000. Knowledge in TRADOC, OSHA standards and National Building Codes.

Program Leader

Georgia Institute of Technology Atlanta, GA 2008-present
Directs 10 day President's Scholar Program every summer. This adventure develops leadership skills and adds valuable life experience to the top 10 freshmen students every year.

AFFILIATIONS & CERTIFICATIONS

Association for Challenge Course Technology, On Rope, Inc. Vertical & Horizontal Rope Certification –Level 1, OSHA Thirty-Hour Safety and Health Course, Power Fan Installer Course, ACCT Inspector Certification Committee

EDUCATION

Master's degree in Education & Bachelor's degree in Biology and Chemistry
Georgia College and State University

Allison McCrea Wilson

P.O. Box 219
Pineola, NC 28662
t: 828.737.6850
c: 828.260.3196
e: awilson@cdiinfo.com

PROFESSIONAL EXPERIENCE

Project Manager

Creates and maintains project estimates and budgets. Oversees construction and OSHA standards. Orders materials and equipment for all projects including tree and pole courses, climbing and rappelling towers and military training structures. Holds General Contractors license for North Carolina. Designs and creates construction documents and artist renderings.
Challenge Design Innovations, Inc. Pineola, NC 2010-present

Project Manager

Developed and maintained construction standards for all projects. In charge of ordering materials and equipment for tree and pole courses, climbing and rappelling towers and military training structures. Held General Contractors license for North Carolina and Virginia. Created sketches and artist renderings. Coordinated fine details with office and field personnel.
Cornerstone Designs, Inc. Pineola, NC 2009-2010

Custom Home Design Small Business Owner

Owner and Designer of The Lake James Design Studio, LLC. Responsible for all roles in operation of small business designing single-family and multi-family custom homes, military towers and obstacle courses from site layout through construction completion.
The Lake James Design Studio, LLC Morganton, NC 2003-2009

Project Manager

Responsible for production, coordination and administration of construction documents on a variety of multi-family housing projects. Designed and developed unit plans, wall sections and edge of slab plans for new construction, including post-tensioned concrete apartments. Designed unit plans, directed and coordinated engineering for an award winning historical high-rise renovation in Washington, DC. Responsibilities included solving code conflicts including FHA and ADA issues, and coordination with engineers and general contractors.
The Housing Studio, PA Charlotte, NC 1997-2003

Job Captain / CAD Operator

Responsible under project architect for production of construction documents for several retail, office and restaurant projects. Produced full scope of construction plans, elevations and details. Produced lease outline plan packages for tenants on retail projects. Designed, produced and tracked leasing plans for owners on retail projects. Other responsibilities included shop drawing reviews and code analysis.
Adams Hennon Architecture, PA Mooresville, NC 1993-1997

COMPUTER PROFICIENCY

Softplan R11-R14, AutoCAD R11-2004, Drawbase 2000, ArchiCad
Sketch Up, Squiggle, RESCheck
Microsoft: Word, Excel, Publisher, Outlook, Project, PowerPoint
Adobe: Acrobat, Photoshop, Illustrator, PageMaker

EDUCATION

Associate of Applied Science in Architectural Technology
Central Piedmont Community College Charlotte, NC

Jim B. Wall

P.O. Box 219
Pineola, NC 28662
O: 828.737.6850
c: 828.260.3074
e: jwall@cdiinfo.com

PROFESSIONAL EXPERIENCE

Vice-President, Owner

Founded a company with the objective of providing high quality products and exceptional services in the Ropes Course and Tactical Training industry. Clients includes all branches of the United States Military, Naval Academy, Virginia Military Institute, colleges, universities, youth camps, recreational and corporate training sites. Personally oversees all operations of the company with a staff of 25 employees with over 200 years of cumulative experience.

Challenge Designs Innovations, Inc. Pineola, NC 2010-present

President

Cultivated a new company to become an industry leader in military designs and facility installations for a variety of military organizations. Managed and operated the company with over 26 employees. Designed military towers, obstacle courses, physical fitness, leadership reaction course, climbing towers, tree and pole courses located throughout the United States. Developed and conducted facilitator trainings and certifications.

Cornerstone Designs, Inc. Pineola, NC 2000-2010

Owner

Designed, constructed, and maintained ropes courses. Provided training and consultations with an emphasis on collegiate and recreational programs.

Wall's Outdoor Associates, Inc. Milledgeville, GA 1989-2000

Director, Outdoor Education Center

Area Coordinator, Outdoor Education Degree Programs

Coordinator, East Campus Properties, Lake Laurel & Power Point

Georgia College & State University Milledgeville, GA 1992-2000

Assistant Professor

Georgia College & State University Milledgeville, GA 1993-2000

Outdoor Institute Pittsboro, NC 1990-1992

Director, Recreation Department

Iredell County Statesville, NC 1985-1990

School of Sports Management

North Carolina State University Raleigh, NC 1990- 1994

Assistant Director Recreation Department

Iredell County Statesville, NC 1984-1985

Assistant Park Manager

Environmental and Outdoor Education Sanford, NC 1981-1984

Park Manager

West Point on the Eno Durham, NC 1978-1981

Park Ranger and Manager

Northern Virginia Regional Park Authority Fairfax, VA 1972-1978

AFFILIATIONS & CERTIFICATIONS

Association for Challenge Course Technology (ACCT), *Board Member* (six years)
member since 1996

Association of Outdoor Recreation and Education (AORE)
Current Vendor Member & past board member (three years)

EDUCATION

Masters degree in Recreation Resource Administration and Public Administration

North Carolina State University

PUBLICATIONS/PRODUCTIONS/EXHIBITS

The Complete Ropes Course Manual 1st, 2nd, 3rd, & 4th editions, Dubuque, IA Kendall Hunt Publishing Company, 1994, 1997, 2003, & 2007

Outdoor Network Magazine, Peer Review and Accreditation: "What is it and what will it mean to our profession"

Outdoor Network Magazine, History of Ropes Course in the United States

Co-created and developed syllabi, gained Academic Council approval for Outdoor Education Track, Health, Physical Education and Recreation at Georgia College & State University

REFERENCES

Tom Siter, Marshall

Warrior Training Center

Fort Benning, GA

706.544.6208

thomas.siter@us.army.mil

Albert Freeland

Fort Knox ROTC, Eastern Region

#1468 328 3rd Avenue

Fort Knox, KY 40121

502.624.7347

Kirby Rodriquez

Lackland Air Force Base, TX

210.792.6858





PROPOSAL

SUSPENSION BRIDGE FOR CAROLINA THREAD TRAIL CONNECTION

Prepared for

Melody Shuler
Town Clerk
Town of Waxhaw
1150 N. Broome Street
P.O. Box 6
Waxhaw, NC 28173

Prepared by

KCI Associates of NC, P.A.
9741 Southern Pine Boulevard, Suite J
Charlotte, NC 28273

Date: May 20, 2015





ISO 9001:2008 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

9741 Southern Pine Boulevard, Suite J • Charlotte, NC 28273 • Phone 704-499-9452

May 20, 2015

Melody Shuler
Town Clerk – Town of Waxhaw
1150 N. Broome St.
Waxhaw, NC 28173

Subject: Alternative Proposal for Engineering Services to Design Suspension Bridge over Twelve Mile Creek

Dear Ms. Shuler,

KCI Associates of NC, P.A. is very interested in this project but is unable to submit a design-build proposal. In order for KCI and a bridge contractor to submit a lump sum fee for engineering and construction services, additional scoping is required to develop a conceptual design for the contractor to price.

Therefore, we are submitting an alternative proposal for your consideration to provide engineering services to properly scope this project to the satisfaction of the Town of Waxhaw and design a suspension bridge that satisfies AASHTO pedestrian bridge design requirements. The design would also satisfy permit agency requirements, be within budget limitations of the Town of Waxhaw, and provide a structure that satisfies your vision, performance, maintenance expectations, and life span. KCI can also assist with advertising and letting the bridge to interested bridge contractors that would be able to provide a more competitive price for construction of the bridge based on well-defined, site specific construction plans. Also, if desired, KCI can provide NCDOT certified construction inspectors to monitor construction to ensure the bridge is built according to plans and specifications and include material testing.

The current request for proposal does not provide sufficient design criteria, performance, and lifespan requirements, and while the 180 feet appears to span the floodway, it still appears to be within the FEMA floodplain and will require NC Floodplain approval. The floodway and floodplain limits also appear “offset” on the contour mapping provided for this project. In addition, the presence of rock can significantly affect the design and construction costs. With this in mind, we were unable to find a contractor that would assume these unknown risks and provide a reasonable price for construction.

As shown in the attached proposal, KCI is qualified and very familiar with this community having designed the bridges in Millbridge and Cureton subdivisions. Our Charlotte office has designed many pedestrian bridges throughout North Carolina and currently has an on-call agreement with NCDOT for bridge design. We also work for more than 50 bridge contractors providing cost effective design services.

Your consideration to our alternative proposal is appreciated and we would be happy to meet with you to discuss further. Based on our review of the request for proposal and our experience with similar projects, we feel it is in the Town’s best interest to proceed with a contract for design and permitting prior to construction letting. If you have any questions or require additional information, please contact me at (704) 499-9452.

Thank you and we look forward to hearing from you,

A handwritten signature in black ink that reads "James D. Fitz Morris".

Jim Fitz Morris, PE
North Carolina Structural Practice Leader
KCI Associates of NC, P.A.

NAME AND LOCATION OF FIRM INCLUDING E-MAIL ADDRESS OF CONTACT PERSON

Name of firm: KCI Associates of NC, P.A.

Address: 9741 Southern Pine Boulevard, Suite J, Charlotte, NC 28273

E-mail address of contact person: Jim Fitz Morris, PE / jim.fitzmorris@kci.com / (704) 499-9452

KCI Technologies, Inc., established in 1955, is an employee-owned, multi-discipline engineering firm with more than 1,000 professionals operating in 26 offices located in 13 states. Employing engineers, planners, inspectors, and scientists, our experienced staff can provide services in a wide range of transportation disciplines, including bridge and structure design, as well as construction engineering inspection services.

KCI Associates of NC, P.A., an affiliate of KCI Technologies, Inc., has a staff of nine structural engineers in Charlotte, NC that is primarily focused on local bridge projects. In addition to bridge design, we have become the choice engineer for local contractors in need of economical temporary structures. Our experience working directly with contractors over the years has taught us about preferred construction methods, making our designs more economical and easier to build. We are proud to consistently deliver contractor-friendly designs that prevent issues during construction and ensure a smooth project for all parties involved.

We are able to assist our clients every step of the way. Early in the project, we will be available to explore various alternatives taking into consideration construction costs, aesthetics, and life cycle costs. Our experience with balancing these variables makes us a valuable part of the project team. We have worked on many bridge crossing projects and have developed a strong understanding of what makes a great design. While the suspension bridge is unique, KCI has the technical expertise to design an economical and functional structure. Our design staff has the skills to deliver a final design that meets the Town's needs as there are several variations of a suspension bridge that the Town of Waxhaw may be interested in exploring.



Millbridge Covered Bridge Design
Waxhaw, NC



Design of Pedestrian Bridge over Catawba River
Cramerton, NC

NAMES AND RESUMES OF TEAM MEMBERS

JAMES FITZ MORRIS, PE**Education:**

BS / 1989 / Civil Engineering /
State University of New York at
Buffalo

Registrations/Certifications:

PE / NC / 023324
PE / SC / 19527
PE / VA / 0402048943
PE / GA / PE024946
PE / NY / 70948
PE / MO / 2008000055

Years of Experience: 25

Mr. Fitz Morris is KCI's North Carolina structural practice leader and manages a team of engineers that specialize in transportation design work. He has 26 years of experience in the engineering and design of various transportation projects including the design of pedestrian and highway structures. His experience also includes quality assurance, inspections of highway bridges, steel curved girders, lift bridges, truss structures, steel and concrete arches, pretensioned and posttensioned concrete, containment structures, bridge jacking, formwork and falsework and other contractor related services.

Millbridge Timber Bridge Design, Waxhaw, NC. Project Manager. The project involved the design of a covered bridge spanning Twelve Mile Creek that services a high-end housing development. Its intended purpose is not only to serve its proper function as a bridge, accommodating both vehicular and pedestrian traffic, but also to aesthetically add to the beauty of the affluent surroundings and become a landmark for the community. The 200-foot-long bridge consists of three simple spans; the two outer spans being supported on rolled steel girders and the 100-foot center span being supported on steel plate girders.

Design of Pedestrian Bridge over South Fork Catawba River for the Town of Cramerton, Gaston County, NC. Principal-in-Charge/Project Manager. KCI prepared an alternative study/report for three alternatives including estimated construction costs. Mr. Fitz Morris served as principal-in-charge and was responsible for oversight of final drawings and specifications for a 10-foot-wide, 375-foot-long pedestrian bridge capable of supporting a H-5 live load.

Manchester Meadows Pedestrian Bridges, Rock Hill, SC. Project Manager. KCI was selected by the City of Rock Hill for the design and construction management and inspection of five pedestrian bridges located in the new, \$10 million Manchester Meadows Soccer Complex. In order to secure federal grant money to support the project, KCI performed the alternate study, foundation design and bridge layouts for the prefabricated steel pedestrian bridges provided by Steadfast (Bridge 1) and by Bridge America (Bridges 2-5). The KCI team assisted the City with the accelerated design in order for the City to purchase the bridges prior to the deadline of the grant application. This allowed the City to maximize the grant money allocated to the project.

Alexander Park Pedestrian Bridge over Sugar Creek, Mecklenburg County, NC. Project Manager. KCI prepared, designed, and developed contract plans for this 80-foot-long truss pedestrian bridge located in uptown Charlotte as part of the greenway enhancement project along Sugar Creek Greenway. KCI also provided the special inspection required by the county.

Pedestrian Trail Bridge at Weddington Trace, Union County, NC. Project Manager. KCI was responsible for design and plan preparation for an 84-foot-long timber pedestrian bridge for Standard Pacific Homes. This bridge connected the greenway for two phases of a residential development in Weddington, NC and was designed in conformance with AASHTO Pedestrian Bridge Design Guidelines. KCI also provided inspection services during the construction of the bridge to ensure a final product that was in conformance with our design drawings.

ANDREW CRAIG, PE

Education:

MS / 2011 / MCE / Civil
Engineering / North Carolina
State University

BS / 2006 / Civil Engineering /
North Carolina State University

Registrations/Certifications:

PE / NC / 37375
PE / SC / 28830
PE / VA / 050344

Years Experience: 8

Mr. Craig serves KCI as a structural project manager. He performs structural designs for bridge crossing projects throughout North Carolina.

Pedestrian Trail Bridge at Weddington Trace, Union County, NC. Project Engineer. KCI was responsible for design and plan preparation for an 84-foot-long timber pedestrian bridge for Standard Pacific Homes. This bridge connected the greenway for two phases of a residential development in Weddington, NC and was designed in conformance with AASHTO Pedestrian Bridge Design Guidelines. KCI also provided inspection services during the construction of the bridge to ensure a final product that was in conformance with our design drawings.

Bridge on Sun City Boulevard, Lancaster, SC. Project Manager. KCI designed a connector bridge between the Carolina Lakes and Turkey Point subdivisions of a Del Webb retirement community located in Lancaster, SC. The bridge was designed to carry two lanes of vehicular traffic, two golf cart lanes, and two sidewalks for a lot of anticipated pedestrian traffic accessing the community amenity centers. The KCI team performed an alternate study before choosing an economically sensible design

for the client, saving an estimated \$120,000 from the original conceptualized bridge design. The construction of this new structure provided access for the client to begin construction of a 1,400-home subdivision. Mr. Craig served as project manager, performing the alternate study and providing final designs to the developer.

Stone Creek Ranch Subdivision Pedestrian Bridge for Centex Homes, Mecklenburg County, NC. Bridge Designer. Mr. Craig provided structural design and detailing for a simple span pedestrian bridge in Stone Creek Ranch Subdivision. The purpose of the bridge was to connect an existing pedestrian walkway around the neighborhood pond to a small island in the pond. The superstructure consisted of two steel beams with timber decking and timber handrails. The end bents on each side consisted of two small concrete drilled shafts and a concrete cap. Bearing units were designed to accommodate thermal movement expected in the steel superstructure.

