

Town Hall Council Chambers
30 South Main Street
Weaverville, N.C. 28787

May 21, 2018 at 7:00pm
Town Council Regularly Scheduled Monthly Meeting

- 1. **Call to Order** Mayor Root
- 2. **Approval / Adjustments to the Agenda** Mayor Root
- 3. **Approval of Minutes** Mayor Root
 - A. April 16, 2018 Town Council Regular Meeting Minutes
 - B. April 23, 2018 Town Council Special-Called/Budget Meeting Minutes
- 4. **Consent Agenda**
 - A. Monthly Tax Report Town Manager
 - B. 6 Garrison Road Major Subdivision Preliminary Plat Approval Planning Director
 - C. Schedule Special-Called Meeting and Set Public Hearing for Weaverville Town Homes
Conditional Zoning District Application for 6/18/2018 at 6:45pm Planning Director
 - D. Purchase of Fire Department Structural Firefighting Personal Protective Equipment Town Manager
- 5. **Special Recognitions**
- 6. **General Public Comments**
- 7. **Discussion & Action Items:**
 - A. FY 2018-2019 Budget Presentation & Set Public Hearing for 6/4/2018 at 6:00pm Town Manager
 - B. Water Leak Protection Program Finance Director & Town Attorney
 - C. Amendments to Personnel Policy Articles: Position Classification, Pay Plan, Recruitment and Selection Town Attorney & Town Manager
 - D. Text Amendments related to Political Signage Planning Director
 - E. Text Amendments related to Nonconforming Uses, Lots of Record, and Structures Planning Director
 - F. Text Amendments related to Conditional Zoning Districts Planning Director
 - G. Police Department Quarterly Report Police Chief
 - H. Fire Department Quarterly Report Fire Chief
- 8. **Town Manager's Report** Town Manager
- 9. **Closed Session** Mayor Root
 - A. N.C.G.S. §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege ...
 - B. N.C.G.S §143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee...
- 10. **Adjournment** Mayor Root



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Meeting
Monday, April 16, 2018**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, April 16, 2018, at 7:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Mayor Al Root, Vice Mayor/Councilman John Penley, Councilwoman Dottie Sherrill, Councilman Doug Jackson and Councilman Andrew Nagle. Councilman Patrick Fitzsimmons was absent.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake, Police Chief Alan Wyatt, Fire Chief Ted Williams, Town Planner James Eller, Finance Officer Tonya Dozier, Public Works Director Dale Pennell and Water Treatment Plant Supervisor Trent Duncan.

1. Call to Order

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

2. Moment of Silence

Mayor Root held a moment of silence for Dwight Sherrill, life-long companion of Council Member Dottie Sherrill, who passed away last week.

3. Approval/Adjustments to the Agenda

Councilman Penley made a motion to approve the agenda as presented. Councilman Nagle seconded and all voted in favor of the motion.

4. Approval of Minutes

Councilman Jackson made the motion to approve the minutes from March 13, 2018 Town Council Budget Workshop/Special-called meeting, March 19, 2018 Town Council Special-called meeting and March 19, 2018 Town Council regular meeting as presented. Councilman Nagle seconded the motion and all voted in favor on the approval of the minutes.

5. General Public Comment

Public comments were received as follows:

Earl Valois, 42 Loftin St., commented that the Town needs to continue to make changes and not wait for something big to happen. We need to start moving towards Community Risk Reduction programs and Emergency response teams to help collect data on risk analysis for the future. Mr. Valois believes going to a performance based management system will help in this direction.

6. Discussion and Action Items

A. Water System Development Fees

Town Attorney Jennifer Jackson introduced Dennie Martin from WR-Martin, the professional firm that Town Council contracted with to complete the supporting analysis, so the Town of Weaverville would be able to charge system development fees starting July 1, 2018.

Dennie Martin started off by giving background on how we have gotten to this point. At the last General Assembly session, HB 436 was passed and became a General Statute. Article 8 of Chapter 162A entitled “System Development Fees” was enacted and signed into law on July 20, 2017, with an effective date of October 1, 2017. System development fees are one-time fees for new users connecting to the water system. Mr. Martin noted that the statute requires a supporting analysis report to be conducted by a qualified professional firm to determine the maximum system development fees. WR-Martin has completed this analysis and the WR-Martin System Development Fee Report has been given to Town Council and is available for public inspection at the Town Hall and on the Town’s website. The next steps that need to be complied with to establish these water SDFs are 1) Fee Calculation, 2) 45-Day Public Comment Period, 3) Public Hearing, 4) Town Adoption, and 5) Publication of Adopted Fee. WR-Martin took the Buy-in approach when calculating the water SDFs, since it was more consistent with the Town’s status for still having enough capacity to serve new development. They calculated the net value of the water system to be approximately \$9.242 million and then divided it by the respective number of equivalent residential users (ERUs) to yield the maximum SDFs for a 5/8 inch meter of \$2480. Mr. Martin noted that the Town is currently charging \$600 for the 5/8 inch water meter, which is around one of the lowest rates in the state, so the Town has room to increase these SDFs. The Town has used passed SDFs as a revenue source to lessen future water rate increases, but they need to be viewed as important to ensure the equitable distribution of the infrastructure cost between existing and future rate payers.

Town Attorney Jennifer Jackson mentioned that the next steps will be to publish the report that WR-Martin has prepared and allow for a 45-day comment period from the public. Then Town Council will need to set a public hearing on that report. She also noted that Council will have to establish a Capital Reserve Fund for keeping track of these fees, make amendments to Chapter 30 regarding utilities and adjust the fee schedule.

Councilman Penley made a motion to place the WR-Martin Water System Development Fee Report at Town Hall and on the Town’s website for public review and inspection, to request and record public comments from April 17, 2018 through June 1, 2018, and to set a public hearing for Monday, June 4, 2018 at 6pm, in Council Chambers, on the WR-Martin Water System Development Fee Report and water system development fees in the Town . Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 4-0.

B. Land of Sky Regional Council Update

Justin Hembree, Executive Director from Land of Sky Regional Council, gave a quick summary on what the Regional Council does. The Land of Sky Regional Council reaches across county and municipal borders to provide assistance to local governments and to administer programs that benefit our region’s citizens. Right now, they are developing a strategic plan for community outreach and local government engagement to discuss emerging regional issues like workforce housing or transportation and the opioid epidemic. The Regional Council will be directly engaging the elected officials and local government staff to reach out to the community about issues that may be on horizon and how the Regional Council can assist.

C. Amendments to Personnel Policy: Organizational of Personnel System, Conditions of Employment, Records and Reports, Harassment Policy, Travel Policy

Town Attorney Jennifer Jackson reviewed the following new and amended amendments to the Personnel policy with Town Council.

1. **Article I** (Amended) – **Organization of Personnel System** – Describes the At-Will Nature of Employment with the Town, discusses responsibilities of the Town Manager, Town Council and HR Officer, and has a set of definitions for the whole personnel policy
2. **Article V** (Amended) – **Conditions of Employment** - Discusses provisions about work schedule, attendance and promptness, conflicts of interest, outside/dual employment, performance evaluation and internet and social media use.

3. **Article XIV (New) – Records and Reports** – Provisions concerning keeping and handling personnel records and access to confidential records and public information.
4. **Article XV (New) – Harassment Policy** – Extensive provisions from Article V that address harassment moved to this new article. The Policy Statement remains in the amended Article V
5. **Article XVI (New) – Travel Policy** – Extensive provisions from Article V that address travel moved to this new article. The Policy Statement remains in the amended Article V.

Councilman Nagle mentioned that in light of the Buncombe County situation, he had a few concerns with some of the policies. First, he wondered if dual employment counted for Town employees who held two salary positions because he didn't want them receiving two salaries. Secondly, Councilman Nagle questioned the travel policy to make sure that it keeps getting monitored, so that it doesn't get abused and what the Town's responsibility was on third party harassment. Councilman Jackson asked who gave the Town Manager authorization for going on work travel, since usually Town employees get authorization from the Town Manager or Finance Officer. Mayor Root mentioned that in regards to the harassment policy, staff might want to add into the policy that if the harassment involves the Town Manager it will be brought to the Mayor.

Town Manager Selena Coffey mentioned that when she started working for the Town of Weaverville there were a certain number of conferences that she was told she had to attend as Town Manager and any other work travel that comes up, she notifies Town Council of. Also, she has Finance Officer Tonya Dozier look at her statements every month to make sure everything is permitted.

Town Attorney Jennifer Jackson commented that staff will update the personnel policy to show that a harassment complaint involving the Town Manager will be made to the Mayor and to insert language regarding third party harassment.

Councilwoman Sherrill made a motion to adopt the amended amendments presented. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

D. Weaverville Townhomes: Amendment to Water Commitment & Initial Consideration of Conditional Zoning District

Town Planner James Eller mentioned that the Town is in receipt of an application for a Conditional Zoning District for a project known as Weaverville Town Homes. The proposal calls for 53 townhomes to be constructed on 8.5 acres with all of the dimensional requirements met. Tonight is Town Council's initial consideration of the application to express their thoughts and concerns before it goes to the planning board for a full review.