25th Street Extension Project, Charlotte, NC. Project Manager. Charlotte's Northeast Corridor Infrastructure Improvement Program (NECI) has identified nine light rail stations along the Blue Line Extension Project that will be targeted for improvements. One of these projects is an extension of 25th Street between N. Brevard and N. Davidson. Currently, there is not a bridge at this location. NECI hopes to improve accessibility and promote economic development through the addition of a bridge over Little Sugar Creek and improvements to the surrounding streetscape. Mr. Craig is serving as project manager providing structural design services for this new bridge. Tasks include project management, alternative study, bridge design, public involvement, utility involvement, and bridge construction services. This project is in the preliminary design phase.

Design of Temporary Pedestrian Bridge on Route 460 over Clinch River, Richlands, VA. Bridge Designer. KCI designed a temporary pedestrian bridge over the Clinch River in the Town of Richlands, VA. The purpose of the bridge was to allow for uninterrupted pedestrian traffic during the removal and replacement of the nearby Rte. 460 vehicular bridge. Mr. Craig served as a bridge designer on this project and was responsible for providing final design of the pedestrian bridge.

JARED MEDLIN, PE

Education: BS / 2002 / Civil Engineering / University of North Carolina at Charlotte

Registrations/Certifications:
 PE / NC / 032954
 PE / SC / 25482
 PE / VA / 0402045982
 PE / FL / 66742
 National Bridge Inspection Standards Certification

Years Experience: 13

Mr. Medlin serves as a senior project manager and is involved with the plan preparation of bridge projects in North and South Carolina, Virginia and Florida. He communicates effectively the scope of work of the project with other team members to ensure precise plans. His prior construction engineering experience provides a valuable asset to our design team with his thorough knowledge of bridge construction procedures and plan details.

Design of Pedestrian Bridge over Catawba River, Gaston County, NC.

Project Manager. As part of the Island Park Greenway Project for the Town of Cramerton, KCI prepared a bridge type study for three alternatives including estimated construction costs. We considered concrete, timber, and steel for the approach spans to the prefabricated truss bridge and determined the most desired alternative. After the alternative was selected, KCI prepared final drawings and specifications for construction of a 10-foot-wide, 375-foot-long pedestrian bridge capable of supporting an H-5 live load. Mr. Medlin served as project manager and

was responsible for preparing final drawings and specifications for this project.

Design of Temporary Pedestrian Bridge on Route 460 over Clinch River, Richlands, VA. Project Engineer.

Mr. Medlin served as a project engineer for the design of a temporary pedestrian bridge over the Clinch River in the Town of Richlands, VA. The purpose of the bridge was to allow for uninterrupted pedestrian traffic during the removal and replacement of the nearby Rte. 460 vehicular bridge. It was very important to low cost bridge as it was only to be in service for approximately one year. KCI was able to design the total 120-foot-long bridge using only two spans and eliminating one of the end bents completely. The main span was a much longer 90-foot span in an effort to keep the center bent out of the water and make it easier to construct. The 30-foot span was able to cantilever off the center bent and did not require any end support, eliminating the need for another end bent completely. The high span to depth ratio of this bridge required our design team to consider vibrations from foot traffic that can create an issue in similar lightweight structures. Mr. Medlin's innovative idea kept our design within a natural frequency that prevented discomfort for typical pedestrian foot traffic. The bridge was designed using twin steel girders with a hybrid steel and wood handrail system. The handrail system was designed to accommodate bicycle traffic in addition to pedestrian traffic. The piles were steel HP members drilled and grouted into the shallow rock.

Division 1 Express Design-Build Bridge Replacements, Martin County, NC. Project Manager.

This project consists of replacing eight low-impact bridges in Martin County. Each of the bridges will be replaced in place with off-site detours. All the bridges for this project are on the sub regional tier. The design-build team is responsible for designing and constructing the bridge approaches to tie the new structures into the existing pavement in accordance with Low Impact NCDOT design standards and policies, as well as all hydraulic design, geotechnical, environmental, utility coordination and right-of-way services. To help the contractor win this project, Mr. Medlin optimized the standard plans provided by NCDOT by significantly reducing the number of piles used on this project. Mr. Medlin was responsible for the structural design and plan review, and was responsible for the coordination between the design team and the contractor as well as coordination with the NCDOT.

LIST OF PROFESSIONAL STAFF'S WORK IN PROGRESS AND ANTICIPATED WORK THROUGH 2015

Project Name	Percent Complete
NCDOT Express Design-Build Bridge Replacements - Division 13	20%
NCTA Monroe Bypass Connector	25%
Town of Belville Boardwalk at Brunswick Nature Park	30%

EXAMPLES OF PAST PROJECTS OF A SIMILAR NATURE AND SCOPE

Millbridge Timber Bridge Design

Waxhaw, NC

The project involved the design of a covered bridge spanning Twelve Mile Creek that services a high-end housing development. Its intended purpose is not only to serve its proper function as a bridge, accommodating both vehicular and pedestrian traffic, but also to aesthetically add to the beauty of the affluent surroundings and become a landmark for the community. The 200-foot-long bridge consists of three simple spans; the two outer spans being supported on rolled steel girders and the 100-foot center span being supported on steel plate girders. The bridge's cover is supported solely by the center span.



CLIENT NAME:

GS Carolina

Sean Calloway - Client Project Manager

 (704) 752-5755

DATE OF COMPLETION: 2007

Design of Pedestrian Bridge over Catawba River

Gaston County, NC

As part of the Island Park Greenway Project for the Town of Cramerton in North Carolina, KCI prepared a bridge type study for three alternatives including estimated construction costs. We considered concrete, timber, and steel for the approach spans leading up to the desired prefabricated steel truss main span over the Catawba River. The final superstructure design included prestressed concrete cored slab units for all approach spans. KCI also worked with a supplier of prefabricated truss spans to incorporate a signature truss main span. Aesthetics were a key driver in the project since it was a highly visible structure in the new Goat Island Park.



CLIENT NAME:

McGill Associates, P.A.

Joel Storrow - Project Manager

 (828) 252-0575

DATE OF COMPLETION: 2014

KCI developed custom structural steel handrails at the approach spans with square hollow shapes and small diameter steel rods to provide a similar style to the main truss railing aesthetics. The substructure consisted of all driven piles to minimize disturbance to the river banks and reduce cost. We used 24-inch diameter battered pipe piles at the interior bents and HP shape steel piles were used at the two end bents. Cast-in-place reinforced concrete caps were designed for all bent caps. Once the bridge type was agreed upon, KCI prepared final drawings and specifications for construction of a 10-foot-wide, 375-foot-long pedestrian bridge capable of supporting an H-5 vehicle load (occasional maintenance vehicle) in addition to pedestrian loading.

Once the bridge type was agreed upon, KCI prepared final drawings and specifications for construction of a 10-foot-wide, 375-foot-long pedestrian bridge capable of supporting an H-5 vehicle load (occasional maintenance vehicle) in addition to pedestrian loading.

Cureton Parkway over Twelve Mile Creek

Waxhaw, NC

KCI provided bridge design for this 240-foot-long four-span, composite prestressed concrete beam bridge. The road alignment was on a curve and the bridge deck had a varying skew at each bent, and the bridge had a constant gradient vertical profile sloping up from west to east.



CLIENT NAME:

GS Carolina
Sean Calloway - Client Project Manager
 (704) 752-5755

DATE OF COMPLETION: 2005

Pedestrian Trail Bridge at Weddington Trace

Union County, NC

KCI was responsible for design and plan preparation for an 84-foot-long timber pedestrian bridge for Standard Pacific Homes. This bridge connected the greenway for two phases of a residential development in Weddington, NC. The bridge was designed in conformance with AASHTO Pedestrian Bridge Design Guidelines. All timber construction was selected to blend with the surrounding greenway and to provide an “easy-to-construct” bridge. All timber construction and simple concrete footings at each post allowed the bridge to be built even with no vehicular access to the majority of the site. The bridge consisted of seven, 12-foot spans. The joists were designed as readily available 2x10 lumber members with bolt on 4x6 railing posts. The handrail was designed using all lumber members to satisfy code requirements for strength and maximum opening requirements. KCI also provided inspection services during the construction of the bridge to ensure final product that was in conformance with our design drawings.



CLIENT NAME:

Standard Pacific Homes
John Loberg - Director of Land Development
 (704) 752-5755

DATE OF COMPLETION: 2013

Alexander Park Pedestrian Bridge over Sugar Creek

Mecklenburg County, NC

KCI prepared, designed, and developed contract plans for this 80-foot-long truss pedestrian bridge located in uptown Charlotte as part of the greenway enhancement project along Sugar Creek Greenway. KCI also provided the special inspection required by the County.



CLIENT NAME:

Jordan, Jones and Goulding, Inc.
Prime contractor now out of business

DATE OF COMPLETION: 2011

REFERENCES**Sean Calloway**

Project Manager

GS Carolina

17228 Lancaster Highway, Suite 201

Charlotte, NC 28277

(704) 752-5755

Joel Storrow

President

McGill Associates, P.A.

55 Broad Street

Asheville, NC 28802

(828) 252-0575

John Loberg

Director of Land Development

Standard Pacific Homes

6701 Carmel Road, Suite 425

Charlotte, NC 28226

(704) 759-6000



STAFF REQUEST TO PLACE ITEM ON BOARD AGENDA

Date of Meeting: June 9, 2015

Department Requesting: Planning and Community Development

Staff Member Requesting: Maxx Oliver

Case #: TA-003167-2015

Brief Summary of the item:

Petition TA-003167-2015 is a request by the Town of Waxhaw Planning and Community Development Department to amend Section 8 Definitions, Section 11 Schedule of District Regulations, Section 13 Signs, Section 14 Conditional Use Permits, Section 16 Amendment to the Unified Development Ordinance, and Section 21 Downtown Code of the Unified Development Ordinance (UDO) to correct errors, add missing references, and to improve readability and comprehension of the text.

Attachments Included:

- Text Amendment Application
- Staff Report
- Proposed Text Amendment Section 8.2 Lot Coverage, Setback, Setback Front, & Sign, Window
- Section 11.3.64 Seasonal Outdoor Sales
- Section 13.7.2 Attached Sign Standards, 13.9.12 Seasonal Outdoor Sales,
- Section 13.11.1 Temporary Signs
- Section 14.5 and 16.1.4 Planning Board Review and Recommendation
- Section 21.6.4.B Roofs and Eaves, Section 21.6.4.C.2 Materials
- Section 21.8.3 Street Regulating Plan, Section 21.8.3 Street Regulating Plan
- May 18, 2015 Planning Board Minutes

Date submitted to Town Clerk: 6/1/2015



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

Date Received	2/18/2015
Received By	DL
Fee	N/A

TEXT AMENDMENT APPLICATION

Date of Application: 2/18/2015 Application Number: TA-003167-2015
(completed by staff)

Applicant Information

Applicant Name: Waxhaw PCD Department

Applicant Address: 1150 N. Broome St. Waxhaw, NC

Applicant Email Address: moliver@waxhaw.com

Applicant Telephone: (704)843-2195 ext. 239

Type of Change: New Addition _____ or Revision X

Ordinance Section: Sections 8, 11, 13, 14, 16, and 21

Current Text: See Attached

Proposed Text: See Attached

Reason for requested change (attach additional sheets if necessary): See Attached

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct.

Max Oliver
 Signature of Applicant

2/18/2015
 Date

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

Sori Oakley
(Signature of Zoning Administrator)

2-18-15
(Date)

TO BE FILLED OUT BY ZONING ADMINISTRATOR

Completed application submitted on: 2/18/2015

Reviewed by Planning Board on: 5/18/2015

Action of Planning Board: At their May 18, 2015 meeting, the Planning Board, voted
unanimously, (5-0) to send a favorable recommendation to the Board of

Commissioners with amendments.

Town Board Public Hearing Held On: 6/9/2015

Date of Town Board Decision: _____

Action Taken by Town Board: _____

****Newspaper Affidavit should be attached***

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

Date(s) Notices Published: 5/29/2015 and 6/5/2015

Text Amendment TA-003167-2015
Clean-up Text Amendment

EXPLANATION OF THE REQUEST

Petition TA-003167-2015 is a request by the Town of Waxhaw Planning and Community Development Department to amend *Section 8 Definitions, Section 11 Schedule of District Regulations, Section 13 Signs, Section 14 Conditional Use Permits, Section 16 Amendment to the Unified Development Ordinance, and Section 21 Downtown Code* of the Unified Development Ordinance (UDO) to correct errors, add missing references, and to improve readability and comprehension of the text.

REQUESTED UDO CHANGES

Section 8.2 Lot Coverage *(see attached language)*

Language was amended in this section to correct an error.

Section 8.2 Setback *(see attached language)*

Language was amended in this section that regulates how setbacks are defined.

Section 8.2 Setback, Front *(see attached language)*

Language was amended in this section that regulates how front setbacks are defined.

Section 8.2 Sign, Window *(see attached language)*

Language was amended in this section that regulates where window signs may be attached (in order to be consistent with Section 13.11).

Section 11.3.64 Seasonal Outdoor Sales *(see attached language)*

Text was amended in this section that references sign regulations for seasonal outdoor sales.

Section 13.7.2 Attached Sign Standards *(see attached language)*

Language was amended in this section that regulates the location of window signs (in accordance with Section 13.11).

Section 13.9.12 Seasonal Outdoor Sales *(see attached language)*

Language was added that regulates signage for seasonal outdoor sales.

Section 13.11.1 Temporary Signs *(see attached language)*

Language was amended in this section that regulates the location of window signs.

Section 14.5 Planning Board Review and Recommendation *(see attached language)*

Language was added to this section that clarifies the time frame for Planning Board review and recommendation.

Section 16.1.4 Planning Board Review and Recommendation (see attached language)

Language was added to this section that clarifies the time frame for Planning Board review and recommendation.

Section 21.6.4.B Roof and Eaves (see attached language)

Language was amended in this section to clarify roof regulations.

Section 21.6.4.C.2 Materials (see attached language)

Language was amended in this section to clarify the materials that may be used for mixed-use and commercial buildings in the Downtown Code zoning districts.

Section 21.8.3 Street Regulating Plan (see attached language)

Text was added to accommodate NCDOT approval of street types intersecting with state maintained roads.

Section 21.8.3 Street Regulating Plan (see attached language)

Text was added to street cross section tables that would allow certain street types to be built in the Open Space (OS) zoning districts.

PLANNING STAFF ANALYSIS

The proposed text amendments have been accumulated over the past several months and compiled into one single petition for ease and efficiency of review. The proposed text amendments seek to correct errors, add missing references, and to improve readability and clarity of the UDO.

In *Section 8 Definitions*, of the UDO the proposed changes include clarification of the definitions of *Setback* and *Setback, Front* in order to avoid inconsistent interpretations of the definitions. The definition of *Sign, Window* is proposed to be amended to add locations where a window sign may be attached. The definition of *Lot Coverage* is proposed to be amended to change the word “previous” to “impervious” to meet the State’s classification of gravel as an impervious material.

In *Section 11 Schedule of District Regulations*, references are proposed to be amended for Seasonal Outdoor Sales supplemental regulations to reference the proposed Seasonal Outdoor Sales sign regulations in *Section 13 Signs*, of the UDO.

In *Section 13 Signs* of the UDO, the proposed amendments include specifying that window signs may only be erected on the inside of window and doors. Also, the standards for Seasonal Outdoor Sales were left out of the sign ordinance rewrite and the proposed amendment would add a new section containing the Standards of Seasonal Outdoor Sales signs.

In *Section 14 Administration and Section 16 Amendment to the Unified Development Ordinance*, the proposed text amendments clarify that the maximum review time for the Planning Board may be extended if the applicant consents to allow a longer review period before the application must be forwarded to the Board of Commissioners.