Mr. Eller noted that staff is requesting Council to consider the sidewalk requirement established by Sec. 36-24, since the applicant may be seeking a sidewalk waiver from the Zoning Board of Adjustment as allowed by Town Code. However, if Council is going to require sidewalks along all street frontages there will be no need to take this matter before the Zoning Board of Adjustment. Councilman Jackson commented that he would like to keep the sidewalk requirement as it is structured now, since the Town is going to continue to have expansion requests. Mayor Root wondered where the sidewalks would connect at. Councilman Nagle commented that we can't keep making waivers for developers or nothing will happen. We need to have a vision to where the sidewalk won't end somewhere. Councilman Penley mentioned that we have to be careful with the project that fits around the center of Walmart because if we make them construct a sidewalk and Walmart didn't have too, then the Town might be responsible to pay for the construction of another sidewalk to connect to it. Town Planner James Eller noted that there weren't any other sidewalks to connect too, since Lowe's and Walmart weren't ordered to construct sidewalks connecting their properties on Northcrest road. Also, Mr. Eller added that the Town wouldn't be able to construct sidewalks on Northcrest road because all the roads are private.

Warren Suggs, Civil Design Concepts, mentioned that he was trying to get some feedback from Council to determine the best option possible. He thinks if Council knows they are going to keep the sidewalk requirement

then it would be best to let them know so they can avoid wasting any time. Mr. Suggs said that there might be another alternative that they could look at that might work better. Ken Jackson with Northridge Commons investors, mentioned that you can't go back now and force Northridge developers to make sidewalks and there could be more development that happens around there, but it wouldn't connect back to the shopping center. Mr. Jackson also mentioned that there are extra costs in their project for lots that they are unable to use. He will look to see if there is an option of connecting a sidewalk from the other side of the complex.

Town Planner James Eller also mentioned to Council that staff was in receipt of an application for an amendment to the water allocation previously granted by Council requesting to add 3 additional residential units. Town Council already approved water allocation for 50 units, so this would just increase the demand to 53 units.

Councilman Penley made a motion to approve the amendment to the water allocation request for 3 additional residential units, making it a total of 53 residential users. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

E. Selection of Audit Firm

Finance Officer Tonya Dozier commented that the Town of Weaverville is required to have an annual audit every fiscal year and the best practice recommendation is to send out a Request for Proposal (RFP) every 3 to 5 years. It has been three years since the Town has sent out a RFP, so in early March they mailed/mailed an Audit RFP to eight CPA firms that conduct governmental audits in WNC. Three of the firms contacted submitted proposals, which included cost estimates for the next three fiscal years. The proposals were evaluated and compared based upon: cost, qualifications of the firm, and meeting the requirements of RFP, which included 20 questions to determine the firm's level of experience, staffing, referrals and method of determining costs. Based upon the results of the RFP, the Town Manager believes it is in the Town's best interest to continue with Gould Killian CPA group for FY 2018 Financial Audit.

Mayor Root wondered with everything happening in the county, if a Town employee was found to have committed fraud, would Town Council be made aware of it? Finance Officer Dozier mentioned that this wouldn't have been a part of the financial audit because the audit only looks at your statements to make sure it is in conformity with GAAP and is accurate and free of misstatement. There are assurance services that you can have conducted to look for fraud but this wouldn't have been found in the financial audit. Councilman Jackson asked about the extra cost to have an internal audit completed. Town Manager Selena Coffey commented that Town Council may want to have an assurance audit completed with a different firm. She believes it will help separate the audits and allow Council to compare them to make sure everything is in a good standing.

Councilman Nagle believes that if the financial audit isn't going to find fraud, then the Town should spend less money on the financial audit and use the extra funds to get an assurance audit completed.

Councilman Nagle made a motion to approve the Audit Contract with Gould Killian CPA Group for FY 2018 audit services. Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.

F. Finance Quarterly Report (includes monthly tax report)

Finance Officer Tonya Dozier presented the Quarterly Finance Report from January 2018 – March 2018. She mentioned that the Revenue and Expenditure Statements by Department were used to show where the Town was in comparison to the budget. She also noted that as of April 10, 2018, the monthly tax collection rate was at 97.95%. This is slightly lower than last year, but this could have occurred because it was a revaluation year. The quarterly report is attached.

G. Planning Quarterly Report

Town Planner James Eller presented the Planning Departments Quarterly Report and noted that 31 Zoning Permits and 5 Sign Permits have been issued during this period. The report is attached.

H. Presentation of Initial Draft Budget

Town Manager Selena Coffey presented the initial preliminary budget for FY 2018-19 to Town Council. She mentioned that there are still some topics that need more discussion and input from the community and Town Council to determine whether they want to include certain items in the budget. These topics include: Lake Louise Community Center Project, funding for former bus garage repairs, water treatment plant expansion, update to the Town's Comprehensive Land Use Plan and the Recreation Master Plan elements. The preliminary FY 2018-2019 budget presented totals \$9,015,200 with the General Fund being \$6,811,979 and the Water Fund being \$2,203,221. The total budget is a 1.5% decrease from the FY 2017-2018 budget. Town Manager Coffey also commented that there are budget workshops coming up on April 23 and May 8 at the Weaverville Fire Department. She thanked Finance Officer Tonya Dozier for her hard work and assistance in completing the budget this year. The preliminary budget for FY 2018-2019 showing highlights for the General and Water Fund budget is attached, as well as the revised Budget Calendar.

7. Town Manager's Report

Town Manager Selena Coffey presented her Manager's report to Council including the Department heads are meeting on April 19 at the Weaverville Fire Department to update the strategic plan, Arbor Day is scheduled for April 27, 2018 at 11 am, Chief Wyatt to provide active shooter training for our staff at Town Hall, so they know how to protect themselves, street maintenance and improvements are going to start tomorrow for Salem Road, Orchard Place and Salem Acres Road, NCDOT has replaced the speed limit sign on Weaver Boulevard, she has contacted a realtor about getting an appraisal on the former bus garage on Central Avenue and lastly, she hopes that Town Council enjoys the new furniture that was installed last week.

8. Adjournment

Councilman Penley made the motion to adjourn; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 9:06 p.m.

Derek K. Huninghake, Town Clerk



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Special Called Meeting
Tuesday, April 23, 2018**

The Town Council for the Town of Weaverville met for a Special Called Meeting on Tuesday, April 23, 2018, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Mayor Al Root, Vice Mayor/Councilman John Penley, Councilwoman Dottie Sherrill, Councilman Doug Jackson, and Councilman Patrick Fitzsimmons. Councilman Andrew Nagle was absent.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake, Police Chief Alan Wyatt, Fire Chief Ted Williams, Town Planner James Eller, Finance Officer Tonya Dozier and Public Works Director Dale Pennell.

1. Call to Order

Mayor Al Root called the meeting to order at 6:03 p.m.

2. Overview

Town Manager Selena Coffey opened the meeting by providing Town Council with a preliminary FY 2018-2019 PowerPoint handout. She informed them that it was available to view at the Town Hall and on the Town's website. The PowerPoint highlights the FY 2019 Revenue and Expense projections for the General and Water Funds, and financing options available on the Lake Louise Community Center.

3. General Fund Revenue/ Expenditures

Town Manager Selena Coffey gave an overview of the General Fund FY 2019 Preliminary compared to the FY 2018 budget. She notified Council that not a lot has changed on the revenue projections for the FY 2019 preliminary budget from the previous budget workshop, except that Buncombe County had a deadline of April 15 for any requests for increases to the fire tax rate. She has requested a rate increase of \$0.008 to help offset expenditures, which will increase our fire tax rate to 12%. As far as expenses, each department's personnel expenses reflect the 3% merit and 2% COLA rates. The Town Council and Administration expenses include an increase in capital equipment to cover new carpet and security equipment. The Police Department expenses include the addition of a School Resource Officer position, new security equipment and replacement of two patrol vehicles. The Fire Department expenses show an increase to cover three additional Firefighter positions and vehicle maintenance due to aging fire trucks. The Public Works Department includes increases to operational expenses for staffing to maintain parks and Town Hall maintenance, due to eliminating the landscaping contract, as well as continuing the Streets Maintenance Plan and \$50,000 for rehabilitation of the Central Avenue bus garage in capital improvements. She reminded Council that the Town has over \$3 million in available Fund Balance after their fund balance policy of 40% is applied, not including the \$550,000 set aside from the Eller Cove Watershed. The whole list of General Fund revenues and expenditures is on the attached power point.

4. Water Fund Revenue/ Expenditures

Town Manager Selena Coffey covered the Water Fund FY 2019 Preliminary compared to the FY 2018 budget and mentioned that the major revenue sources for the Water Fund are projected to be higher than budgeted due to increases in water rates and Town growth. There could also be additional revenue from system development fees, if they are implemented. She noted that the key expenses for the Water Fund were increases to capital and capital improvement, which includes replacing water meters with radio read meters, two truck replacements and Ox Creek tank repairs. The fund balance for the Water Fund at the end of the fiscal year shows a balance of \$2.812 million.

5. Potential Financing Options

Town Manager Selena Coffey mentioned that some upcoming projects that Town Council needs to keep in mind going forward is the costs of the community center project, the replacement of the roof and lighting at the former bus garage and expansion of the water plant. Finance Officer Tonya Dozier has reached out to some financial advisors, who gave her some potential financing options for the community center ranging from \$500,000 to \$1.8 million. After looking at these options, it is important to note that interest rates are only going to keep increasing in today's market. Town Manager Coffey mentioned that it is important for Council to discuss these options, so we have a plan on which direction we want to go in the future with these projects.

6. Questions/ Discussion

Mayor Root questioned if the additional fund balance funds were accruing interest and possibly using some of those funds to build a great community center to place the Dry Ridge Museum in. Councilman Jackson wondered if the overall cost for the community center that was brought before Council is only going to be \$1.8 million. Public Works Director Dale Pennell mentioned that the figure that was brought before them didn't include fees for site prep, engineering fees or even furnishing the community center. Town Manager Coffey noted that there is a Recreation Advisory Board meeting coming up on May 9, so maybe we can gather their input and then go back to John Legerton with it.

Mayor Root asked if we had received any additional information about the expansion to the water plant and if it would affect the budget this year. Town Manager Coffey mentioned that staff has received the draft from WR-Martin and are still reviewing it, but she doesn't see where Council will have to make major budget changes for FY 2019 related to this project. Public Works Director Dale Pennell mentioned to Council that through research the consultants found documentation from the late 1990s, when the water plant was originally built, that the Town was permitted to pull 4.0 million gallons out of the river. This will save the Town a lot of time and money in studies for approval to withdrawal more water from the river.

7. Next Steps

Town Manager Selena Coffey mentioned that the next step will be to update the fee schedule and implement any budget revisions. The next budget workshop is scheduled for May 8 at 6pm in the Training Room at the Weaverville Fire Department.

8. Adjournment

Councilman Jackson made the motion to adjourn; Councilman Penley seconded and all voted to adjourn the Council's meeting at 7:03 p.m.

Derek K. Huninghake, Town Clerk

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: May 21, 2018
SUBJECT: Monthly Tax Report
PRESENTER: Town Finance Officer
ATTACHMENTS: Monthly Tax Report

DESCRIPTION/SUMMARY OF REQUEST:

The Town Tax Collector provides the following monthly tax report as of May 14, 2018. This report is provided for information only. No action is requested or required.

**Town of Weaverville
MONTHLY TAX REPORT
FY 2017-18**

AS OF 5/14/2018

Real Property:	718,858,579	
Real Property Discoveries:	4,382,100	
Total Real Property:		723,240,679
Personal:	68,272,808	
Personal Discoveries:	25,284	
Total Personal:		68,298,092
Public Utilities:		5,147,971
Exemption:		(9,394,737)
Releases:		(1,465,263)
Total Tax Value		785,826,742

Tax Levy @.38 cents per \$100

Real Property:		2,748,314.58
Personal Property:		259,532.75
Public Utilities:	19,562.29	
Less Under \$5 Adjustment	(61.00)	
Total Public Utilities:		19,501.29
Exemption:		(35,700.00)
Releases:		(5,568.00)
Total Levy (Total Billed)		2,986,080.62

Total Current Year Collections		2,963,277.00
% Collected		99.24%

Total Left to be Collected: **22,803.62**

Prior Years Paid 5,596.00

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, May 21, 2018
Subject: 6 Garrison Road Major Subdivision
Presenter: Planning Director
Attachments: Recommendation of the Planning and Zoning Board; 6 Garrison Road Major Subdivision Application and Preliminary Plat; Water and Sewer Service Applications

Description:

On Monday, May 1 the Planning and Zoning Board reviewed the attached preliminary plat as required by ordinance and passed along a unanimous recommendation that said plat be approved by Town Council. Both staff and the Planning and Zoning Board have found that the proposed subdivision is in compliance with the ordinances of the Town.

Action Requested:

Staff is requesting the approval of the preliminary plat for the aforementioned major subdivision.



**Town of Weaverville
Planning and Zoning Board**

On Tuesday, May 1, 2018 the Planning and Zoning Board reviewed and unanimously recommended to Town Council the attached major subdivision application and preliminary plat for the property commonly known as 6 Garrison Road.

It has been found that the proposed major subdivision would not conflict with the Town's Comprehensive Plan or Subdivision and Zoning Ordinances. The Planning and Zoning Board considers approval both reasonable and in the public interest.

Doug Theroux

**Doug Theroux
Chairman, Planning and Zoning Board**

MAJOR SUBDIVISION APPLICATION

Planning and Zoning Department, 30 South Main Street, P.O. Box 338, Weaverville, NC 28787
(828) 484-7002— fax (828) 645-4776 — jeller@weaverville.org

Fee: \$300.00 + \$25.00 per lot

APPLICATION DATE: 11/22/17 OWNER NAME: CAROLYN RICE
SUBDIVISION NAME: CAROLYN RICE PROPERTY ADDRESS: 6 GARRISON ROAD
PIN: 9732900999 DEED BOOK/PAGE: 5590/1275
ORIGINAL TRACT SIZE (acres): 2.39 ACRES PROPOSED NUMBER OF LOTS: 3
SUBDIVISION TYPE: RESIDENTIAL COMMERCIAL INDUSTRIAL

OWNER/AGENT NAME: CAROLYN RICE/GARY RICE PHONE NUMBER: (828) 575-4284
ADDRESS:

REGISTERED SURVEYOR: BOBBY McMAHAN PHONE NUMBER: (828) 645-5554
ADDRESS: P.O. BOX 1296 WEAVERVILLE N.C.

REGISTERED ENGINEER: N/A PHONE NUMBER:
ADDRESS:

Which utilities will serve the proposed development?:

PUBLIC SANITARY SEWER COMMUNITY SEWER SEPTIC TANKS ON EACH LOT
 PUBLIC WATER COMMUNITY WATER WELLS ON EACH LOT

It is the applicant's responsibility to obtain a copy of the Town of Weaverville Subdivision Ordinance and Zoning Ordinance and to be fully aware of the regulations detailed therein.

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner. I understand that a copy of the recorded plat must be submitted to the Zoning Department prior to the issuance of any permits associated with this subdivision.

Carlene
SIGNATURE OF APPLICANT

11/22/17
DATE

OFFICE USE ONLY

FEE: 375 CE DATE PAID: 11.22.17 CHECK CASH
PRELIMINARY PLAT APPROVAL DATE: FINAL PLAT APPROVAL DATE:

APPROVED WITH CONDITIONS:

NORTH - GRID NORTH (NAD 83)

LEGEND

- 5/8" REBAR (FOUND)
- △ MAG NAIL (FOUND)
- 3/4" IRON PIPE (FOUND)
- WATER METER/VALVE
- 5/8" REBAR WITH ID. CAP (SET)
- △ MAG NAIL (SET)
- SEWER CLEAN OUT
- UNMARKED POINT
- UTILITY POLE WITH OVERHEAD LINES
- FENCE

CLAIMER WORKLY
D.B. 1278/888

SUBDIVISION ADMINISTRATOR

DATE

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITHIN MY FREE CONSENT. I FURTHER CERTIFY THAT THE SUBDIVISION COMPLIES WITH ALL PROVISIONS OF THE ORDINANCE OF THE TOWN OF WEAVERVILLE.

OWNER

DATE

LINE	BEARING	DISTANCE
1	S 65°32'10" W	37.68'

LINE	BEARING	DISTANCE
1	N 41°40'45" E	128.61'
2	S 72°56'23" E	116.37'

NOTES:
 1. TOTAL ACRES TO BE SUBDIVIDED INTO TWO LOTS IS 2.39 ACRES.
 2. NO ADDITIONAL AMENITIES ARE TO BE INSTALLED OR PROVIDED BY THE SUBDIVISOR.
 3. ANY FUTURE USE OF THIS PROPERTY SHALL COMPLY WITH C2 DISTRICT CODES.

I HEREBY CERTIFY TO ONE OF THE FOLLOWING:
 THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;



I, BOBBY C. MCMAHON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DEED DESCRIPTION RECORDED IN DEED BOOK 1890, PAGE 1275, PLAT BOOK 6, PAGE 180, THAT THE MIDDLE OF PRECISION AS CALCULATED IS 1:100000, THAT THE PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AND NUMBER AND SEAL WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER 2475, THIS 15TH DAY OF NOVEMBER, A.D., 2012.

SURVEYOR

REGISTRATION NUMBER: 2475

FILED FOR REGISTRATION ON THE _____ DAY OF _____, 20____ AT _____ O'CLOCK _____ M., AND RECORDED IN _____ REGISTER OF DEEDS _____ COUNTY

BY _____ DEPUTY

DATE

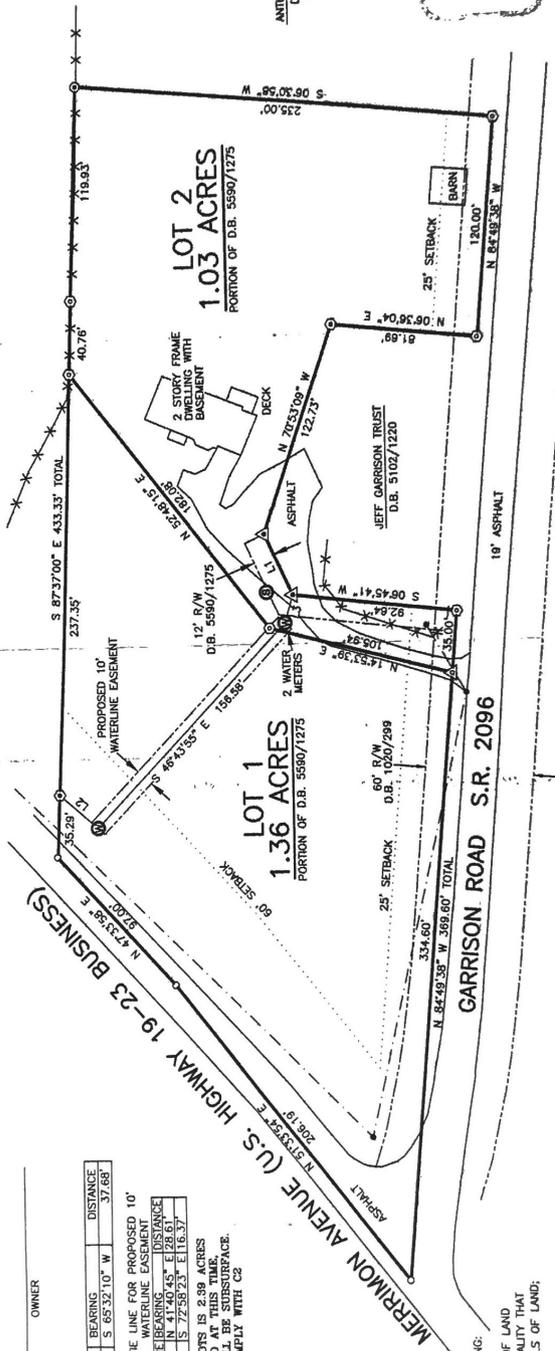
REVIEW OFFICER OF BUNCOMBE COUNTY, _____
 CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

TOWN MANAGER
WEAVERVILLE, N.C.