In *Section 21 Downtown Code*, the proposed changes include clarifying regulations outlining what building materials are allowed to be used as primary building materials and secondary building materials on mixed-use and commercial buildings in the Downtown Code zoning districts as well as regulations regarding roofs. Also, text was added to clear up discrepancies between town and NCDOT regulations. In addition to several required street cross sections are proposed to be allowed within the Open Space (OS) zoning district because no cross sections were previously designated as being permitted in the OS zoning district.

PLANNING STAFF RECOMMENDATION

Planning Staff recommends approval of TA-003167-2015. Staff feels that the proposed amendments are minimal in nature and will correct errors, add missing references, and improve readability and comprehension of the Unified Development Ordinance.

PLANNING BOARD RECOMMENDATION

The Planning Board, at their May 18, 2015 regular meeting, voted unanimously (5-0) to send a favorable recommendation to the Board of Commissioners on TA-003167-2015 with amendments. The amendments proposed by the Planning Board include removing text from the staff proposed language in Section 21.6.4.C.2 Façade Treatments and Building Wall Materials and Section 21.8.3 Street Regulating Plan of the UDO.

Submitted by: Maxx Oliver

Loading Space, Off-Street - An off-street space or berth on the same lot with a building or contiguous to a group of buildings for the temporary parking of commercial vehicles while loading or unloading merchandise or materials.

Lot - A portion of a subdivision or any other parcel of land intended as a unit for transfer or ownership or for development or both. The word "Lot" includes "plot", "parcel", or "tract".

Lot, Corner - A lot which occupies the interior angle at the intersection of two (2) street lines which make an angle of more than forty-five (45) degrees and less than one hundred thirty-five (135) degrees with each other. The street line forming the least frontage shall be deemed the front of the lot except where the two (2) street lines are equal; in which case, the owner shall be required to specify which is the front when requesting a building permit.

Lot Coverage - That portion of a lot occupied by buildings, structures and/or improvements, including paving and/or surface treatment materials (~~pervious~~ **impervious** paving materials, gravel, etc.).

Lot Depth - The distance along the perpendicular bisector of the Lot.

Lot, Interior - A lot other than a corner lot with only one frontage on a street.

Lot of Record - A lot which is part of a subdivision, a plat of which has been recorded in the Office of the Register of Deeds of Union County prior to the adoption of this Ordinance, or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this Ordinance.

Lot Line - A line of record bounding a lot that separates one lot from another lot or separates that lot from a public or private street or any other public space.

Lot Line, Front - The lot line separating a lot from a street right-of-way.

Lot, Line Interior - A lot line which does not have street frontage.

Lot Line, Rear - The lot line opposite and most distant from the front lot line.

Lot Line, Side - Any lot line abutting another lot that is not a front or rear lot line.

Lot, Panhandle - A lot having shape and configuration such that it connects to street frontage by an extension and/or arm of the main portion of the lot.

considered a separate principal use if it has a student body in excess of fifty (50) students. Students enrolled in a day care center at the church shall not be separately counted as school students.

School, Vocational - A public or private institution for education or learning including athletic or recreational facilities, which does not include lodging. These schools offer vocational and technical training in a variety of technical subjects and trades. Training may lead to job-specific certification.

School for the Arts - A school where classes in the various arts (e.g., dance, painting, sculpting, singing) are taught to four (4) or more persons at a time. As differentiated from a "vocational school", such schools are usually attended by persons of all ages where professional placement after graduation is not of significant importance. A school giving martial arts instruction (i.e., martial arts school shall be considered a separate use).

Second-Hand and Consignment Shop - A retail establishment where clothes, furniture, and other household goods are sold to the general public on a consignment, retail, or not-for-profit basis. A "pawn shop" shall not be considered as being a "second-hand shop".

Septic Tank Cleaning Service - A base of operations for a septic tank cleaning service. Areas designated for the disposal of septic tank waste shall be deemed a separate principal use.

Setback - the distance on a Lot measured from the ~~Lot~~ **property** line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of Encroachments.

Setback Line, Building - A line establishing the minimum allowable distance between the nearest portion of any building and the street right-of-way line or any other lot line when measured perpendicularly.

Setback, Front - Any Setback from a ~~street or road.~~ **right-of-way line.**

Setback, Rear - Any Setback other than a Front Setback that provides a usable outdoor space. (Any Lot having two or more Front Setbacks may not have to provide a Rear Setback.)

Setback, Side - Any interior property line Setback other than a Rear Setback.

Sewer System, Public- The Union County Sewer System.

Shopping Center - A group of two (2) or more retail or service establishments constructed and developed in one (1) or more phases with customer and employee

Examples of Setback Definitions in Surrounding Municipalities

Huntersville –

Setback, established: The distance between a street line and the front building line of a principal building or structure, as constructed, projected to the side lot lines. See also Yards.

Setback, required: The minimum distance required by this ordinance or established by recorded plat between the street right-of-way line and the front building line of a principal building or structure, projected to the side lines of the lot. For flag lots, the minimum setback shall be measured between the front property line of the buildable portion of the lot and the front building line of the principal structure, projected to the side lines of the lot.

Matthews –

Setback, Established: shall mean the distance between a street line and the front building line of a principal building or structure, as constructed, projected to the side lines on the lot.

Setback, Required: shall mean the minimum distance required between a street line and the front building line of a principal building or structure, projected to the side lines of the lot.

Cornelius -

Setback: The shortest horizontal distance from the property line or right-of-way to the nearest point (leading edge) of the structure or its supporting member whichever is nearest to the property line or right-of-way.

Davidson –

Setback Established: The distance between a street right-of-way line and the front building line of a principal building or structure, as constructed, projected to the side lot lines. See also Yards.

Setback Required: The minimum distance required by this ordinance or established by recorded plat between the street right-of-way line and the front building line of a principal building or structure, projected to the side lines of the lot. In the Village Center planning area, the setback is measured from the back of the curb to the building line. See also Yards.

Mint Hill –

Setback, Established: The distance between a road right-of-way or property line and the front, side or rear of a building or structure, as constructed.

Setback, Rear: The distance between property line or a road right-of-way, whichever is closer to the proposed structure, and the rear of a building or structure, whichever is closer to the proposed structure, that shall remain unoccupied and unobstructed upward except as may be permitted elsewhere in this Ordinance.

Setback, Required: A minimum distance required for front, rear and side yards in the various zoning districts measured inward from a property line or a road right-of-way, whichever is closer to the proposed structure, that shall remain unoccupied and unobstructed upward except as may be permitted elsewhere in this Ordinance.

Setback, Side: The distance between property line or a road right-of-way, whichever is closer to the proposed structure, and the side of a building or structure, that shall remain unoccupied and unobstructed upward except as may be permitted elsewhere in this Ordinance.

monument signs.

Sign, Real Estate - A sign that is used to offer for sale, lease, or rent the premises upon which such sign is placed.

Sign, Roof - A sign erected or maintained in whole or in part upon or over the roof or parapet of a building and does not include theatre marquee signs.

Sign, Temporary - Signs used to announce or advertise specific events which have a definite beginning and end date/time.

Sign, Theatre Marquee – Vertical signs projecting from the side of a building or a roof structure which may or may not incorporate changeable type.

Sign, Wall - Flat signs or lettering which are painted or attached to the wall of a building or structure.

Sign, Window - Flat signs or lettering which are painted or attached to the **inside of a window or door** of a building or structure. These signs also include retail window displays which are intended to showcase/advertise goods and products to pedestrians on the sidewalk.

Small Equipment Repair/Rental - The repair and/or rental of small equipment as a primary use including televisions, computers, cleaning equipment, vacuum cleaners, and other equipment that can be transported by automobile, small truck/van.

Spinner - A wind activated, propeller-type device, which may or may not be attached to advertising copy.

Stadium - A structure or facility designed, intended, or used primarily for outside and/or inside athletic events or other performances and containing seating for spectators of those events, but not including a racetrack. The sale of beverages, snack foods, and sundries geared to on- premise consumption or usage by spectators shall be permitted.

Staging Space - An area of temporary standing storage for one automobile awaiting drive-in service or commodity pick-up. The storage space shall be at least nine (9) feet in width and twenty (20) feet in length.

Storage, Open-Air - The storage of goods, bulk materials or discarded items in the open or under a structure containing a roof but no walls.

appurtenance attached thereto. These spacing provisions shall not apply if the conditions in Subsection A herein are met.

62. Restaurants (Within Other Facilities)

- A. A restaurant may be allowed as a permitted accessory use in a Office or Commercial District where located within a use allowed in such a district. Such restaurant shall be designed to serve customers or users of such use. Examples of such uses include snack shops in department or variety stores, employee cafeterias, snack shops or canteens in office buildings, bowling alleys, etc.
- B. Access to such restaurant shall not be directly available from the outdoors.
- C. Separate off-street parking spaces for such use shall not be required.
- D. The restaurant shall be allowed up to sixteen (16) square feet of exterior wall identification signage. Said signage shall be included as part of the signage allowed for the principal use. No freestanding signs for said restaurant shall be allowed.
- E. The aggregate gross area of all restaurants within any building shall occupy no greater than ten (10) percent of the gross floor area of the building.

63. Roofing Repair and Installation, Sheet Metal

- A. All open storage areas shall meet the requirements of Section 9.8.2.

64. Seasonal Outdoor Sales

- A. Seasonal outdoor sales, including the sale of such items as Christmas trees and pumpkins, seasonal produce (excluding farmers' market as defined in Section 8), and other similar seasonal products, may take place on a vacant or developed lot. Each seasonal outdoor sales activity is limited to a maximum of forty-five (45) consecutive days. Not more than three events are allowed per calendar year per parcel of land.
- B. Seasonal outdoor sales shall comply with the temporary sign standards listed in Section ~~13.16~~ 13.9.12.
- C. A temporary zoning use permit is required for the temporary display and/or sale of products that are not contained within the principal building.
- D. All temporary seasonal outdoor sales displays shall comply with the following standards:

11 | Schedule of District Regulations

1. The property shall contain an area that is not actively used that will support the proposed temporary sale of products, without encroaching into or creating a negative impact on existing buffers, landscaping, traffic movements, or parking space availability.
2. All required setbacks for the zoning district in which the temporary display is located must be met.
3. The proposed display and/or sale of goods, products and/or services for commercial purposes may not occur within one hundred (100) feet of a residential dwelling unit.
4. Tents and other temporary structures shall be located so as not to interfere with the normal operations of any permanent use located on the property.
5. Tents and other temporary structures shall be compatible with the predominant color of the principle structure on the premises. If the lot is vacant, the predominant color of the tents and temporary structures shall be compatible with the environs.
6. Parking shall be adequately provided for the proposed sale of the products. The parking areas shall be located so as to avoid undue interference with the use of public streets and alleys.
7. The temporary sale of products will not cause interference with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided.
8. The hours of operation of the temporary sale of products shall be from no earlier than 7:30 AM to no later than 10:00 PM, or the same hours of operation of the principle uses, whichever is more restrictive.
9. Any lighting used for the temporary display / sale of products shall meet the requirements listed in Section 12.12.
10. All signage shall meet the requirements listed in Section ~~13.16~~ 13.9.12.

65. Shopping Center

- A. Uses in a shopping center are limited to those that are allowed in the underlying zoning district. Any use shown as a "conditional use" shall require the issuance of a conditional use permit in a shopping center irrespective of the size of that shopping center.

66. Stadiums

- A. Stadiums located in a Residential (R) district shall be limited to those constructed for use primarily by teams representing junior high schools, middle schools, high schools, colleges, or universities. Such structures may be either principal or accessory structures.
- B. Access to the site shall be provided by major or minor thoroughfares only.

2. Attached Sign Standards

Sign Type	Permitted Location	Maximum Area	Max. Height	Encroachments	Maximum Number	Additional Requirements/ Provisions
Wall Signs	C-1, OIS, UN	<u>Primary:</u> 1 sq ft per linear ft of building wall (32 sq ft maximum) <u>Secondary:</u> Half the size of primary sign	No sign shall extend above roofline	No encroachment allowed	<ul style="list-style-type: none"> • Single-Tenant Buildings: 1 sign per building elevation; maximum 3 total per building (1 primary and 2 secondary signs) • Multi-tenant Buildings: 1 sign per building elevation per tenant; maximum of 2 total per tenant (1 primary and 1 secondary sign) • 1 per level 	<ul style="list-style-type: none"> • 12 inch maximum protrusion • For <u>Changeable Copy Signs</u>, see 13.9.4 • For <u>Illuminated Signs</u>, see 13.10
	C-2, C-3, I-1, I-2, NMX, OS	<u>Primary:</u> 10% of wall area (64 sq ft maximum) <u>Secondary:</u> Half the size of primary sign				
	C-4, TC, MS	32 sq ft for ground level; 9 sq ft for upper levels				
Window / Door Signs	Non-residential uses in all Districts	30% of total glass area on any one side of the building	n/a	No encroachment allowed	n/a	<ul style="list-style-type: none"> • For <u>Neon Signs</u>, see 13.10 (Sign Illumination) • Attached to inside of window or door
Awning / Canopy Signs	C-1, OIS, C-2, C-3, C-4, I-1, I-2, UN, NMX, TC, MS, OS	12 sq ft	n/a	May encroach over sidewalk area to within 4 ft of curb and shall have 8 ft clearance	1 located on elevation which contains principal pedestrian entrance	<ul style="list-style-type: none"> • Valance shall not exceed 12 inches in height
Theatre Marquee Signs	Theaters only (where allowed)	32 sq ft	n/a	May encroach over sidewalk area to within 4 ft of curb and shall have 8 ft clearance	1 per tenant	<ul style="list-style-type: none"> • Such signs must be perpendicular to the façade of the building or at a 45 degree angle from the corner of the building. • For <u>Changeable Copy Signs</u>, see 13.9.4
Projecting/ Suspended Signs	C-4, NMX, TC, MS, OS	16 sq ft	n/a	May encroach over sidewalk area to within 4 ft of curb and shall have 8 ft clearance	1 per tenant	n/a
Address / Tenant	All Districts	6 sq ft	n/a	No encroachment	1 per entrance including shared	n/a

soft drinks or other items where the brand is not apparent. The mural also shall not include legible text, picture, symbol or device of any kind that relates to a commercial business, product or service offered on the premises where the wall is located.

5. Materials: Materials used to produce the mural shall be appropriate for outdoor-use, long-lasting, and graffiti-resistant to the greatest extent possible. Colors should be harmonious with the exterior colors of the building. Neon, fluorescent, or reflective colors or materials are not permitted.
6. Illumination: Murals may be externally lighted with building proportionate spot lighting, gooseneck or similar. Fixtures should be adequately spaced, 4 (four) to 6 (six) feet apart. No ground mounted up lighting is allowed.

12. Seasonal Outdoor Sales:

- A. Applicability: Seasonal Outdoor Sales signs shall be allowed for temporary seasonal uses under the regulations of Section 11.3.64 *Seasonal Outdoor Sales* of the UDO.
 1. Location: Shall be located on premise. Shall not be located within a public street right-of-way or within a required sight triangle, and shall not be attached to trees or utility poles.
 2. Maximum Number: One (1) sign per temporary use.
 3. Surface Area: Thirty-two (32) square feet maximum surface area.
 4. Height: Six (6) feet maximum height.
 5. Time Period: Temporary sign permits may be granted up to three (3) times a calendar year for a maximum of forty-five (45) consecutive days each time per parcel of land.
 6. Illumination: Seasonal Outdoor Sale signs shall not be internally illuminated but the sign may be illuminated from an external source and shall be lit only during the hours of operation.
 7. Construction Type: Pylon signs and banners are permissible.

Seasonal Outdoor Sign Regulation from Previous Sign Ordinance

Reference Only

B. Seasonal Outdoor Sales

May erect one temporary sign; provided such sign shall not be illuminated, located within a public street right-of-way or within a required sight triangle, and shall not be attached to trees or utility poles. Temporary sign permits may be granted up to three (3) times a calendar year for a maximum of forty-five (45) consecutive days each time per parcel of land. The Zoning Administrator shall charge a fee in accordance with Section 13.5 for signs not removed within time stated. The maximum size allowed is eighteen (18) square feet. The temporary sign may be illuminated from an external source and shall be lit only during the hours of operation.