MAP NUMBER: 3200922000
 EFFECTIVE DATE: APRIL 3, 2012

THE LOCATION OF THE SUBJECT PROPERTY HAS BEEN CHECKED AGAINST AREA FIRM MAPS AND INFORMATION PROVIDED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND IS LOCATED IN A SPECIAL FLOOD HAZARD AREA (100-YEAR FLOOD).



ANTHONY L. GUBIONE
 D.B. 5209/943
 P.B. 63/106

PRELIMINARY
 Not For Recording
 Legal Use of
 Final Design

NAME OF OWNER: CAROLYN L. RICE
 P.L.N.: 9738900899
 SIGNED: CR

SURVEY FOR

CAROLYN LOUISE RICE

TOWN OF WEAVERVILLE
 REEMS CREEK TOWNSHIP
 BUNCOMBE COUNTY
 NORTH CAROLINA



DATE: NOVEMBER 1, 2012
 REVISED: FEBRUARY 7, 2012

McMAHAN & ASSOCIATES, P.A. (C-319)
 P.O. BOX 1296
 WEAVERVILLE, N.C. 28787
 828-845-6554

copy TL
12-5-17

\$35.00



TOWN OF WEAVERVILLE
WATER DEPARTMENT

APPLICATION FOR A COMMITMENT LETTER

APPLICANTS NAME: Carolyn Rice

PROJECT NAME: _____

ADDRESS: 60 Garrison Rd.
Weaverville, NC 28787

LOCATION: 60 Garrison Rd.
Weaverville, NC 28787

PHONE NUMBER: 828-515-4284

PIN NUMBER: _____

ELEVATION: _____

TYPE OF SERVICE:

- RESIDENTIAL SINGLE FAMILY HOME
- TWO FAMILY _____ NUMBER OF BUILDINGS
- MULTI-FAMILY _____ NO. OF BUILDINGS _____ UNITS PER BUILDING
- RESIDENTIAL SUBDIVISION _____ NO. OF LOTS
- COMMERCIAL SINGLE COMMERCIAL BUILDING
- UNIFIED BUSINESS DEVELOPMENT _____ NO. OF BUILDINGS
_____ NO. OF UNITS
- INDUSTRIAL SANITARY FACILITIES ONLY
- SANITARY & INDUSTRIAL PROCESS WATER
- OTHER FIRE SPRINKLER SYSTEM
- IRRIGATION SYSTEM
- _____

CAPACITY REQUESTED:

MAXIMUM GALLONS PER MINUTE _____
MAXIMUM GALLONS PER DAY 2,000
ANTICIPATED DATE OF SERVICE _____

PROJECT DESCRIPTION:

By way of Attachment(s) provide as much information as possible about this project. At minimum, attach A copy of the County Tax Map showing the location of the property. If the project involves a subdivision or more than one building location, a topographic map of the property is required to show building or lot Elevation.

ACKNOWLEDGEMENT:

I Carolyn Rice understand that the processing fee of \$35.00, paid herewith is non-refundable and is to cover the costs of processing and investigating this request and that an additional Commitment Fee based on the size and number of connections is due upon approval. It is further understood that the Town has the exclusive right to deny the request for any reason whatsoever.

Signature Carolyn Rice

Date 12/05/2017



Metropolitan Sewerage District

of Buncombe County, North Carolina

Sewer Service Application

Application #: WE-180123

Applied: 1/29/2018

Reviewed & Approved by: Cecelia Cardascio on 1/29/2018

DOMESTIC WASTEWATER SEWER SERVICE APPLICATION

MSD must approve all new connections to the District Sewerage System in accordance with North Carolina Law. "New sewer connections" includes any new construction to be connected to the District Sewerage system, mobile homes to be connected to the District Sewerage System and additions or alterations to existing residences already connected to the District Sewerage System if, in the opinion of the MSD, the addition or alteration will result in additional wastewater flow. The applicant for wastewater service is responsible for obtaining any necessary rights of way for sewer service between the applicant's property and the connection to the District Sewerage System. If there are sewer lines located on the property, it is the owner's responsibility to identify and locate the sewer lines to ensure that no structures or other improvements are located in violation of North Carolina Law. Contact MSD for assistance in locating the sewer lines. MSD reserves the right to rescind any approval of this application and any allocation of wastewater flow if any information on this application is incorrect or if MSD is prohibited by the State of North Carolina or EPA from accepting additional flows.

<u>Name</u>	<u>Mailing Address</u>	<u>Phone</u>
Gary & Carolyn Rice	6 Garrison Road, Weaverville, NC 28787	(828) 575-4284 (C)

PIN: 9732900999

Project Name:

Service Address: GARRISON ROAD (6) Weaverville, NC 28787

Connect To: MSD Sewer Line

Connection Status:

Number of Taps Required: 0

Tap Size Required:

Allocation #: 2017149

Water Source: Weaverville

New Users: 1

Units: 1

Resp. for Maintenance:

<u>Fee Type</u>	<u>Cost Per</u>	<u>Qty.</u>	<u>Ext. Cost</u>	<u>Paid</u>
Water Meter - 5/8" - \$2500	\$2,500.00	1	\$2,500.00	<input checked="" type="checkbox"/>
Future commercial building	Receipt ID: 2622	2/1/18	Check	Ref. #: 1229
Subtotal:			\$2,500.00	
Amount of Total Fees Received:			\$2,500.00	
Amount Owed:			\$0.00	

(No County permit number provided.)

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: May 21, 2018

SUBJECT: Schedule Special Called Meeting and Set Public Hearing for Weaverville Town Homes Conditional Zoning District Application – June 18, 2018 at 6:45pm

PRESENTER: Planning Director

ATTACHMENTS: Application and Site Plan

DESCRIPTION/SUMMARY OF REQUEST:

Town staff and the Planning and Zoning Board have been reviewing an application for a conditional zoning district submitted by Northridge Commons Investors, LLC, for a project known as Weaverville Town Homes. The project consists of 53 townhomes on approximately 8.5 acres on parcels of land zoned R-12 and adjoining Monticello Road, Gill Branch Road and Northcrest Road behind Walmart. Multi-family residential projects consisting of more than 4 units or buildings are allowed in the R-12 district upon approval of a conditional zoning district.

Town Council was first presented with this application on April 16, 2018. After a brief conversation regarding sidewalk requirements, Town Council sent the application to the Planning and Zoning Board for review. The Planning and Zoning Board spent approximately 2 hours on May 1st reviewing and discussing the project with the property owner and his engineer, including a conversation regarding sidewalks that was initiated by Town Council. The Planning and Zoning Board has a special called meeting scheduled for May 22nd to continue its review and discussions and will continue such discussion at their regular meeting on June 5th if necessary to finalize its findings and recommendation.

Planning staff is requesting that Town Council schedule a special called meeting and set the public hearing on this conditional zoning district application for Monday, June 18, 2018, at 6:45 pm in Council Chambers at Town Hall.

TOWN COUNCIL ACTION REQUESTED:

Consistent with past practice, Town Council is requested to schedule a special called meeting for June 18, 2018, at 6:45 pm (just prior to Town Council's regular meeting) and hold a public hearing at that time on the Weaverville Town Homes conditional zoning district application. A suggested motion is as follows:

I move that we schedule a special called meeting for Monday, June 18, 2018, at 6:45 pm, in Council Chambers in Town Hall at 30 South Main Street, Weaverville, NC, for the purpose of holding a public hearing on the conditional zoning district application for Weaverville Town Homes as submitted by Northridge Commons Investors, LLC.

CONDITIONAL ZONING DISTRICT APPLICATION

Planning and Zoning Department
30 South Main Street, P.O. Box 338, Weaverville, NC 28787
(828) 484-7002--- fax (828) 645-4776 --- jeller@weavervillenc.org
\$350.00 Application Fee



Conditional Zoning Districts address situations in which a particular use, properly planned, may be appropriate for a specific site but, the existing zoning district of the site has insufficient standards to mitigate the site-specific impact on the surrounding area.

Uses which may be considered for a Conditional Zoning District shall be established on a case-by-case basis at the request of the property owner. Conditional Zoning Districts are not intended for securing early or speculative reclassification of a property.

A Conditional Zoning District shall be defined as a zoning district in which the development and use of the property included in the district are subject to predetermined ordinance standards, regulations, and conditions imposed as part of the legislative decision creating the district and applying it to the particular property. If the use of an approved Conditional Zoning District ever changes, a new proposed use and plan must be submitted for review by the Town Council.

A fee of \$350.00 shall be paid to the Town of Weaverville for each Conditional Zoning District or rezoning request. During review of the request, all additional costs incurred by the Town above the initial fee of \$350.00 shall be the responsibility of the applicant.

OWNER/APPLICANT NAME:
Northridge Commons Investors, LLC
P.O. Box 1157
Arden, NC 28704

APPLICATION DATE: April 2, 2018

BRIEFLY DESCRIBE THE PROJECT:

The project consists of 53 townhome units with two streets. The units will be served by public water and sewer.

PHONE NUMBER: (828) 684-8800

PROPERTY ADDRESS:

152 Monticello Road
4 & 20 Gill Branch Road

PIN: 9732-79-2660; 9733-70-0050;
9733-70-1422

DEED BOOK/PAGE:
55/160; 108/145; 126/173

LOT AREA (acres): 8.42 acres

ZONING DISTRICT: R-12


SIGNATURE OF APPLICANT


DATE

CONDITIONAL ZONING DISTRICT APPLICATION

Planning and Zoning Department
 30 South Main Street, P.O. Box 338, Weaverville, NC 28787
 (828) 484-7002--- fax (828) 645-4776 --- jeller@weavervillenc.org
\$350.00 Application Fee



A petition for a Conditional Zoning District must include a site plan and supporting information that specifies the intended uses for property. A complete site plan will include the following:

	Title block containing:
✓	Name of owner & applicant
✓	Property address
✓	Buncombe County PIN
✓	Date or dates survey was conducted or plan prepared
✓	Scale of the drawing in feet per inch
✓	Deed book and page reference of the deed
✓	Zoning designation of property
✓	Sketch vicinity map depicting the relationship between the proposed subdivision and the surrounding area
✓	North Arrow and orientation
✓	Lot area in acres and square feet
✓	Existing topography of the site and within 300 feet of the site boundary in five (5) foot contours
N/A	Delineation of areas within the floodplain.
✓	Names of owners of adjoining properties, Buncombe County PIN, and zoning designation
✓	Minimum building setback lines applicable to the lot, including drainage or utility easements
✓	Proposed number and location of signs
✓	Exact dimensions, location, height, and exterior features of proposed buildings and structures
✓	Scale of all buildings relative to adjoining properties, including sight lines
✓	Utility easements
✓	Existing and proposed sanitary sewer system layout and a letter of commitment
✓	Existing and proposed water distribution system layout and a letter of commitment
✓	Existing and proposed stormwater system layout. Include copy of application for Buncombe County stormwater permit
N/A	Plans for individual water supply and sewerage/septic disposal system, if any
✓	A statement as to whether or not natural gas, telephone, electric, and cable lines are to be installed, and whether they will be above or below ground
✓	Exact dimension and location of all traffic, parking, and circulation plans showing the proposed location and arrangement of parking spaces.
✓	Existing and proposed roads, driveways, ingress/egress, easements, and rights-of-way both private and public. Include NCDOT driveway permit, if required.
N/A	Existing and proposed encroachments into setbacks, rights-of-way, and/or easements, if any
N/A	Location of significant trees on the property
N/A	Proposed phasing, if any, and expected completion date of the project.

Upon reviewing the application, site plan, and supporting documents, the Planning and Zoning Board will issue statement of reasonableness of the proposed Conditional Zoning District.

Before a public hearing may be held by the Town Council, the petitioner must file in the Office of the Town Clerk, a written report of at least one community meeting held by the petitioner. The report shall include a list of those persons and organization notified of the meeting detailing the method and date of contact' the date, time, and location of the meeting; a roster of persons in attendance, a summary of issues discussed, and a description of any changes to the petition as a result of the meeting. In the event the petitioner has not held at least one meeting, the petitioner shall file a report documenting efforts that were made and the reasons such a meeting was not held.

CONDITIONAL ZONING DISTRICT APPLICATION

Planning and Zoning Department

30 South Main Street, P.O. Box 338, Weaverville, NC 28787

(828) 484-7002--- fax (828) 645-4776 --- jeller@weavervillenc.org

\$350.00 Application Fee



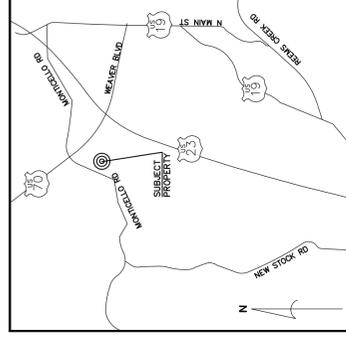
At the discretion of the Town Council, it may be required of the property owner to guarantee performance or completion of conditions included in the Conditional Zoning Plan. Such guarantee may take the form of: (1) a surety performance bond made by a company licensed and authorized in North Carolina, (2) a bond of a developer with an assignment to the Town of a certificate of deposit, (3) a bond of developer secured by an official bank check drawn in favor of the Town and deposited with the Town Clerk, (4) cash or an irrevocable letter of credit, (5) a bank escrow account whereby the developer deposits cash, a note, or a bond with a federally insured financial institution into an account payable to the Town. The amount of the guarantee shall be determined by Town Council.

WEAVERVILLE TOWNHOMES

TOWN OF WEAVERVILLE, BUNCOMBE COUNTY, NORTH CAROLINA

PREPARED FOR:
 NORTHRIDGE COMMONS DEVELOPERS, LLC
 P.O. BOX 1157
 ARDEN, NORTH CAROLINA 28704
 KEN JACKSON
 (828)684-8800

INDEX OF SHEETS	
Sheet No.	Title
C000	COVER SHEET
C101	SURVEY (BY OTHERS)
C201	EXISTING CONDITIONS AND DEMOLITION PLAN
C300	SITE PLAN
C301	OVERALL GRADING PLAN
C302	ROUGH GRADING PLAN
C303	ROAD PROFILES
C304	STORM DRAINAGE PLAN
C305	WATER PLAN
C306	WATER PROFILES
C307	SEWER PLAN
C308	SEWER PROFILES
C309	SITE DETAILS
C310	EROSION CONTROL DETAILS
C311	STORM WATER DETAILS
C312	STORM BMP DETAILS
C313	STORM BMP DETAILS
C314	WATER DETAILS
C315	SEWER DETAILS
C316	LANDSCAPE COMPLIANCE PLAN



VICINITY MAP
(NOT TO SCALE)



Know what's below.
Call before you dig.

DEVELOPMENT DATA
 OWNER/DEVELOPER: NORTHRIDGE COMMONS DEVELOPERS, LLC
 P.O. BOX 1157
 ARDEN, NORTH CAROLINA 28704
 CONTACT: KEN JACKSON
 (828)684-8800
 CIVIL ENGINEER: CIVIL DESIGN CONCEPTS, P.A.
 168 PATTON AVENUE
 ASHEVILLE, NORTH CAROLINA 28801
 CONTACT: KEN JACKSON, P.E.
 (828) 252-5386

COVER FOR:
 NORTHRIDGE COMMONS INVESTORS, LLC - WEAVERVILLE, NORTH CAROLINA
WEAVERVILLE TOWNHOMES

DRAWN BY: RWV
 11684
 CDC PROJECT NO.: 2018082
 MSD PROJECT NO.:

SHEET

C000

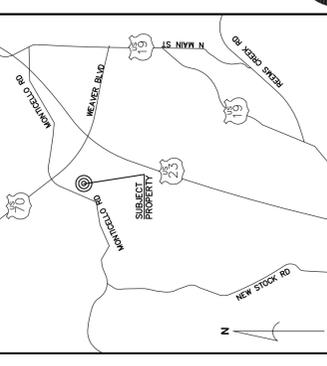


NO.	DATE	DESCRIPTION	BY
1.	04/02/2018	C2D APPLICATION SUBMITTAL	LWR
2.	05/01/2018	BC SW SUBMITTAL	LWR
3.	05/02/2018	MSD SUBMITTAL	LWR



168 PATTON AVENUE
 ASHEVILLE, NC 28801
 PHONE (828) 252-5386
 FAX (828) 252-5386

NO.	DATE	DESCRIPTION	BY
1.	04/02/2018	C20 APPLICATION SUBMITTAL	LWR



DEVELOPMENT DATA
 OWNER/DEVELOPER: NORTHRISE COMMONS DEVELOPERS, LLC
 P.O. BOX 1157
 WEAVERVILLE, NC 28784
 CONTACT: KEN JACKSON
 (828)684-8600

CIVIL ENGINEER: CIVIL DESIGN CONCEPTS, P.A.
 ASHEVILLE, NORTH CAROLINA 28901
 CONTACT: WARREN SUGG, P.E.
 (828) 252-5388

SURVEYOR: ED HUGHES & ASSOCIATES
 200 RIGSBFIELD COURT, SUITE 215
 ASHEVILLE, NC 28808
 CONTACT: PHILIP B. WHITE, PLS
 (828)225-6882

PROJECT DATA
 PIN: 9732-79-2660; 9733-70-0050; 9733-70-0388
 ADDRESS: 152 MONTICELLO ROAD,
 WEAVERVILLE, NC 28784
 DEED BOOK/PAGE: 55/160; 108/145; 126/173
 SITE ACREAGE: 8.42 ACRES
 ZONING: R-12