13.10 ADDITIONAL STANDARDS FOR SIGNS

1. Historic Buildings

- A. Applicability: Wall signs on historic buildings, with the exception of signs approved by conditional use permit and/or conditional zoning.
- B. Location: Wall signs on historic buildings shall be placed within the sign frieze, or distinct place within which a wall sign was intended to be located, if the building was designed for such. No wall sign shall extend beyond such space. If there is no sign frieze, the wall sign shall be placed below the typical second floor window area.
- C. Design: The design and coloration of such signs shall be compatible with the character of the building as determined by the Zoning Administrator.

2. Union County Public Schools

- A. Signs for Union County Public Schools shall be subject only to the sign regulations in 9.22.3.E.

13.11 SIGNS THAT DO NOT REQUIRE A PERMIT

1. Temporary Signs:

- A. Window Signs:
 - 1. Location: affixed to the inside of a window **or door**.
 - 2. Surface Area: Shall not exceed a cumulative total for all signs of 30% of the total glass area on any one side of the building as outlined in Section 13.7.2 "Window/Door Signs."
- B. Temporary Banners for Schools:
 - 1. Applicability: Elementary and secondary schools
 - 2. Location: Securely attached to exterior walls of school
 - 3. Maximum Number: 3 banners
 - 4. Surface Area: 32 square feet maximum
 - 5. Time Period: Shall be displayed no earlier than 10 days prior to the first day of school and shall be removed no later than 10 days after the last day of school.
- C. Yard Sale Signs:
 - 1. Location and Number: One yard sale sign may be posted on premise, and up to three off-premise. May not be located within a public right-of-way nor placed on a tree, street sign or utility pole.
 - 2. Surface Area: 4 square feet maximum for each sign
 - 3. Height: 4 feet maximum
 - 4. Time Period: Limited to 72 hours in any 90 day period
 - 5. Illumination: Prohibited

14 | Conditional Use Permits

Ten copies of an application (and all attachments and maps) for a Conditional Use Permit shall be submitted to the Town. Eight (8) copies shall be for Planning Board review, and two (2) copies for staff.

Once complete, the Administrator shall notify the Town that a public hearing shall be scheduled.

14.4 PUBLIC HEARING (CU permit cases are quasi judicial, all witnesses to be sworn in)

Prior to the Board of Commissioners making a decision on a Conditional Use Permit, a public hearing shall be conducted. A quorum of the Board of Commissioners is required for such hearing. Notice of said public hearing shall be as follows:

1. A notice shall be published in a newspaper having general circulation in Waxhaw once a week, for two (2) successive weeks, the first notice to be published not less than ten (10) days nor more than twenty-five (25) days prior to the date established for the hearing.
2. At least one (1) notice shall be conspicuously posted on the subject property at least ten (10) days prior to the public hearing. The notice shall be removed only after the public hearing has been held. Existing
3. A notice of the public hearing shall be sent by first class mail by the Administrator to all contiguous property owners at least ten (10) days prior to the public hearing.

14.5 PLANNING BOARD REVIEW AND RECOMMENDATION

Once the application has been accepted, the Planning Board shall review the Conditional Use application. The Planning Board may, in its review, suggest reasonable conditions to the location, nature, and extent of the proposed use and its relationship to surrounding properties, parking areas, driveways, pedestrian and vehicular circulation systems, screening and landscaping, timing of development, and any other conditions the Planning Board may find appropriate. Such conditions may include dedication of any rights-of-way or easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.

The Planning Board shall forward its recommendation to the Board of Commissioners within forty-five (45) days of receiving the application. If a recommendation is not made within forty-five (45) days, the application shall be forwarded to the Board of Commissioners without a recommendation from the Planning Board. **Notwithstanding the forgoing, the Planning Board may extend a longer time period with consent of the applicant.**

Amendment to Unified Development Ordinance | 16

accordance with principles underlying the Town's comprehensive zoning plan, he shall apply for rezoning to the appropriate Conditional Zoning District and specify the nature of his proposed development.

4. Planning Board Review and Recommendations

The Planning Board shall consider the application for amendment at the Planning Board Meeting. The Planning Board shall have a maximum of forty-five (45) days from the date of the public meeting to make a recommendation on the application, except for the sixty-two (62) day requirement for Conditional Zoning Districts. If a recommendation is not made during said time period, the application shall be forwarded to the Board of Commissioners without a recommendation from the Planning Board. **Notwithstanding the forgoing, the Planning Board may extend a longer time period with consent of the applicant.**

- A. If a recommendation is made to the Board of Commissioners by the Planning Board concerning an application for rezoning said recommendation shall be as follows:
 - 1. Grant the rezoning as requested, or
 - 2. Grant the rezoning with a reduction of the area requested, or
 - 3. Grant the rezoning to a more restrictive general zoning district or districts, or
 - 4. Grant the rezoning with a combination of Section 16.1.4(A)(2), or 16.1.4(A)(3), or
 - 5. Deny the rezoning as requested.

The list of general zoning districts in descending order of restrictiveness shall be:

- | | |
|---------|----------|
| 1. OS | 12. C-1 |
| 2. R-1 | 13. C-2 |
| 3. R-2 | 14. C-3 |
| 4. R-3 | 15. TC |
| 5. R-4 | 16. MS |
| 6. TND | 17. C-4 |
| 7. RM-1 | 18. CPUD |
| 8. RM-2 | 19. IPUD |
| 9. UN | 20. I-1 |
| 10. OIS | 21. I-2 |
| 11. NMX | |

- B. If a recommendation is made to the Board of Commissioners by the Planning Board concerning an amendment to change the text or map of this Ordinance, said recommendation shall be as follows:

16 | Amendment to Unified Development Ordinance

1. Adoption of the amendment as written, or mapped.
2. Adoption of the amendment as revised by the Planning Board, or
3. Denial of the amendment.

5. The Board of Commissioners Shall Hold a Public Hearing

The Board of Commissioners shall receive public comment on applications for amendments to this Ordinance in a Public Hearing at a time and place to be announced by public notice. A Quorum of the Commissioners is required for such hearing.

6. Public Hearing and Notice Thereof

A public hearing as mentioned above shall be held by the Board of Commissioners before adoption of any proposed amendment to this Ordinance. Notice of the public hearing shall be given as follows:

- A. A notice of the public hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the town. The notice shall be published the first time not less than ten (10) days nor more than twenty-five (25) days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.
- B. Whenever there is a zoning classification action involving a parcel of land, the owner of that parcel of land as shown on the county tax listing, and the owners of all parcels of land abutting that parcel of land as shown on the county tax listing, shall be mailed a notice of the proposed classification by first class mail at the last addresses listed for such owners on the county tax abstracts; provided that this sentence does not apply in the case of a total rezoning of all property within the corporate boundaries of a municipality. The person or persons mailing such notices shall certify to the Board of Commissioners that fact, and such certificate shall be deemed conclusive in the absence of fraud.
- C. When a zoning map amendment is proposed, at least (1) notice shall be conspicuously posted on the subject property at least ten (10) days prior to the public hearing. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the town shall post sufficient notices to provide reasonable notice to interested persons.

7. Board of Commissioners Action

The Board of Commissioners shall not consider the adoption of any proposed application for amendment until after the Planning Board makes a recommendation, or fails to make a recommendation within the time allowed.

21.6.4 Mixed-Use and Commercial Buildings Design Standards

21.6.4.A Applicability: The standards of this section shall apply to those structures in the NMX, TC, and MS districts except those which have primarily residential frontages (including Live-Work buildings in NMX).

21.6.4.B Roof and Eaves

1. Flat roofs are permitted but shall be detailed with a parapet to conceal all rooftop appurtenances from view of any public the street.
2. Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that roofs for porches and attached sheds roofs may be no less than 2:12
3. Flush eaves must be finished by profiled molding or gutters.
4. All roofs shall have a minimum 25-year roof warranty and no visible roll roofing.

21.6.4.C Façade Treatment and Building Walls

1. Architectural elements like windows and doors, bulkheads, masonry piers, transoms, cornice lines, window hoods, awnings, canopies, and other similar details must be used on all facades facing public rights-of-way.
2. ~~**Materials:** Commercial building walls shall be brick, cut stone (residential applications such as field stone and ledge stone are prohibited), cementitious fiber board, or wood clapboard. Cement fiber, hard coat stucco and wood components of a building shall not comprise more than 10% of the total building exterior. Regular or decorative concrete block and EIFS type stucco may be used on building walls not visible from a public street or as an accent material only. All accessory buildings must be clad in materials similar in appearance to the principal structure. With the exception of the MS zoning district, repainting of painted surfaces shall not require a zoning use permit.~~

Materials: Commercial building walls shall primarily consist of the following materials: brick, cut stone, cementitious fiber board, or wood clapboard (residential applications such as field stone and ledge stone are prohibited). Regular or decorative concrete block as well as EIFS-type stucco may be used as the primary material on building walls not visible from a public street at the time of construction. The following materials shall not comprise more than 10% of the commercial building exteriors that are visible from a public street: Cementitious fiber board, hard-coat

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stucco, EIFS-type stucco, wood components, or regular or decorative concrete block. All accessory buildings must be clad in materials similar in appearance to the principal building. With the exception of the MS zoning district, repainting of painted surfaces shall not require a zoning use permit.

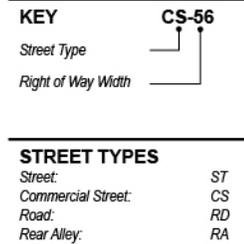
a. **Special Requirements for the MS zoning district:**

1. Commercial building walls shall retain their original brick building walls with the exception of buildings with existing wood siding or other materials. Decorative concrete and wood are permitted as accent materials and shall not comprise more than 10% of the total building exterior.
2. Design changes to the façade or alterations to the exterior of an existing building require a Conditional Use Permit in accordance with Article 14 of the UDO with the following exceptions:
 - Addition of awnings or repainting of painted surfaces shall require the issuance of a zoning use permit. If the Zoning Administrator determines that the proposed changes are not compatible with surrounding environs and denied the zoning use permit, the applicant may choose to seek approval from the Board of Commissioners through the conditional use permit process.
 - Any property or structure awarded a grant by the Waxhaw Historic Preservation Commission through the Downtown Waxhaw Façade Improvement Program for rehabilitation that does not visually alter the façade of an existing building.
 - Any historically appropriate rehabilitation in accordance with the Waxhaw Historic Landmark Guidelines for Commercial Buildings where photographic evidence has been provided to verify that the rehabilitation will replicate a previous version of the same building wall/facade.
 - Demolition.
3. Any property or structure deemed a local historic landmark by Town Ordinance may need to obtain a Certificate of

21.8.3 Street Regulating Plan

Street Types

 RD-66 (Sec. 21.8.3.A)	 CS-VAR (Sec. 21.8.3.F)
 CS-62 (Sec. 21.8.3.B)	 ST-60 (Sec. 21.8.3.G)
 CS-75 (Sec. 21.8.3.C)	 ST-56 (Sec. 21.8.3.H)
 CS-70 (Sec. 21.8.3.D)	 ST-52 (Sec. 21.8.3.I)
 CS-64 (Sec. 21.8.3.E)	 RA-22 (Sec. 21.8.3.J)



Street sections shall be assigned based on:

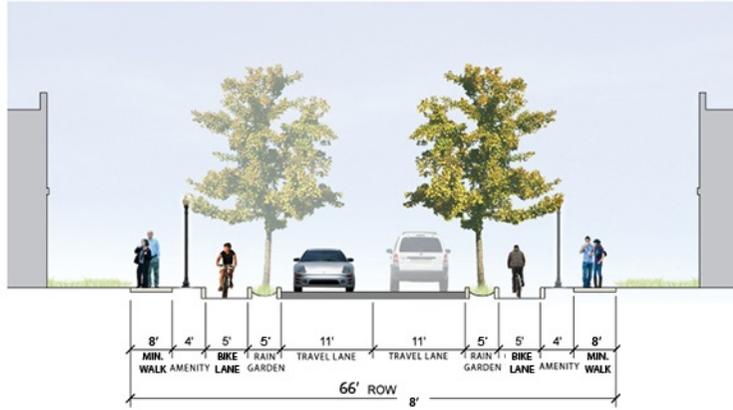
- Recommendation of any Traffic Impact Analysis of a development.
- Designated improvements shown in the adopted Downtown Vision Plan which includes recommended improvements for downtown streets, with emphasis on Broome Street and North and South Main Street, and recommendations of any other adopted plans.
- Right-of-way width.
- Topography and existing features.
- Standards of abutting street stubs.

The street sections indicate total right-of-way width, sidewalk and streetside zone amenities, parking lanes, travel lanes and other geometric and urban design details. **Street configuration and amenities (including parking) are subject to NCDOT regulations and may not be allowed within certain distances of intersections with NCDOT roads.** The street types are represented by an abbreviation of the street types in the key above followed by a number, which is the measurement of the total right-of-way width in feet.

21.8.3.A RD-66

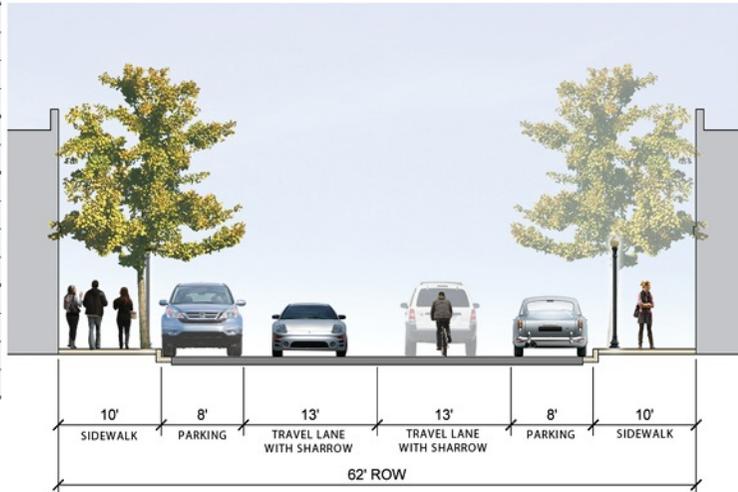
Section 21.8.3 Street Regulating Plan

Street Type	Road
Transect Zone Assignment	UN, NMX, MS, TC, OS
Right-of-Way Width	66 feet
Pavement Width	22 feet
Movement	Slow Movement
Design Speed	35 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	None
Bike Lanes	5 foot Protected Bike Lane
Curb Radius	10 feet
Walkway Type	8 foot Sidewalk
Planter Type	Rain Garden
Curb Type	Curb
Landscape Type	Trees at 40' o.c. Avg.



21.8.3.B CS-62

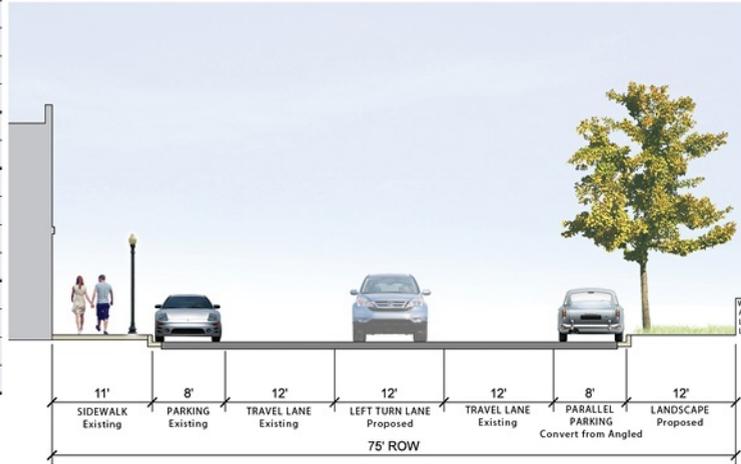
Street Type	Commercial Street
Transect Zone Assignment	NMX, MS, TC, OS
Right-of-Way Width	62 feet
Pavement Width	42 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic - One Way
Parking Lanes	2 Sides Parallel Parking
Bike Lanes	Sharrow
Curb Radius	10 feet
Walkway Type	10 foot Sidewalk
Planter Type	Tree Well
Curb Type	Curb
Landscape Type	Trees at 40' o.c. Avg.