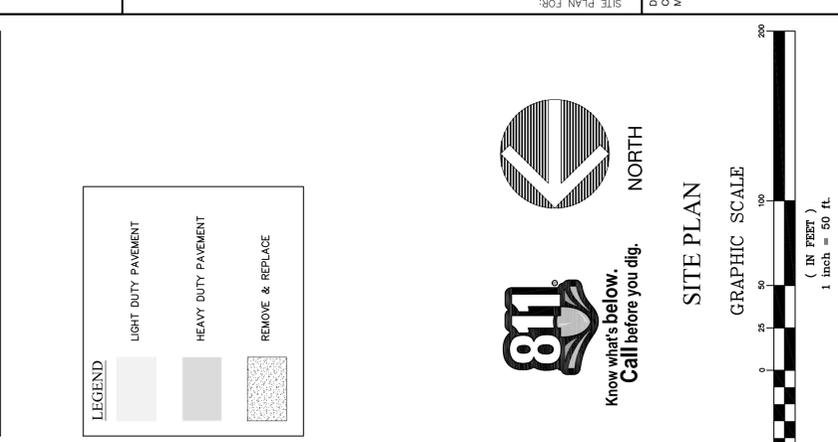
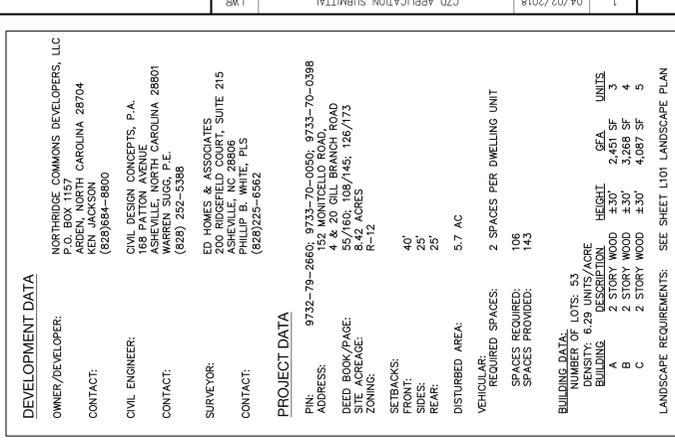
SETBACKS: FRONT: 40'
 SIDES: 25'
 REAR: 25'

DISTURBED AREA: 5.7 AC

VEHICULAR: REQUIRED SPACES: 2 SPACES PER DWELLING UNIT
 SPACES PROVIDED: 106
 SPACES REQUIRED: 143

BUILDING DATA:
 TOTAL OF LOTS: 53
 DENSITY UNITS/ACRE: 6.29 UNITS/ACRE
 BUILDING DESCRIPTION: HEIGHT UNITS
 A 2 STORY WOOD ±30' 2,451 SF 3
 B 2 STORY WOOD ±30' 3,268 SF 4
 C 2 STORY WOOD ±30' 4,087 SF 5

LANDSCAPE REQUIREMENTS: SEE SHEET L101 LANDSCAPE PLAN

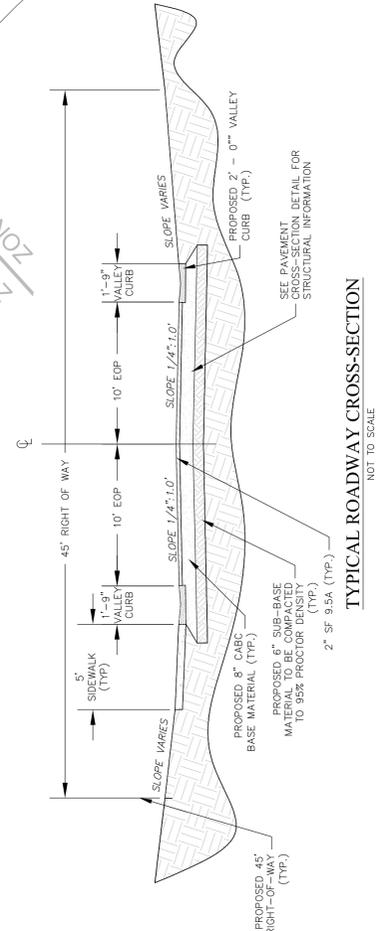
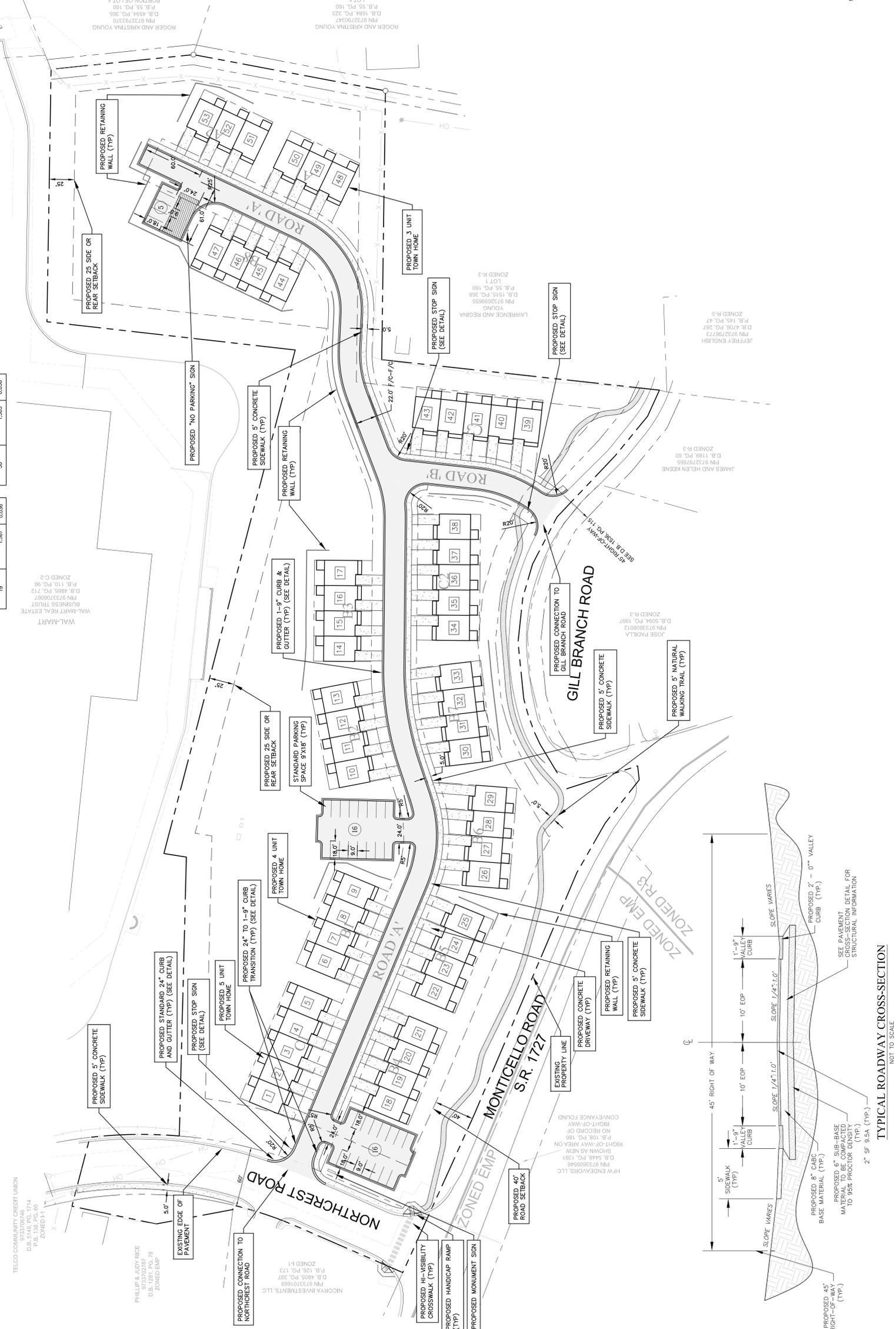


Lot #	Lot Sq.Ft.	Acres
1	1,457	0.033
2	1,460	0.034
3	1,460	0.034
4	1,460	0.034
5	1,458	0.033
6	1,458	0.033
7	1,460	0.034
8	1,460	0.034
9	1,458	0.033
10	1,512	0.035
11	1,467	0.034
12	1,470	0.034
13	1,522	0.035
14	1,458	0.033
15	1,460	0.034
16	1,460	0.034
17	1,458	0.033
18	1,584	0.036
19	1,587	0.036
20	1,587	0.036
21	1,564	0.036
22	1,564	0.036
23	1,587	0.036
24	1,587	0.036
25	1,584	0.036
26	1,668	0.038
27	1,615	0.037
28	1,673	0.038
29	1,609	0.042
30	1,554	0.036
31	1,653	0.038
32	1,691	0.039
33	1,687	0.038
34	1,584	0.036
35	1,587	0.036
36	1,587	0.036
37	1,587	0.036
38	1,585	0.036

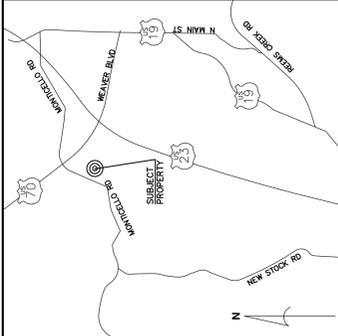
Lot #	Lot Sq.Ft.	Acres
39	1,764	0.040
40	1,622	0.037
41	1,587	0.036
42	1,587	0.036
43	1,584	0.036
44	1,481	0.034
45	1,500	0.034
46	1,500	0.034
47	1,498	0.034
48	1,609	0.037
49	1,587	0.036
50	1,585	0.036
51	1,584	0.036
52	1,587	0.036
53	1,584	0.036
OPEN SPACE	213,457	4.900

NOTES

- ALL SITEWORK SHALL BE IN ACCORDANCE WITH ALL LOCAL, STATE, AND NATIONAL REGULATORY STANDARDS AND ALL REQUIREMENTS IN THE PROJECT TECHNICAL SPECIFICATIONS.
- SINGLE PHASE CONSTRUCTION.
- ALL WORK MUST BE PERFORMED BY A NORTH CAROLINA LICENSED CONTRACTOR.
- PROPOSED LOTS WILL BE PROVIDED WITH UTILITIES VIA THE PROPOSED AND EXISTING RIGHT-OF-WAYS. CONTRACTOR IS RESPONSIBLE FOR LOCATING AND VERIFYING THE EXACT LOCATION OF ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR LOCATION PRIOR TO CONSTRUCTION. ALL BURIED UTILITIES HAVE NOT BEEN SHOWN ON THE PLANS AND IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR LOCATION PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL PROTECT EXISTING SITE FEATURES (SHOWN TO REMAIN) AND NEWLY COMPLETED WORK DURING CONSTRUCTION. ANY DAMAGE INCURRED DURING OR RESULTING FROM CONSTRUCTION ACTIVITY IS THE RESPONSIBILITY OF THE CONTRACTOR AND IS TO BE REPAIRED IN ACCORDANCE WITH APPLICABLE STANDARDS OF APPROPRIATE AGENCIES AT THE CONTRACTOR'S EXPENSE.
- PROPOSED ROADS TO BE PRIVATE.
- APPROVED EROSION CONTROL AND STORMWATER MANAGEMENT PLAN TO BE OBTAINED PRIOR TO BEGINNING ANY PHASE OF CONSTRUCTION. EROSION CONTROL DEVICES WILL BE MAINTAINED FOR THE DEVELOPMENT OF THE DEVELOPMENT PERIOD BY THE RESPONSIBLE PARTY.
- NO PORTION OF THE SITE LIES WITHIN THE 100-YR FEMA FLOODPLAIN.
- THE DEVELOPMENT SHOWN ON THIS PLAN WILL BE SERVED BY MSD SEWER AND TOWN OF WEAVERVILLE WATER (SEE UTILITY PLAN FOR PRELIMINARY WATER AND SEWER LAYOUTS). PROVISIONS WILL BE MADE BY THE DEVELOPER FOR ELECTRICAL, TELEPHONE, CABLE, AND/OR NATURAL GAS SERVICE. ALL UTILITIES WILL BE LOCATED UNDERGROUND.
- CONSTRUCTION LIKELY TO BEGINS IN THE SUMMER OF 2018, AND BE COMPLETED IN APPROXIMATELY 24 MONTHS. THE RESIDENTIAL UNITS ARE TO BE SOLD.



NO.	DATE	DESCRIPTION	BY
1.	04/02/2018	C2D APPLICATION SUBMITTAL	LWR



VICINITY MAP
 (NOT TO SCALE)

DEVELOPMENT DATA
 OWNER/DEVELOPER: NORTHEDGE COMMONS DEVELOPERS, LLC
 P.O. BOX 1157 CAROLINA, 28704
 1000 W. MAIN ST. WENDELL, NC 28786
 CONTACT: KEN JACKSON
 (828)684-8600

CIVIL ENGINEER: CIVIL DESIGN CONCEPTS, P.A.
 168 PATTON AVENUE ASHEVILLE, NORTH CAROLINA 28901
 CONTACT: WARREN SUGGS, P.E.
 (828) 252-5388

SURVEYOR: ED HUGHES & ASSOCIATES
 200 RIDGEBELD COURT, SUITE 215
 ASHEVILLE, NC 28808
 CONTACT: PHILIP B. WHITE, PLS
 (828)225-6882

PROJECT DATA
 PIN: 9732-79-2660; 9733-70-0500; 9733-70-0388
 ADDRESS: 152 MONTICELLO ROAD, ROAD
 457/60; 108/145; 126/173
 DEED BOOK/PAGE: 55/160; 108/145; 126/173
 SITE AREA: 8.42 ACRES
 ZONING: R-12

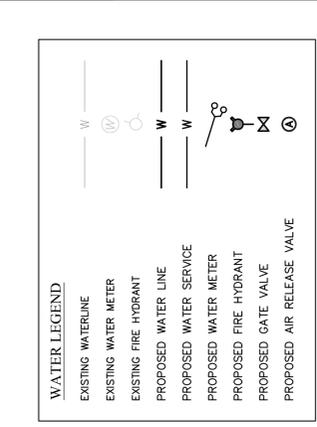
SETBACKS: 40'
 FRONT: 25'
 REAR: 25'
 SIDES: 25'

DISTURBED AREA: 5.7 AC

VEHICULAR: 2 SPACES PER DWELLING UNIT
 REQUIRED SPACES: 106
 SPACES PROVIDED: 143

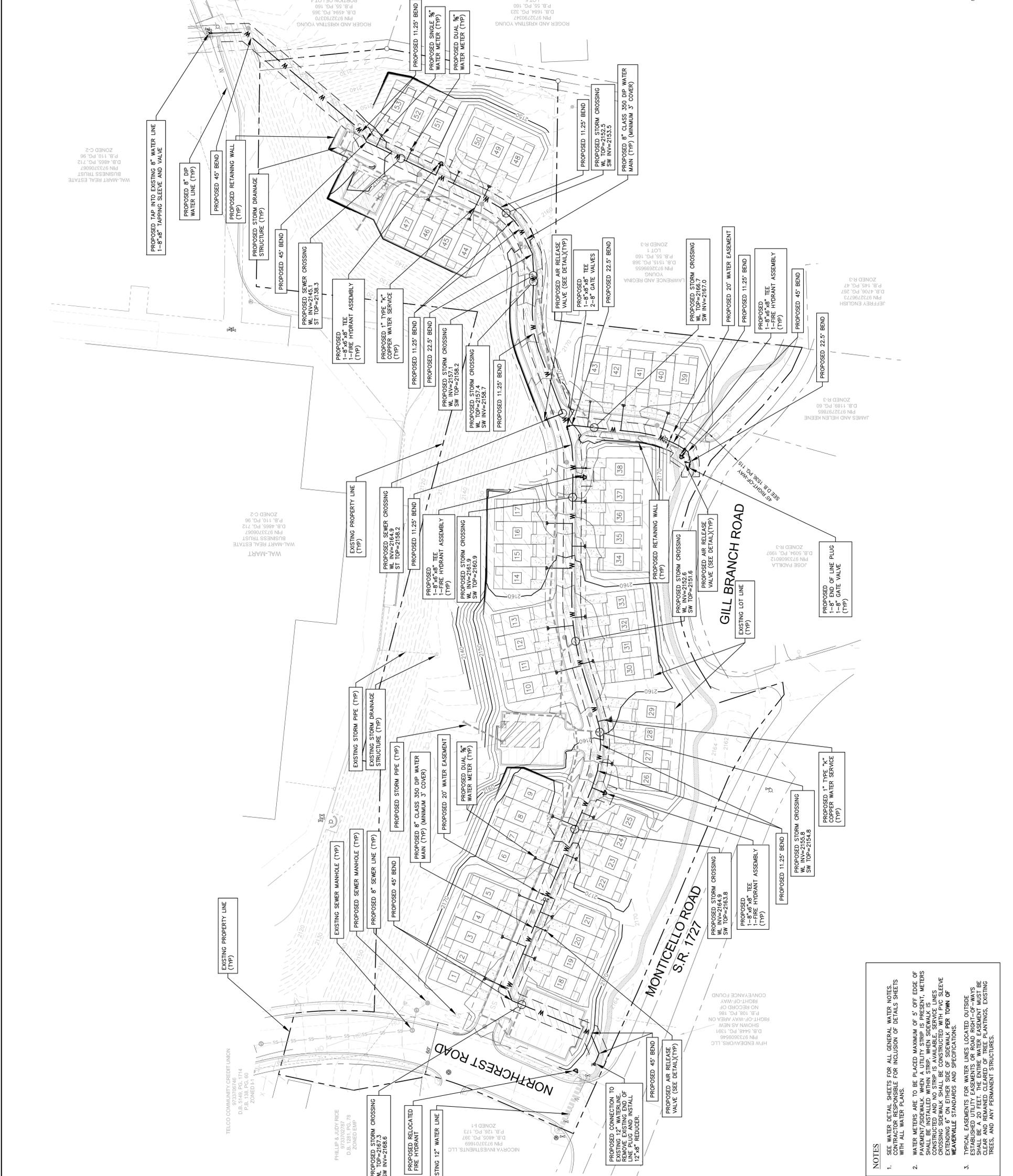
BUILDING DATA:
 TOTAL OF LOTS: 53
 DENSITY: 6.29 UNITS/ACRE
 BUILDING DESCRIPTION: HEIGHT: 2.451 SF 3
 A: 2 STORY WOOD ±30' 3,268 SF 4
 B: 2 STORY WOOD ±30' 4,087 SF 5
 C: 2 STORY WOOD ±30' 4,087 SF 5

LANDSCAPE REQUIREMENTS: SEE SHEET L101 LANDSCAPE PLAN



811
 Know what's below.
 Call before you dig.

WATER PLAN
 GRAPHIC SCALE
 (IN FEET)
 1 inch = 50 ft.