Section 21.8.3 Street Regulating Plan

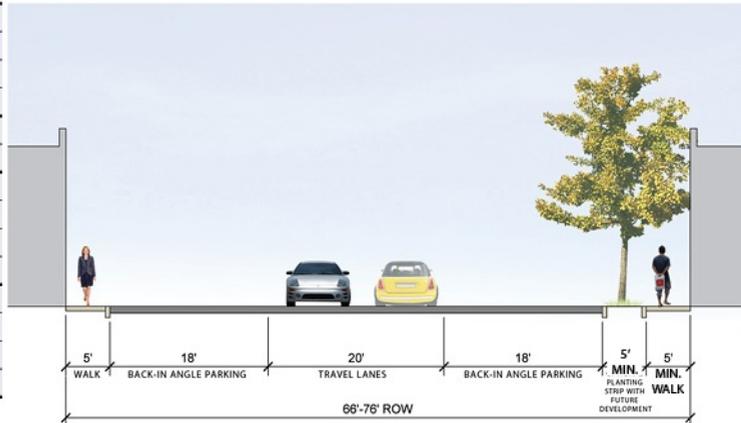
21.8.3.C CS-75

Street Type	Commercial Street
Transect Zone Assignment	NMX, MS, TC, OS
Right-of-Way Width	75 feet
Pavement Width	52 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Sides Parallel Parking
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	11 foot Sidewalk
Planter Type	Planting Strip
Curb Type	Curb
Landscape Type	Trees at 40' o.c. Avg.



21.8.3.D CS-70

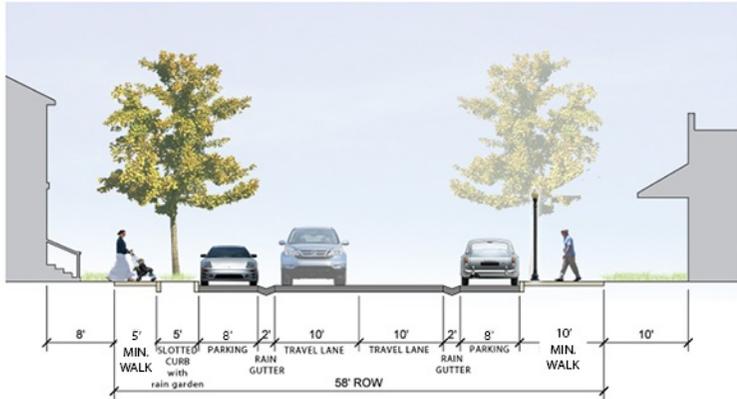
Street Type	Commercial Street - B Street
Transect Zone Assignment	NMX, MS, TC
Right-of-Way Width	71 feet
Pavement Width	56 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Side Reverse Back-In Angle Parking
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	5 foot Sidewalk
Planter Type	Planting Strip
Curb Type	Curb
Landscape Type	Trees at 40' o.c. Avg.



Section 21.8.3 Street Regulating Plan

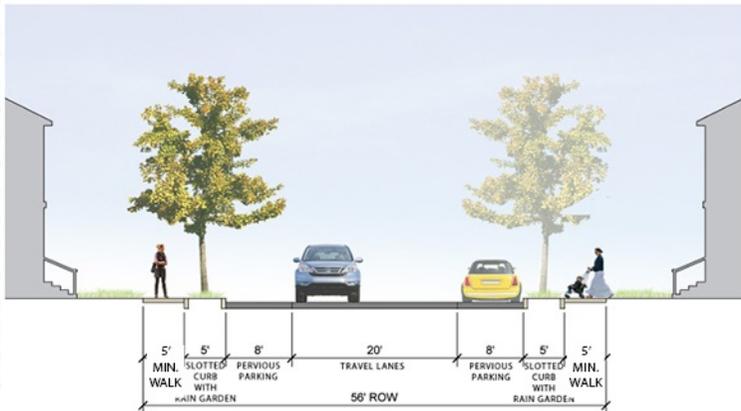
21.8.3.G ST-60

Street Type	Street
Transect Zone Assignment	UN, NMX, OS
Right-of-Way Width	58 feet
Pavement Width	38 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lane Through Traffic
Parking Lanes	2 Sides Parallel Parking
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	1 Side 5 foot Sidewalk, 1 Side 10 foot Sidewalk
Planter Type	1 Side Rain Garden, 1 Side Tree Well
Curb Type	Slotted Curb
Landscape Type	Trees at 40' o.c. Avg.



21.8.3.H ST-56

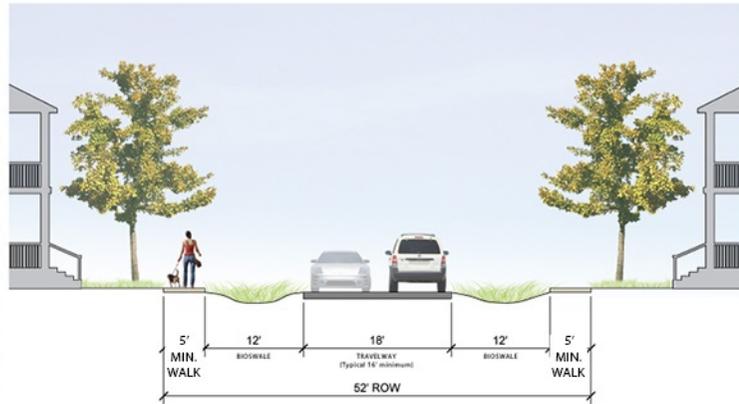
Street Type	Street
Transect Zone Assignment	UN, OS
Right-of-Way Width	56 feet
Pavement Width	36 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Sides Parallel Parking (perVIOUS paving)
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	5 foot Sidewalk
Planter Type	Rain Garden
Curb Type	Slotted Curb
Landscape Type	Trees at 40' o.c. Avg.



21.8.3.I ST-52

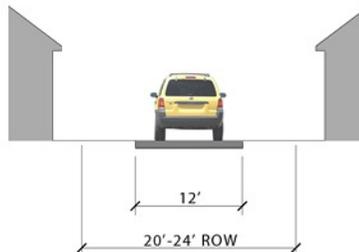
Section 21.8.3 Street Regulating Plan

Street Type	Street
Transect Zone Assignment	UN, OS
Right-of-Way Width	52 feet
Pavement Width	18 feet
Movement	Slow Movement
Design Speed	25 MPH
Traffic Lanes	2 Lane Through Traffic
Parking Lanes	N/A
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	5 foot Sidewalk
Planter Type	Continuous Bioswale
Curb Type	Bioswale
Landscape Type	N/A



21.8.3.J RA-22-12

Street Type	Rear Alley
Transect Zone Assignment	UN, NMX, MS, TC
Right-of-Way Width	22 feet
Pavement Width	12
Movement	Individual Lot Access Only
Design Speed	N/A MPH
Traffic Lanes	1 Lane Through Traffic
Parking Lanes	N/A
Bike Lanes	N/A
Curb Radius	N/A
Walkway Type	Path optional
Planter Type	N/A
Curb Type	N/A
Landscape Type	Trees at 40' o.c. Avg.



**Minutes of the Waxhaw Planning Board
Town of Waxhaw, NC
May 18, 2015**

The Waxhaw Planning Board met in a regular session Monday, May 18, 2015 at 6:30 p.m. at the Waxhaw Police Department Community Room.

Special Called Meeting

1. Call to Order

Vice-Chairman Underwood called the meeting to order at 6:30 pm.

2. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Vice-Chairman Underwood, Michael Kreimer, Fred Burrell, Dan Gingrich, James Mathieson, Staff Oakley, and Recording Secretary Oliver.

Absent: Chairman Godfrey, Bob Morgan, Thomas Dwyer, and John Cannamela.

3. Work Session

NONE

4. Unfinished Business

NONE

5. New Business

A. TA-003167-2015 is a request by the Town of Waxhaw Planning and Community Development Department to amend Section 8 Definitions, Section 11 Schedule of District Regulations, Section 13 Signs, Section 14 Conditional Use Permits, Section 16 Amendment to the Unified Development Ordinance, and Section 21 Downtown Code of the Unified Development Ordinance (UDO) to correct errors, add missing references, and to improve readability and comprehension of the text.

Staff Oliver gave a presentation on TA-003167-2015 (see attached).

Fred Burrell asked about seasonal outdoor sales and how the staff handles produce stands. Staff Oliver stated that produce stands are currently addressed in the UDO.

Fred Burrell asked why the town seems to be against internally lit signs. Staff Oliver stated that the sign ordinance was rewritten in 2013 and that the Board of Commissioners preferred externally lit signs for the town. He stated that it was most likely an aesthetic choice.

Fred Burrell asked about the time extension for Planning Board cases. Staff Oakley explained that the wording pertained to a situation when an applicant needs more time and that the applicant would have to agree to extend the review period. Fred Burrell stated that he was okay with the applicant needing more time as long as the Planning Board was not delaying the case.

Fred Burrell asked that in Section 21.6.4.C of the UDO that the proposed text “at the time of construction” be removed.

Fred asked about the proposed text on page 21-64 of the UDO. Staff Oakley explained the intersection issue with the Historic Venture project that brought about the proposed text amendment. Fred Burrell asked that language following the text “subject to NCDOT regulations” on page 21-64, be removed.

James Mathieson asked about gravel being previous. Staff Oliver stated that according to DEHNR gravel is an impervious paving material.

Michael Kreimer motioned to send favorable for TA-003036-2014 to the Board of Commissioners on TA-003167-2015 with the proposed amendments. Dan Gingrich seconded the motion with amendments included. The motion passed unanimously (5-0).

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

Staff Oakley stated that the last cases were heard by the Planning Board was in February. She stated that the McCray Smith rezoning was approved by the Board of Commissioners to be zoned C-1 Neighborhood Commercial. Staff Oakley stated that the 12 month limitation for reapplication on rezonings and conditional district rezonings text amendment was approved by the Board of Commissioners.

Staff Oakley stated that more cases will be heard by the Planning Board in the coming months.

Commissioner Warner stated that he was the commissioner assigned to represent the Planning Board. He stated that the Planning Board voted to send an unfavorable recommendation to the Board of Commissioners on the McCray Smith rezoning and that the Board of Commissioner approved the rezoning and may have had a change in attitude to make the political environment more favorable for development.

7. Minutes for correction and approval: February 23, 2015 special meeting

Fred Burrell motioned to approve the minutes from the February 23, 2015 special meeting. Michael Kreimer seconded. The motion passed unanimously, (5-0).

8. Adjournment

Vice-Chairman Underwood motioned to adjourn the meeting at 6:52 p.m. Fred Burrell seconded. The motion passed unanimously, (5-0).

The meeting adjourned at 6:52 p.m.

Respectfully Submitted,

Vice-Chairman, Gary Underwood

Recording Secretary, Maxx Oliver

Town of Waxhaw Planning Board

Waxhaw Police Department Community Meeting Room
Monday, May 18, 2015

TA-003167-2015 Clean-Up Text Amendment

Petition TA-003167-2015 is a request by the Town of Waxhaw Planning and Community Development Department to amend Section 8 Definitions, Section 11 Schedule of District Regulations, Section 13 Signs, Section 14 Conditional Use Permits, Section 16 Amendment to the Unified Development Ordinance, and Section 21 Downtown Code of the Unified Development Ordinance (UDO) to correct errors, add missing references, and to improve readability and comprehension of the text.

Background

- The clean-up text amendment seeks to correct errors, add missing references, fix inconsistencies and overall improve readability and comprehension.

Section 8.2 Lot Coverage, Section 8.2 Setback, Section 8.2 Setback, Front, Section 8.2 Sign, Window

Lot Coverage - That portion of a lot occupied by buildings, structures and/or improvements, including paving and/or surface treatment materials (~~previous~~ **impervious** paving materials, gravel, etc.).

Setback - the distance on a Lot measured from the ~~Lot~~ **property** line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of Encroachments.

Setback, Front - Any Setback from a street, ~~or road,~~ **or right-of-way line.**

Sign, Window - Flat signs or lettering which are painted or attached to the ~~inside of a window or door~~ **inside of a window or door** of a building or structure. These signs also include retail window displays which are intended to showcase/advertise goods and products to pedestrians on the sidewalk.

Section 11.3.64 Seasonal Outdoor Sales

64. **Seasonal Outdoor Sales**
- A. Seasonal outdoor sales, including the sale of such items as Christmas trees and pumpkins, seasonal produce (excluding farmers' market as defined in Section 8), and other similar seasonal products, may take place on a vacant or developed lot. Each seasonal outdoor sales activity is limited to a maximum of forty-five (45) consecutive days. Not more than three events are allowed per calendar year per parcel of land.
 - B. Seasonal outdoor sales shall comply with the temporary sign standards listed in Section ~~13.16~~ 13.9.12.
 - C. A temporary zoning use permit is required for the temporary display and/or sale of products that are not contained within the principal building.
 - D. All temporary seasonal outdoor sales displays shall comply with the following standards:

Section 13.7.2 Attached Sign Standards

Window / Door Signs	Non-residential uses in all Districts	30% of total glass area on any one side of the building	n/a	No encroachment allowed	n/a	<ul style="list-style-type: none"> • For Neon Signs, see 13.10 (Sign Illumination) • Attached to inside of window or door
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Section 13.9.12 Seasonal Outdoor Sales

12. **Seasonal Outdoor Sales:**
- A. **Applicability:** Seasonal Outdoor Sales signs shall be allowed for temporary seasonal uses under the regulations of Section 11.3.64 *Seasonal Outdoor Sales* of the UDO.
 - 1. **Location:** Shall be located on premise. Shall not be located within a public street right-of-way or within a required sight triangle, and shall not be attached to trees or utility poles.
 - 2. **Maximum Number:** One (1) sign per temporary use.
 - 3. **Surface Area:** Thirty-two (32) square feet maximum surface area.
 - 4. **Height:** Six (6) feet maximum height.
 - 5. **Time Period:** Temporary sign permits may be granted up to three (3) times a calendar year for a maximum of forty-five (45) consecutive days each time per parcel of land.
 - 6. **Illumination:** Seasonal Outdoor Sale signs shall not be internally illuminated but the sign may be illuminated from an external source and shall be lit only during the hours of operation.
 - 7. **Construction Type:** Pylon signs and banners are permissible.

Section 13.11.1 Temporary Signs

- 1. **Temporary Signs:**
 - A. **Window Signs:**
 - 1. Location: affixed to the inside of a window or door.
 - 2. Surface Area: Shall not exceed a cumulative total for all signs of 30% of the total glass area on any one side of the building as outlined in Section 13.7.2 "Window/Door Signs."

Section 14.5 Planning Board Review and Recommendation, Section 16.1.4 Planning Board Review and Recommendation

14.5 PLANNING BOARD REVIEW AND RECOMMENDATION

Once the application has been accepted, the Planning Board shall review the Conditional Use application. The Planning Board may, in its review, suggest reasonable conditions to the location, nature, and extent of the proposed use and its relationship to surrounding properties, parking areas, driveways, pedestrian and vehicular circulation systems, screening and landscaping, timing of development, and any other conditions the Planning Board may find appropriate. Such conditions may include dedication of any rights-of-way or easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.

The Planning Board shall forward its recommendation to the Board of Commissioners within forty-five (45) days of receiving the application. If a recommendation is not made within forty-five (45) days, the application shall be forwarded to the Board of Commissioners without a recommendation from the Planning Board. *Notwithstanding the forgoing, the Planning Board may extend a longer time period with consent of the applicant.*

4. Planning Board Review and Recommendations

The Planning Board shall consider the application for amendment at the Planning Board Meeting. The Planning Board shall have a maximum of forty-five (45) days from the date of the public meeting to make a recommendation on the application, except for the sixty-two (62) day requirement for Conditional Zoning Districts. If a recommendation is not made during said time period, the application shall be forwarded to the Board of Commissioners without a recommendation from the Planning Board. *Notwithstanding the forgoing, the Planning Board may extend a longer time period with consent of the applicant.*

Section 21.6.4.B Roof and Eaves

21.6.4.B Roof and Eaves

1. Flat roofs are permitted but shall be detailed with a parapet to conceal all rooftop appurtenances from view of any public ~~the~~ street.
2. Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that roofs for porches and attached sheds ~~roofs~~ may be no less than 2:12
3. Flush eaves must be finished by profiled molding or gutters.
4. All roofs shall have a minimum 25-year roof warranty and no visible roll roofing.

Section 21.6.4.C.2 Materials

Materials: Commercial building walls shall primarily consist of the following materials: brick, cut stone, cementitious fiber board, or wood clapboard (residential applications such as field stone and ledge stone are prohibited). Regular or decorative concrete block as well as EIFS-type stucco may be used as the primary material on building walls not visible from a public street at the time of construction. The following materials shall not comprise more than 10% of the commercial building exteriors that are visible from a public street: Cementitious fiber board, hard-coat stucco, EIFS-type stucco, wood components, or regular or decorative concrete block. All accessory buildings must be clad in materials similar in appearance to the principal building. With the exception of the MS zoning district, repainting of painted surfaces shall not require a zoning use permit.

Section 21.8.3 Street Regulating Plan

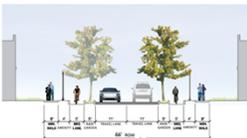
The street sections indicate total right-of-way width, sidewalk and streetside zone amenities, parking lanes, travel lanes and other geometric and urban design details. *Street configuration and amenities (including parking) are subject to NCDOT regulations and may not be allowed within certain distances of intersections with NCDOT roads.* The street types are represented by an abbreviation of the street types in the key above followed by a number, which is the measurement of the total right-of-way width in feet.

Section 21.8.3 Street Regulating Plan

21.8.3.A RC-66

Section 21.8.3 Street Regulating Plan

Street Type	Road
Transport Zone Assignment	UR, M&C, TC, OS
Right-of-Way Width	66 feet
Pavement Width	32 feet
Movement	One Movement
Design Speed	35 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	None
Bike Lanes	6 Foot Protected Bike Lane
Curb Radius	10 feet
Walkway Type	8 Foot Sidewalk
Planter Type	Planter
Curb Type	Curb
Landscape Type	Trees at 47' c.c. Avg.



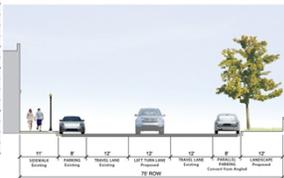
21.8.3.B CS-52

Street Type	Commercial Street
Transport Zone Assignment	M&C, TC, OS
Right-of-Way Width	62 feet
Pavement Width	42 feet
Movement	One Movement
Design Speed	35 MPH
Traffic Lanes	2 Lanes Through Traffic - One Way
Parking Lanes	2 Stiles Parallel Parking
Bike Lanes	None
Curb Radius	10 feet
Walkway Type	10 Foot Sidewalk
Planter Type	Planter
Curb Type	Curb
Landscape Type	Trees at 47' c.c. Avg.



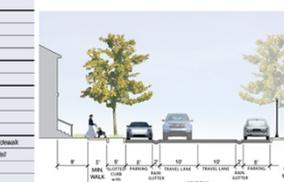
21.8.3.C CS-75 Section 21.8.3 Street Regulating Plan

Street Type	Commercial Street
Transport Zone Assignment	M&C, M&C, TC, OS
Right-of-Way Width	75 feet
Pavement Width	52 feet
Movement	One Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Stiles Parallel Parking
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	11 Foot Sidewalk
Planter Type	Planter Strip
Curb Type	Curb
Landscape Type	Trees at 47' c.c. Avg.



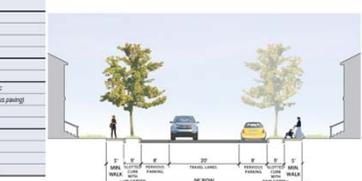
21.8.3.G ST-60 Section 21.8.3 Street Regulating Plan

Street Type	Street
Transport Zone Assignment	UR, M&C, OS
Right-of-Way Width	59 feet
Pavement Width	38 feet
Movement	One Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Stiles Parallel Parking
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	1 Stile 8 Foot Sidewalk, 1 Stile 10 Foot Sidewalk
Planter Type	1 Stile Planter; 1 Stile Tree Wall
Curb Type	Stitched Curb
Landscape Type	Trees at 47' c.c. Avg.



21.8.3.H ST-56

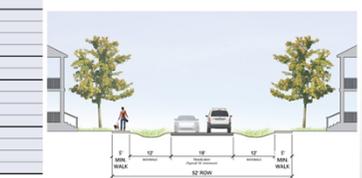
Street Type	Street
Transport Zone Assignment	UR, OS
Right-of-Way Width	56 feet
Pavement Width	36 feet
Movement	One Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	2 Stiles Parallel Parking (staggered pairing)
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	8 Foot Sidewalk
Planter Type	Rain Garden
Curb Type	Stitched Curb
Landscape Type	Trees at 47' c.c. Avg.



21.8.3.I ST-52

Section 21.8.3 Street Regulating Plan

Street Type	Street
Transport Zone Assignment	UR, OS
Right-of-Way Width	62 feet
Pavement Width	38 feet
Movement	One Movement
Design Speed	25 MPH
Traffic Lanes	2 Lanes Through Traffic
Parking Lanes	N/A
Bike Lanes	N/A
Curb Radius	10 feet
Walkway Type	8 Foot Sidewalk
Planter Type	Continuous Bioswale
Curb Type	Bioswale
Landscape Type	N/A



Planning Staff Recommendation

Planning Staff recommends approval of TA-003167-2015. Staff feels that the proposed amendments are minimal in nature and will correct errors, add missing references, and improve readability and comprehension of the Unified Development Ordinance.



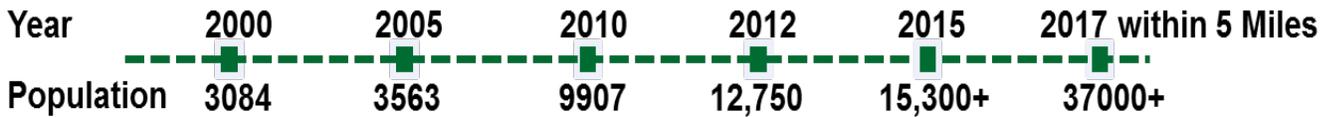
TOWN OF WAXHAW – BOARD PRIORITIES

Vision, Mission, Values
Strategic Imperatives
Goals and Objectives – 2015 – 2016

MAY 27, 2015
BOARD OF COMMISSIONERS
Town of Waxhaw

SECTION A. INTRODUCTION

Since 2010, the growth rate for the Town of Waxhaw stands at 29.3%, the most robust in the region.



This volume of growth has altered our landscape, presenting many challenges and shifting needs, including:

- Immediate and sustainable services
- Health Living lifestyle
- Economic Vitality
- Education at all levels

These shifting priorities create financial challenges at all levels of government. Municipalities like Waxhaw can no longer fund the demands of the community on their own. Rising costs, combined with the increased demand on tax dollar and the competition for combined funds, create economic uncertainty and the need to diversify our tax base. This also challenges the ability to plan rationally.

This document is the result of the Waxhaw Board of Commissioners seeing these shifts and the need to begin to set the direction and guide decisions for how Waxhaw will address these trends. Together the Town Board, the Town Manager, Department heads and Staff have developed this document, which includes:

- The Town's Strategic framework which includes our Vision, Mission and Values to guide Waxhaw, the strategic initiatives that prioritize the Town's work.
- Fiscal year 2015/16 goals and objectives associated with our Strategic Initiatives, and the responsible party assigned to ensure accountability

Key to this work effort is recognition that it is sustainable. Sustainability is simply defined as meeting the needs of the present without compromising the ability to meet the needs of the future. As such the Board of Commissioners has also initiated the following parallel work:

- Update of Waxhaw's Comprehensive Plan to anticipate the next 15 – 20 years
- A comprehensive rewrite of the Unified Development Ordinance (UDO)

Combined these work efforts will continue to encourage the Town to think of Waxhaw holistically in our planning, decision making and our actions.

SECTION B. STRATEGIC FRAMEWORK

What is and will Waxhaw be like as a place to live, work, or visit as the community's values and preferences are achieved? Our Vision and Mission statements combined with our values describe Waxhaw as we implement this work.

Vision

Waxhaw is a friendly vibrant and prosperous Town where history and creativity build an enduring, safe and healthy community for people of all ages to live, learn, work, play or grow a business.

Mission

The unique character of Waxhaw is preserved and enhanced through responsibly serving residents, visitors and the business community with integrity and innovation.

Values

- **Accountability** – Taking personal responsibility for our actions and decisions as well as their consequences, in order to establish trust between and among elected officials, Town staff, and the community at large.
- **Innovation** – Applying progressive thinking, creativity, and adaptability to continually improve all areas of operations, resulting in a more agile and efficient organization.
- **Integrity** – Forthright, honest and respectful in our interactions with each other and the public at all times, building and reinforcing confidence in our ability to consistently deliver high quality service and results.
- **Professionalism** – Behaving responsibly and proactively in our delivery of services to the public, characterized by the quality and diligence with which it is carried out.
- **Respect** – Acting in a manner that demonstrates awareness, acknowledgement, and acceptance of the value and difference in people, in roles, and in organizations.
- **Stewardship** – Responsible management of resources entrusted to our care using sound and responsive decision making to ensure services, programs and tax policies are affordable and sustainable over time.
- **Teamwork** – We cooperate, coordinate and work together and with our partners in the best interests of the Town of Waxhaw.

Strategic Initiatives

Our Strategic Initiatives set the direction for how the Town of Waxhaw will address the trends, the opportunities, and mandates facing the Town. The initiatives, when combined with the annual goals and objectives, need to be viewed as a whole that must be balanced to achieve a sustainable future. One initiative, and its associated goals and objectives shall not be pursued to the exclusion of the others.

Our Strategic Initiatives that the Town of Waxhaw will follow to achieve our vision include:

- **Givens**
 - **Strong Financial Performance:** Provide financial resources in a prudent and responsible manner through traditional and alternative sources of revenue, effective budgeting, and cost control with a focus on maintaining a healthy fund balance.
 - **Operational Excellence:** Plan, allocate resources, and operate all departments effectively and efficiently in order to meet the citizen's needs for local government services
 - **Consistent core Infrastructure and Services:** Support and enhance the quality of life for residents by delivering responsive and efficient services to all neighborhoods and maintaining reliable and cost-effective infrastructure and systems in a manner that emphasizes customer satisfaction, public service, and good stewardship of natural and fiscal resources

- **Immediate Opportunity**
 - **Promote Meaningful community building and engagement:** Engage our citizens to create an inclusive community where there is a sense of belonging, a place where there is trust, and where people know their neighbors
 - **Implement intelligent growth and economic development strategies**
To enhance the quality of life of the citizens by pursuing a balanced tax base by targeting businesses that will contribute sustainable, environmentally sensitive development and by planning for orderly growth and development
 - **Implement the Quality of life services our community desires:** Enhance Waxhaw's reputation for safety and maintaining our small town identity by providing a vibrant downtown, pedestrian friendly community, extensive park and greenspace system, and recreational and cultural activities.

- **Mid to Long Term Opportunity**
 - **Develop Productive public and private strategic partnerships:** We will build an active, vibrant community for residents of all ages through quality services, facilities, and programs through partnerships that meet the highest standards of excellence

SECTION C: FY 2015-16 Goals and Objectives

To address the Strategic Initiatives, the Town Board and Town Manager identified Goals for the FY2015-16 for each initiative. With Goals identified, staff developed quantifiable objectives to fulfill these goals for the fiscal year. Each of these Objectives has a “Responsible Party” assigned to ensure accountability and completion of each Objective.

The definition of each “Responsible Party” category is as follows:

- Board – Pure policy level decision, or within the Board’s sole realm of decision making authority.
- Management & Board – Recommendation by management to the Board with final Board approval required.
- Management – Operational decision within the organization.
- Town Attorney & Board – Recommendation by Town Attorney to the Board with final Board approval required.

Strategic Initiative: Strong Financial Performance

Goal: Create Revenue Sustainability in the Annual Budget.

- Project revenues in a conservative manner.
Responsible Party: Management/Board
- Prepare a five year revenue projection and update those projections annually.
Responsible Party: Management
- When investing Town funds, safety and liquidity will take precedence over yield.
Responsible Party: Management
- Evaluate the need for a Special Census in anticipation of the State moving Sales Tax revenue to a per capital distribution basis.
Responsible Party: Management
- Fund Balance appropriated shall not exceed an amount that management can reasonably expect to save during the year, except in cases of emergencies, or for one-time capital expenses.
Responsible Party: Management/Board
- Fund Balance will not be used to fund on-going operational expenses.
Responsible Party: Management/Board

Goal: Identify and Prioritize Capital Needs.

- With the Annual Budget, staff will recommend a Five-Year Capital Improvement Plan which will list each capital project, the estimated cost, the proposed funding source and the anticipated year in which the project is to occur.
Responsible Party: Management/Board
- When funding capital items, priority will be placed on the replacement of existing equipment, maintaining existing facilities, and making enhancements to existing facilities.
Responsible Party: Management/Board
- Capital projects related to new facilities not currently in existence will require the identification of a specific funding source.
Responsible Party: Management/Board

Goal: Appropriately Account for Town Funds.

- Annually, an independent certified public accounting firm will issue an official opinion on the Town's annual financial statements to the Board of Commissioners.
Responsible Party: Board
- The Board of Commissioners will create an Audit Committee of two Board members to meet with the auditors and discuss their findings.
Responsible Party: Board
- Financial systems will be maintained to monitor revenues and expenditures on a monthly, quarterly, and annual basis.
Responsible Party: Management
- Staff will provide a Financial Summary Report at a Board of Commissioners meeting on a quarterly basis.
Responsible Party: Management

Goal: Use Debt in a Responsible Manner.

- When financially feasible, the Town's first choice for financing capital projects will be pay as you go.
Responsible Party: Management/Board
- Capital projects financed through the issuance of bonds or through an installment purchase contract (N.C.G.S. 160-A 20) shall be financed for a period not to exceed the anticipated useful life of the project.
Responsible Party: Management/Board

Goal: Maintain Healthy Reserves.

- The Town will strive to maintain an Undesignated General Fund Balance equal to seven months (58%), of the general operating budget. These funds will be used to avoid cash flow interruptions, generate investment income, eliminate the need for short-term borrowing, and for use in the case of unanticipated emergencies.

Responsible Party: Management/Board

- In the Annual Budget, the Town will strive to reserve the equivalent of up to 2 pennies on the Town's property tax rate for the purpose of funding capital expenditures on a pay-as-you-go basis.

Responsible Party: Management/Board

- The Town will establish a General Fund Contingency Reserve to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs. This reserve will be budgeted at an amount up to 1% of recurring General Fund revenues estimated for that fiscal year.

Responsible Party: Management/Board

Strategic Initiative: Ensure Operational Excellence

Goal: Provide Exceptional Customer Service and Communication.

- Each employee's performance evaluation will reflect a focus on customer service.
Responsible Party: Management
- Any annual employee salary increases will be merit based as to encourage exceptional employee customer service and performance. The employee performance evaluation cycle will begin July 1st of each year.
Responsible Party: Management
- Establish an employee recognition program to recognize, reward and encourage exceptional customer service and performance.
Responsible Party: Management
- Utilize regular Town Manager/Employee meetings to enhance communication within the organization.
Responsible Party: Management

Goal: Identify Board of Commissioner and Town Manager Responsibilities and Protocols.

- In order to create a working environment where Board/Manager responsibilities and protocols are clearly defines and understood, conduct a Workshop on this topic.
Responsible Party: Management/Board
- Memorialize the agreed upon results of this workshop into Board of Commissioner/Town Manager Protocol Manual.
Responsible Party: Management/Board

Goal: Invest in Town Employees.

- Provide internal training opportunities for supervisors as well as front line staff.
Responsible Party: Management
- Require key staff to be active members of their State-wide professional associations.
Responsible Party: Management
- Promote and fund higher educational opportunities which will benefit employees and the Town.
Responsible Party: Management
- Implement the Salary Study results recently prepared by the COG.
Responsible Party: Management/Board
- Implement career development program for high performing employees.
Responsible Party: Management/Board

Goal: Measure the Performance of Town Services.

- The Town will develop performance metrics and productivity ratios to measure the performance of Town services.
Responsible Party: Management
- To the degree possible, these performance measures will be benchmarked against measures from other jurisdictions.
Responsible Party: Management
- Explore the possibility of participating in the North Carolina Performance Measurement and Benchmarking Project.
Responsible Party: Management

Goal: Improve Operational Effectiveness and Efficiency.

- Through the Annual Budget process make recommendations regarding organizational structure changes that will create a more effective and efficient organization.
Responsible Party: Management/Board
- Through the Annual Budget process create new cost centers (new Departments and Divisions) in order to capture the true cost of all Town services.
Responsible Party: Management/Board
- After the first 90-100 days of the Town Manager's employment, he will present his assessment of the Town's strengths and weaknesses and make recommendations to the Board for improvement.
Responsible Party: Management

Strategic Initiative: Improve Core Infrastructure and Services

Goal: Assess the Condition of Critical Infrastructure within the Town.

- Contract with an engineering firm to conduct an assessment of public infrastructure installed by developers without inspection oversight.
Responsible Party: Management
- Contract with an engineering firm to conduct an assessment of Town-owned street surfaces for the purpose of prioritizing street resurfacing projects.
Responsible Party: Management
- Determine the current street resurfacing schedule compared to the needed street resurfacing schedule.
Responsible Party: Management
- Work with Union County to determine the cause of water and sewer infrastructure issues in the downtown area.
Responsible Party: Management

Goal: Properly Maintain Critical Infrastructure within the Town.

- Contract with an engineering firm for assistance in developing an on-going street and associated infrastructure construction inspection program.
Responsible Party: Management
- Implement a street and associated infrastructure construction inspection program.
Responsible Party: Management/Board
- Develop a legal process by which streets and the associated infrastructure can be turned over to the Town when desired by property owners abutting that infrastructure.
Responsible Party: Town Attorney/Board
- Develop a plan with Union County to correct water and sewer infrastructure issues in the downtown area.
Responsible Party: Management

Goal: Improve Traffic Congestion and Traffic Safety.

- Review Hwy. 16 Corridor Plan and Downtown Plan for traffic impact.
Responsible Party: Management
- Determine if there are any transportation projects in Waxhaw that would qualify for the NCDOT's Congestion Mitigation and Air Quality Program (CMAQ).
Responsible Party: Management
- Determine if there are any Transportation Projects in Waxhaw that would qualify for the NCDOT's Spot Safety Program.
Responsible Party: Management
- Have a specific assessment conducted on Kensington Drive to determine the proper type of road this should be, and create design alternatives that will improve the road condition and safety.
Responsible Party: Management/Board

Strategic Initiative: Implement Intelligent Growth and Economic Development Strategies

Goal: Promote Economic Development, Jobs, and Tax Base Diversification.

- Develop and implement a comprehensive economic development strategy for the Town of Waxhaw
Responsible Party: Board
- Establish a clear purpose and mission for the Waxhaw EDC. Receive an annual work plan and presentation of accomplishments from the Waxhaw EDC
Responsible Party: Board
- Identify and implement the highest and best use of Town-owned property
Responsible Party: Management/Board
- Rewrite the UDO
 - Upon completion of the update to the Comprehensive Plan, create a staff/consultant/Planning Board based process to develop a new recommended UDO.
Responsible Party: Management/Board
 - Develop and implement a public engagement approach to ensure the UDO process involves community input and review before adoption.
Responsible Party: Management/Board

Goal: Support Downtown Development and Downtown Activities.

- Become a member of the NC Main Street Program.
Responsible Party: Management/Board
- Invest in a full-time Main Street Coordinator.
Responsible Party: Management/Board
- Main Street Coordinator will review the organizational structure of the Waxhaw Main Street program as it relates to other Town Boards and Committees and develop recommendations for improvement.
Responsible Party: Management/Board
- Conduct a downtown parking study to determine parking needs in the downtown area.
Responsible Party: Management/Board
- Engage downtown Board and Commission stakeholders to get input on the best use of the McDonald House.
Responsible Party: Management
- Begin implementation of the Wayfinding Plan.
Responsible Party: Management

Goal: Support Urban Area Development and Growth.

- Evaluate appropriate Master Plans and develop plan and timeline
Responsible Party: Management

Goal: Continue to Streamline the Permitting, Development and Inspection Process.

- Develop Performance Measures and identify benchmark partners to determine performance.
Responsible Party: Management
- Develop a customer survey for customers of the permitting, development and building inspection services to gauge satisfaction of these services.
Responsible Party: Management

Strategic Initiative: Promote Meaningful Community Building and Engagement

Goal: Provide Consistent and Meaningful Internal and External Communication.

- Develop a Public Engagement Process
Responsible Party: Management
- Develop an overall Town Communication Policy and Process
Responsible Party: Management
- Provide a weekly electronic Town Manager report to the Board of Commissioners and key staff.
Responsible Party: Management
- Distribute The Village News on a monthly basis.
Responsible Party: Management
- Update the Town's website design including improved mobile access.
Responsible Party: Management
- Expand the Town's Social Media presence.
Responsible Party: Management
- Have a "Town of Waxhaw" promotional presence in downtown events.
Responsible Party: Management
- Increase "electronic" communication between the Waxhaw Police Department and the citizens of Waxhaw.
Responsible Party: Management
- Develop a promotional campaign to educate citizens on the many services the Town provides.
Responsible Party: Management

Goal: Develop and Promote Town Legislative Priorities.

- Annually, the Board of Commissioners will meet to develop and adopt a list of legislative priorities for the Town.
Responsible Party: Board
- Evaluate the Town's legislative reach with, NCLM, COG, regional partners, State Legislators, etc...
Responsible Party: Board
- Have a strong Waxhaw Board of Commissioners presence at the annual Town Hall Day in Raleigh.
Responsible Party: Board

Goal: Support High Functioning Boards and Committees

- Establish a clear purpose and mission for each Board and Committee
Responsible Party: Board
- Create clear organizational structure for each Board and Committee
Responsible Party: Board
- Create clear rules of procedure for each Board and Committee
Responsible Party: Board and Attorney
- Create a consistent evaluation approach for each Board and Committee
Responsible Party: Board
- Each Board and Committee will create an annual work plan and funding needs plan to be presented to the Board.
Responsible Party: Management
- Create a consistent orientation package for each Board and Committee
Responsible Party: Management
- Conduct a training session with all Boards and Committees.
Responsible Party: Management
- Create a consistent recruitment plan and approach for each Board and Committee
Responsible Party: Board and Management

Strategic Initiative: Implement Quality of Life Services our Community Desires

Goal: Provide a Safe Community.

- Increase participation in the Neighborhood Watch Program.
Responsible Party: Management
- Promote the many special programs offered by the Waxhaw Police Department to the citizens of Waxhaw.
Responsible Party: Management
- Increase staff resources for the Police Department's Community Policing Division.
Responsible Party: Management Recommendation/Board Approval
- Work with Union County Schools to improve school safety zones.
Responsible Party: Management
- Support the Waxhaw Fire Department in their desire to increase their level of service.
Responsible Party: Board
- Appoint a staff liaison to the Waxhaw Volunteer Fire Department.
Responsible Party: Management

Goal: Offer High Quality Recreation Facilities.

- Complete the Operations and Maintenance Agreement with the YMCA.
Responsible Party: Management/Board
- Assuming the results of the due diligence process come back favorable, complete the property purchase with Wells Fargo related to the YMCA agreement.
Responsible Party: Board
- Develop options for expanding parking at Nesbit Park.
Responsible Party: Management
- Create a dedicated Parks Maintenance position with the FY15-16 Annual Budget.
Responsible Party: Management/Board

Goal: Offer High Quality Cultural and Recreational Programs.

- Engage the Museum of the Waxhaw's to see if there is a willingness to develop cultural recreation programming with the Town.
Responsible Party: Management
- Create a Parks and Recreation handbook to describe park facilities and recreation programs offered by (or in conjunction with) the Town.
Responsible Party: Management

Strategic Initiative: Develop Productive and Strategic Partnerships.

Goal: Build and Strengthen Strategic Partnerships.

- Work with Union County Public Schools to see if there is a more centralized location for the Alternate School.
Responsible Party: Management
- Work with Union County to identify how their new Parks and Recreation Master Plan will impact Waxhaw.
Responsible Party: Management
- Work with Southern Piedmont Community College to see if there is an interest in expanding classes and programs to Waxhaw.
Responsible Party: Management

Goal: Communicate with Local and Regional Partners.

- Hold a joint meeting with surrounding jurisdictions that are willing to meet and discuss forming partnerships around common interests and goals.
Responsible Party: Board
- Hold a meeting with our State Representatives, NCDOT, and surrounding jurisdictions to discuss local transportation issues.
Responsible Party: Board

Goal: Create Financial Partnerships.

- When feasible, the Town will seek financial partnerships with organizations in the community as a means of providing services in the most cost-effective way.
Responsible Party: Management/Board
- When improving or constructing Town-owned facilities, the Town will seek financial partnerships, when feasible, with organizations or individuals who benefit from those facilities in order to limit the use of public funds and to maximize the benefit of those funds.
Responsible Party: Management/Board

BUDGET ORDINANCE
TOWN OF WAXHAW, NORTH CAROLINA

Fiscal Year 2015-2016

BE IT ORDAINED by the Board of Commissioners of the Town of Waxhaw, North Carolina:

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Ad Valorem Taxes	\$5,657,141
Unrestricted Intergovernmental Revenues	\$2,295,400
Permits and Fees	\$1,022,327
Investment Earnings	\$20,080
Miscellaneous	\$22,500
Restricted Intergovernmental Revenues	\$300,000
Other Financing Sources	<u>\$1,650,000</u>
Total	\$10,967,448

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this Town:

General Government	\$1,449,773
Public Safety	\$2,710,387
Economic & Community Development	\$1,432,712
Culture & Recreation	\$555,426
Transportation	\$1,481,379
Environmental Protection	\$970,000
Other Financing Uses	<u>\$2,367,771</u>
Total	\$10,967,448

SECTION 3: It is estimated that the following revenues will be available in the Capital Projects Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Other Financing Sources	<u>\$4,232,500</u>
Total	\$4,232,500

SECTION 4: The following amounts are hereby appropriated in the Capital Projects Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this Town:

General Government	\$215,000
Public Safety	\$283,500
Culture & Recreation	\$1,874,000
Transportation	<u>\$1,860,000</u>
Total	\$4,232,500

SECTION 5: It is estimated that the following revenue will be available in the Property Rental Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Sales and Services	<u>\$78,360</u>
Total	\$78,360

SECTION 6: The following amounts are appropriated in the Property Rental Fund for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016 in accordance with the chart of accounts heretofore established for this Town:

General Government	<u>\$78,360</u>
Total	\$78,360

SECTION 7: It is estimated that the following revenue will be available in the Grant Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Restricted Intergovernmental	<u>\$223,127</u>
Total	\$223,127

SECTION 8: The following amounts are appropriated in the Grant Fund for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016 in accordance with the chart of accounts heretofore established for this Town:

Public Safety	\$49,127
Economic & Community Development	<u>\$174,000</u>
Total	\$223,127

SECTION 9: The operating funds encumbered on the financial records of June 30, 2015 are hereby reappropriated into this budget.

SECTION 10: There is hereby levied a property tax at the rate of thirty-six cents (\$0.36) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed as “Ad Valorem Taxes” in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$1,567,509,186 and the Fiscal Year 2014-2015 estimated rate of collection of .9894%.

SECTION 11: The corresponding “FY 2015-2016 Schedule of Fees” is approved with the adoption of this Annual Budget Ordinance.

SECTION 12: The corresponding “FY2015-2016 Pay and Classification Plan” is approved with the adoption of this Annual Budget Ordinance.

SECTION 13: The Town Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line-item expenditures within the same functional area within a fund.
- b. He may transfer amounts up to \$10,000 between functional areas within the same fund.
- c. He may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Annual Budget Ordinance as amended.

SECTION 14: Copies of the Annual Budget Ordinance shall be furnished to the Town Clerk, to the Board of Commissioners and to the Town Manager (Budget Officer & Finance Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this ____ day of June, 2015

Daune Gardner

Mayor

Attest:

Melody Shuler

Town Clerk

FEE SCHEDULE

Effective: July 1, 2015

PLANNING & COMMUNITY DEVELOPMENT FEES	
Technology Fee for ALL Permits and Applications	10% of Fee
Variance or Appeal Request	\$330
Rezoning	
▪ Less than 2 acres	\$300
▪ 2 – 10 acres	\$500
▪ Greater than 10 acres	\$1,000 + \$25 per acre
Conditional Zoning	
▪ Less than 2 acres	\$400
▪ 2 -10 acres	\$800
▪ Greater than 10 acres	\$1,500 + \$25 per acre
Conditional Use Permit	
▪ Less than 2 acres	\$400
▪ 2 – 10 acres	\$800
▪ Greater than 10 acres	\$1,500 + \$25 per acre
Amendment to approved CU Permit / Conditional Zoning	
▪ Minor amendment	\$100
▪ Major amendment (Less than 2 acres)	\$200
▪ Major amendment (2-10 acres)	\$400
▪ Major amendment (Greater than 10 acres)	\$750 + \$15 per acre
Text Change Request	
▪ Less than 3 paragraphs	\$300
▪ More than 3 paragraphs	\$500
Sign Permit	
▪ Permanent	\$40 (includes zoning compliance)
▪ Temporary (excludes civic signs & civic banners)	\$11
▪ Master Sign Plan	\$150
▪ Master Sign Plan Amendment	\$50
Zoning Use	* \$30
Zoning Permit (New Construction)	
▪ Residential (One & Two Family Dwellings)	\$85
▪ Other than One & Two Family Dwellings	\$275
▪ Temporary Structure	\$110 per 6 months
Zoning Permit (Accessory Structure or Additions)	

▪ Minor additions, no more than 25% or 500 SF unheated	\$30
▪ Minor additions, no more than 25% or 500 SF heated	\$55
▪ Major Addition	\$85
Certificate of Zoning Compliance	
▪ Residential (One & Two Family Dwellings)	\$85
▪ Other than One & Two Family Dwellings	\$275
Floodplain Development Permit	\$125
Expedition Fee	\$50
Burn Permit	\$10
Copy of Storm Water Manual	\$40
Zoning Verification Letter	\$25
Copy of 24" x 36" Map or smaller (black & white)	\$5
Copy of 24" x 36" Map or smaller (color)	\$7.50
Copy of Map larger than 24" x 36" (black & white)	\$8
Copy of Map larger than 24" x 36" (color)	\$12
<u>Subdivision Review Fees</u>	
Preliminary Subdivision Plan	
▪ Residential - Less than 50 lots	\$250
▪ Residential - 50 or more lots	\$500
▪ Non-Residential	\$500
Preliminary Construction Plan Review	
▪ Major Subdivision	\$275 per lot
Final Plat Review	
▪ Major Subdivision	\$55 per lot
▪ Minor Subdivision (up to 10 acres)	\$55 per lot
<u>Site Plan Review Fees - Other than One & Two Family Dwellings</u>	
<u>Additions/Renovations</u>	
Up to 5,000 sq. ft.	\$250
5,001 to 30,000 sq. ft.	\$500
Over 30,000 sq. ft.	\$750

<u>New Development</u>	
Less than 1 acre	\$1,100
1 to 10 acres	\$1,100 + \$200 per acre
10+acres	\$1,650 + \$200 per acre
Surcharge per detention on site	\$550
Surcharge for Traditional Neighborhood Development	\$550
<u>Revision Fees</u>	
Minor changes to an approved plan	\$110
(Examples of minor changes are ones that affect:	
less than one acre, two lengths of storm drainage pipe,	
one flood cross-section, or two single-family lots)	
Major changes to approved plans	\$500
Revisions to approved plats	\$200

BUILDING INSPECTION FEES

Section 1. One/Two Family/Townhouse

One / Two Family / Townhouses		
New Construction & Additions		
Building:		Per Square Foot
	Roofed:	.15
	Unroofed:	.10
	Modular Home:	\$300
Plumbing:		Per Fixture
		\$10
	Modular Home:	\$100
Mechanical:		Per Appliance
	New:	\$125

	Change out:	\$100
	Modular Home: Set Compressor Only:	\$100
Electrical:		Per Square Foot
		.12
	Saw Service:	\$60
	Service Change: No Additional Circuits Additional Circuits: Use Square Foot Charge	\$100
	Modular Home: Set Electrical Service Only:	\$100
Renovations/Up Fits		
Building:		Per Square Foot
		.12
Plumbing:		Per Fixture
		.10
Mechanical:		
	Additional Units:	\$125.00 Per Unit
	Ductwork Only:	.10
Electrical:		Per Square Foot
	Additional Circuits Only in Affected Area: Requiring Service Change – Use New Construction	.10

Miscellaneous		
HORF	Home Owner Recovery Fund	\$10
Pools		\$100

Section 2.Commercial. Permit fees for building shall be determined by multiplying the total gross building floor area by the cost per square foot as shown below:

Plumbing, Mechanical, Electrical: See Schedule below

Occupancy Group	15,000 sq. ft. and less	> than 15,000 sq. ft.
Commercial	.20	.18
Institutional	.30	.25
Storage, Utility and Miscellaneous	.14	.12

GRADUATED FEE. Permit fees for structures and repairs not able to be permitted by square footage:

\$0 to \$100,000	.012 x cost of project
\$100,001 to \$500,000	\$1,000 PLUS .0012 x cost of project
\$500,001 to \$1,000,000	\$1,500 PLUS .00076 x cost of project
Over \$1,000,000	\$2,250 PLUS .0006 x cost of project

Section 3.Electrical Schedule.

POWER SERVICE or SUB PANEL

Description	Fee
Per Square Foot or based on amps, whichever is more	.10
0 – 100 AMPS	\$75
101 – 200 AMPS	\$100

201 – 400 AMPS	\$200
401 – 600 AMPS	\$250
601 – 1000 AMPS	\$350
1001 – 2000 AMPS	\$600
2001 – Above AMPS	\$1,100

OTHER ELECTRICAL SERVICE

Description	Fee
Electrical Service for Mobile Home (Only)	*See Power Service Chart above
Fee for All Unclassified Installations	\$60
Pole Service/Based on Power Service Size	*See Power Service Chart above
Pools: Commercial	\$150
Sign Service/Based on Power Service Size	*See Power Service Chart above
Temporary Saw Pole – New Commercial (existing buildings and farm buildings)	\$60

Section 4.Mechanical Schedule.

Description	Fee
Per Square Foot	.10
Fee for All Unclassified Installations	\$60
Fire Suppression for Range Hood	\$60
Gas Line (Only)	\$60
Gas Water Heater (Change Out) (\$25 each additional unit, same trip)	\$60
Heat pump, Apollo unit, gas pack or furnace with a/c (\$25 each additional unit, same trip)	\$60
Mechanical Unit for Mobile Home (Only)	\$60

Radiant Heat Systems, Wall Furnace, Unit Heater, Fireplace Insert, Gas Logs, Gas Light, Gas Grill, etc.	\$60
Range Hood (Commercial)	\$60

Section 5.Plumbing Schedule.

Description	Fee
Per Fixture	\$10
Fee for All Unclassified Installations	\$60
Gas Line (Only)	\$60
Water Heater (Change Out) (\$20 each additional unit, same trip)	\$60

Section 6.Schedule of Permit Fees.

Description	Fee
24- Hour Fast Track Inspection Fee ¹	\$600 plus \$150 per inspection
Archive Research	\$45
Building Permit Sign Card	\$10
Certificate of Occupancy	\$10
Change of Occupancy Permit (Change of Use)	\$60
Commercial Plan Review (Buildings larger than 1,000 sq. ft.)	\$150 (Fee to be credited to Building Permit Fee when permitted) *Non-refundable if not approved
Commercial Renovations	[Square feet of renovated area times the fee of occupancy determined, (as per commercial table fee schedule) times 75%]
Demolition Permit	\$60
Emergency Inspection (Not regular business hours)	\$250 per inspection

Minimum Fee	\$60
Mobile Home Setup	
Single	\$250
Double	\$350
Modular Units (Commercial)	75% Of Trade Fees
Occupancy Permit (Tenant Change Only)	\$60
Re-inspection Fee	\$100
Returned Check	Maximum allowed by N.C.G.S. 25-3-512
Shell Building (Initial Permit)	[Square feet times fee of Storage Occupancy, (as per commercial table fee schedule)]
Signs	\$60
Starting Work Without Permit	Double Permit Fee
Upfit of Shell Building	Use graduated fee schedule, plus all trade fees

¹The fast track fees are intended to allow for flexibility in plan review and/or inspections on time critical projects.

Section 7. Fire Prevention Permits

Fire Prevention Construction Permits	
Description	Fee
105.7.1 - Automatic Fire Extinguishing System	\$100
105.7.2 – Battery Systems of More Than 50 Gallons Liquid	\$100
105.7.3 – Compressed Gases	\$100
105.7.4 Fire Alarm – Detection Systems & Related Equipment	\$75
105.7.5 Fire Pumps & Related Equipment	\$200
105.7.6 – Flammable & Combustible Liquids	\$100
105.7.7 – Hazardous Materials	\$200

105.7.8 – Industrial Ovens	\$100
105.7.10 – Private Fire Hydrants	\$100
105.7.11 - Spraying & Dipping Operations	\$100
105.7.12 – Standpipe System	\$100
105.7.13 – Temporary Membrane Structures, Tents & Canopies	\$10
Fire Prevention Operational Permits	
Description	
105.6.2 - Amusement Buildings	\$100
105.6.4 - Carnivals & Fairs	\$50
105.6.6 - Combustible Dust Producing Operation	\$100
105.6.9 - Covered Mall Buildings	\$50
105.6.13 - Exhibits & Trade Shows	\$50
105.6.14 - Explosives	\$100
105.6.16 - Flammable & Combustible Liquids	\$50
105.6.16a - Operation of Fuel Dispensing Facility	\$50
105.6.16b - Temporarily Place Tank Out of Service	\$100
105.6.16c - Change Contents of Flammable /Combustible Liquid Tank	\$100
105.6.16d - Manufacture, Process, Blend or Refine Flammable/Combustible Liquids	\$100
105.6.19 - Fumigation & Thermal Insecticidal Fogging	\$100
105.6.26 – Liquid or Gas Fueled Vehicles or Equipment in Assembly Building	\$50
105.6.35 – Private Fire Hydrants	\$50
105.6.41 – Spraying & Dipping Operation	\$200
105.6.43 – Temporary Membrane Structures, Tents & Canopies	\$50
On Site Fireworks Operational Assistants	\$100

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Fire Prevention Plan Review	
Description	Fee
Plan Review Fee	\$.018 PSF
Minimum Plan Review Fee	\$30
Plan Review Fee for the public exhibition of pyrotechnics	\$100
Plan Review Fees are due at the time of submittal and are NON-REFUNDABLE.	
Fire Prevention Inspection Fees (Specific)	
Foster Home, Day Care, Therapeutic & Group Homes	\$60
ABC Inspection	\$60
Fire Prevention Inspection Fees (Periodic)	
Initial Inspection	\$60
Re-Inspection	\$100
<p>Re-inspection Fees:</p> <p>Additional inspection trips made necessary through the failure of any person, firm or corporation in charge of work, to give specific locations of work to be inspected, or to otherwise create conditions making such additional inspections or trips necessary, are hereby designed "Re-inspections." For each such "Re-inspection", the following fee schedule shall apply for each offense. This shall apply to all Inspections unless otherwise noted.</p>	

Section 8. General Information

- Minimum fee for any permit is \$60.00
- Additional inspection trips made necessary through the failure of any person, firm, or corporation in charge of work, to give specific locations of work to be inspected or to otherwise create conditions make such additional inspections or trips necessary, are hereby designated “Extra Inspections”. For each “Extra Inspection”, a fee of \$100 shall be imposed for each offense.
- A permit issued pursuant to G.S. 160A-417 expires six months, or any lesser time fixed by ordinance of the Town, after the date of issuance if the work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefore immediately expires. No work authorized by a permit that has expired may thereafter be performed until a new permit has been secured. (G.S. 160A-418)

Therefore, the following fees will be charged for permits that are allowed to expire:

1. Permit expiring after six months

A. A new, second permit will be issued within six months of the expiration date of the first permit with a minimum fee of \$60.

B. Time that lapses beyond six months of the expiration date will require the full amount of fees to be charged.

2. Permit expiring after 12 months from last inspection performed:

A new, second permit will be issued with the full amount of fees being charged.

OTHER TOWN FEES

Description	Fee
Cemetery Fees	
Plot Cost Per Site:	
Resident	\$500
Non-Resident	\$700
Opening/Closing Costs:	

Weekdays*	\$600
Holidays/Weekends	\$750
Cremations:	
Weekdays	\$300
Holidays/Weekends*	\$450
Relocation of body:	
Relocation of body	\$200
Relocation of body with small service	\$300
*Any openings and closing that occur after 4:00 p.m. will be subject to an additional \$100.00 charge for this service	
Storm Drain Camera Services	Fees as Follows
Initial Set-up	\$250
Minimal Charge	\$400
Footage Charge	\$1.05 per foot
Proof Roll Inspections	
Proof Roll Inspection Fee	\$300 Per Inspection
Miscellaneous Fees	
Chicken Permit Fee (Due yearly: July 1-June 30)	\$25
Unspayed or Unneutered Dogs	\$5
Spayed or Neutered Dogs	\$3
Return Check Fee (or actual cost, if more	\$30

than above approved fee)	
Legal Advertisements (actual cost billed)	Actual
Copy fees (per copy – letter, legal & ledger size)	\$.25
CD – Public Information downloaded	\$3
Misc. Copy fees:	\$.25
• Scanned – letter, legal & ledger size (per sheet)	
• Scanned – maps/plans 18” x 24” or larger (per sheet)	\$1
Fax – local	No charge
Out of area – first two pages	\$3
Each additional page	\$1

**Non-profit organizations that are registered with the state of North Carolina and are applying for a zoning use permit for seasonal outdoor sales use are exempt from paying this fee; however, they must file an application with the Planning & Community Development Department*

PARKS & RECREATION FEES	
<u>The Meeting Place</u>	
Community Room Reservation	
▪ 4 Hour Block	\$25
▪ Deposit	\$50 (\$25 Refund)
<u>Town Creek Park</u>	
Open Space	
▪ Resident & Rec Team	
▪ Full Green Space	\$24 per hour
▪ Half Green Space	\$12 per hour
▪ Non-Resident & Rec Team	
○ Full Green Space	\$30 per hour
○ Half Green Space	\$15 per hour

<ul style="list-style-type: none"> ▪ Non-Profit Organization <ul style="list-style-type: none"> ○ Full Green Space \$84 per hour ○ Half Green Space \$42 per hour ▪ For-Profit Organization <ul style="list-style-type: none"> ○ Full Green Space \$112 per hour ○ Half Green Space \$56 per hour
<u>Nesbit Park</u>
Athletic Fields
<i>Baseball</i>
<ul style="list-style-type: none"> ▪ President's Field (Diamond 1) <ul style="list-style-type: none"> ○ Resident & Rec Team \$12 per hour ○ Non-Resident & Rec Team \$15 per hour ○ Non-Profit Organization \$42 per hour ○ For-Profit Organization \$56 per hour ▪ Field 2 (T-Ball) <ul style="list-style-type: none"> ○ Resident & Rec Team \$10 per hour ○ Non-Resident & Rec Team \$13 per hour ○ Non-Profit Organization \$40 per hour ○ For-Profit Organization \$54 per hour
<ul style="list-style-type: none"> ▪ Carolina's Healthcare Field (Diamond 3) <ul style="list-style-type: none"> ○ Resident & Rec Team \$12 per hour ○ Non-Resident & Rec Team \$15 per hour ○ Non-Profit Organization \$42 per hour ○ For-Profit Organization \$56 per hour ▪ Commissioners Field <ul style="list-style-type: none"> ○ Resident & Rec Team \$12 per hour ○ Non-Resident & Rec Team \$15 per hour ○ Non-Profit Organization \$42 per hour ○ For-Profit Organization \$56 per hour
<i>Soccer</i>
<ul style="list-style-type: none"> ▪ Fields 1 & 3 <ul style="list-style-type: none"> ○ Resident & Rec Team \$10 per hour ○ Non-Resident & Rec Team \$12 per hour ○ Non-Profit Organization \$20 per hour ○ For-Profit Organization \$30 per hour ▪ Fields 4 & 5 <ul style="list-style-type: none"> ○ Resident & Rec Team \$12 per hour ○ Non-Resident & Rec Team \$14 per hour

○ Non-Profit Organization	\$22 per hour
○ For-Profit Organization	\$24 per hour
▪ Fields 6 & 7	
○ Resident & Rec Team	\$14 per hour
○ Non-Resident & Rec Team	\$16 per hour
○ Non-Profit Organization	\$24 per hour
○ For-Profit Organization	\$26 per hour
Lighting	
▪ Lit Baseball Fields	\$14 per hour
▪ Lit Soccer Fields	\$10 per hour
▪ Key Deposit	\$25 (Refunded)

PAY & CLASSIFICATION PLAN

Grade	Position	Proposed Minimum	Proposed Maximum
1		\$22,744	\$34,116
2		\$23,881	\$35,822
3		\$25,075	\$37,613
4		\$26,329	\$39,494
5	Maintenance Worker I	\$27,645	\$41,468
6		\$29,028	\$43,542
7	Maintenance Worker II	\$30,479	\$45,719
8	Administrative Assistant to Police Chief Administrative Assistant to Police Department Administrative Assistant to Public Services Deputy Town Clerk Permitting Technician	\$32,003	\$48,005
9	Marketing and Events Assistant	\$33,603	\$50,405
10	Animal Control Officer Building Inspector/Code Enforcement Officer Community Affairs Officer Patrol Officer	\$35,283	\$52,925
11	Assistant Tax Collector/Accounts Payable	\$37,048	\$55,571
12	Automotive Mechanic Supervisor Events and Promotions Manager Police Investigator Technology Assistant	\$38,900	\$58,350
13		\$40,845	\$61,267
14	Detective Sergeant Downtown Manager Planner II Police Sergeant Safety Coordinator	\$42,887	\$64,331
15	GIS Planner Tax Collector/Deputy Finance Officer	\$45,032	\$67,547
16	Police Lieutenant Town Clerk	\$47,283	\$70,925
17	Chief Building Inspector	\$49,647	\$74,471
18	Planning and Zoning Administrator Technology Manager	\$52,130	\$78,194
19		\$54,736	\$82,104
20	Director of Public Services	\$57,473	\$86,209

21	Parks and Recreation Director	\$60,347	\$90,520
22	Director of Human Resources/Website Administrator	\$63,364	\$95,046
23	Director of Planning and Community Development	\$66,532	\$99,798
24	Chief of Police	\$69,859	\$104,788
25		\$73,352	\$110,028
26		\$77,019	\$115,529