NOTES

- SEE WATER DETAIL SHEETS FOR ALL GENERAL WATER NOTES. CONTRACTOR RESPONSIBLE FOR INCLUSION OF DETAILS SHEETS WITH ALL WATER PLANS.
- WATER METERS ARE TO BE PLACED MAXIMUM OF 5' OFF EDGE OF PAVEMENT/SIDEWALK. WHEN A UTILITY STRIP IS PRESENT, METERS SHALL BE INSTALLED WITHIN STRIP. WHEN SIDEWALK IS PRESENT, CROSSING SIDEWALK SHALL BE CONSTRUCTED WITH PVC SLEEVE EXTENDING 6" ON EITHER SIDE OF SIDEWALK PER TOWN OF WEAVERVILLE STANDARDS AND SPECIFICATIONS.
- TYPICAL EASEMENTS FOR WATER LINES LOCATED OUTSIDE ESTABLISHED UTILITY EASEMENTS OR ROAD RIGHT-OF-WAYS SHALL BE A 20 FEET. THE ENTIRE WATER EASEMENT MUST BE CLEAR AND REMAINED CLEAR OF TREE PLANTINGS, EXISTING TREES, AND ANY PERMANENT STRUCTURES.

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

DATE OF MEETING: May 21, 2018

SUBJECT: Purchase of Fire Department Structural Firefighting Personal Protective Equipment

PRESENTER: Fire Chief

ATTACHMENT: None

DESCRIPTION:

The Fire Chief wishes to purchase additional needed structural firefighting gear. The requested gear is to provide a second full set of turnout gear for all firefighters. This second set is needed to eliminate the carcinogen exposure risk associated with gear that has not been properly laundered prior to use. This carcinogen exposure risk has been directly linked to cancer diagnoses among firefighters.

The estimated cost is approximately \$44,000.00 and can be paid from funds remaining in the Fire Department's FY 2018 budget.

This gear is customized to the Town's specifications and is only available from a sole source, Newton's Fire and Safety Equipment, Inc. Pursuant to NCGS 143-129(e)(6), public bidding is not required for sole source purchases, however, Town Council approval is required.

Town Manager recommends Town Council approval of this purchase of PPE.

COUNCIL ACTION REQUESTED:

Council is asked to approve the purchase of this structural firefighting personal protective equipment as a sole source exemption from the public bidding requirements. The following motion can be used:

I move that we approve the purchase of 18 sets of structural firefighting personal protective equipment from Newton's Fire and Safety Equipment, Inc., the sole source for this equipment, as authorized by NCGS 143-129(e)(6).

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: May 21, 2018
Subject: FY 2018-2019 Budget Presentation
Set Public Hearing on the Budget
Presenter: Selena Coffey, Town Manager
Attachments: Budget Message & Executive Summary

Description:

The Town Manager will be presenting the FY 2018-2019 Proposed Budget, including the Budget Message and Executive Summary at this evening's meeting. Town Council will also be asked to set the public hearing on the proposed budget for Monday, June 4, 2018 at 6:00pm.

Action Requested:

The Town Manager requests that Town Council set the public hearing on the budget for Monday, June 4, 2018 at 6:00pm.

Fiscal Year 2018-2019 Budget

Annual Proposed Budget

Budget Message & Executive Summary

Town of Weaverville
North Carolina

Fiscal Year 2018-2019 Budget Message

May 21, 2018

Honorable Mayor Al Root, Vice Mayor John Penley, Councilwoman Dottie Sherrill, Councilman Doug Jackson, Councilman Patrick Fitsimmons and Councilman Andrew Nagle:

It is my honor and privilege to present for your review and deliberations, the Town Manager's proposed fiscal year 2018-2019 budget. Pursuant to Section 159-11 of the North Carolina General Statutes, the Town of Weaverville's proposed budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 is hereby submitted for your consideration. This budget is presented in accordance with the North Carolina Local Government Budget & Fiscal Control Act and is balanced as required by North Carolina General Statutes.

The proposed fiscal year 2018-2019 budget presented for Town Council's review and approval represents the culmination of four work sessions to date. As you are aware, a public hearing on the proposed budget will be held on Monday, June 4, 2018.

The proposed budget, which totals **\$9,614,596** and represents an increase of **5.1%** over the current budget, is representative of your leadership and our dedicated employees' efforts in addressing the service demands of our community during a time of unprecedented growth. As they should, our citizens and businesses want responsive police and fire protection, well-maintained streets and roads, timely public works services, enjoyable recreation opportunities, clean water and other amenities that provide them the quality of life that keep them in Weaverville, or attracted them to our beautiful part of the world in the first place. While we maintain high standards for our current residents, we must continue to invest in future generations through upgrades and improvements in all Town service areas. Unfortunately, municipalities in North Carolina are somewhat limited in options to fund all of these services. In order to protect our current residents' quality of life and Town character while balancing growth, we must continually evaluate our deployment of services in sensible and sustainable ways. As our Town's elected officials, you have identified budgetary priorities for the upcoming fiscal year to work towards this balance while meeting the service needs of the community and achieving the goals of Town government.

<i>General Fund</i>	<i>\$7,408,968</i>
<i>Water Fund</i>	<i><u>\$2,205,628</u></i>
<i>Total Budget</i>	<i>\$9,614,596</i>

General Fund Overview

The proposed General Fund budget for fiscal year 2018-2019 totals **\$7,408,968**, which represents a **5.2%** or **\$364,860** increase in expenditures over the fiscal year 2017-2018 budget. The table below outlines the major sources of revenue and operational and capital expenditures proposed within the fiscal year 2018-2019 budget.

Revenues by Source	FY 2017-2018	FY 2018-2019	%
	Amended Budget	Proposed Budget	Variance
Ad Valorem Taxes	\$3,297,400	\$3,264,864	-1.0%
Buncombe County Fire District Taxes	\$1,358,293	\$1,387,000	2.1%
Local Government Sales Taxes	\$1,127,357	\$1,250,000	10.9%
Appropriated Fund Balance	\$453,894	\$707,004	55.8%
Unrestricted Intergovernmental Revenue	\$603,142	\$572,000	-5.2%
Restricted Intergovernmental Revenue	\$100,151	\$106,300	6.1%
Investment Earnings	\$5,000	\$84,000	1580.0%
Permits & Fees	\$20,600	\$25,300	22.8%
Other Revenue	\$14,000	\$12,500	-10.7%
Total Revenues:	\$6,979,837	\$7,408,968	6.1%
Expenditures by Department	FY 2017-2018	FY 2018-2019	%
	Amended Budget	Proposed Budget	Variance
Town Council	\$235,786	\$237,322	0.7%
Administration	\$646,919	\$661,284	2.2%
Planning	\$111,197	\$106,749	-4.0%
Police Department	\$1,733,464	\$1,632,103	-5.8%
Fire Department	\$2,009,156	\$2,144,598	6.7%
Public Works	\$1,829,611	\$2,228,519	21.8%
Contingency	\$20,000	\$20,000	0.0%
Debt Service	\$457,975	\$378,393	-17.4%
Total Expenditures:	\$7,044,108	\$7,408,968	5.2%

General Fund Revenue Highlights

- ✦ **Ad Valorem Taxes:** The proposed budget is based on the Town's current tax rate of \$0.38 per \$100 valuation at a collection rate of **99.0%** and tax values estimated by Buncombe County of **\$799,697,163** for real and personal property. This is a **2.4%** decrease from last year's County revaluation estimates that provided the foundation for the fiscal year 2017-2018 budget. It is important to note that last year's tax values were initially estimated at **\$819,074,475** by Buncombe County. Some decreases in tax revenues were inevitable due to appeals. Therefore, we believe this estimate to be too high based on our tax receipts to date and the relatively minimal tax bills that remain outstanding.
- ✦ **Buncombe County Fire District Taxes:** As you are aware, Buncombe County levies all fire district taxes within the county and the Weaverville Fire Department receives funding for fire protection for the North Buncombe Fire District. This funding is essential as our department continues providing fire protection to the area, which has seen an increase of 10% in calls over the last year alone. The proposed budget includes approximately **\$78,000** in additional tax revenue contingent upon County approving an increase in the fire district tax rate from \$0.112 to **\$0.12** (cents) per \$100 valuation. These additional funds, if approved by the

Buncombe County Board of Commissioners, will supplement the Town's efforts in adding three (3) firefighter positions to meet our burgeoning service demands.

- ✦ **Local Government Sales Taxes:** We are forecasting a **10.9%** increase in sales tax revenue over the current, fiscal year 2017-2018 budget. This projection is based primarily on prior years' collections, but also relying heavily on the North Carolina League of Municipalities' statewide sales tax distribution projections, which forecast sales revenue to top 5% on average statewide in the coming fiscal year.
- ✦ **Fund Balance:** The Town's last audit confirmed that we had almost \$5.6 million in available fund balance as of June 30, 2017. This is approximately \$3.6 million over Town Council's 40% fund balance target. The proposed budget utilizes approximately **\$157,000** of our accumulated fund balance to offset operational expenses, but most significantly, it formally appropriates the **\$550,000** received from the Eller Cove watershed conservation easement proceeds to be used to fund the initial phases of construction for a new community center at Lake Louise Park.
- ✦ **Fees:** The proposed budget includes fee adjustments in several areas, although these are not expected to significantly impact the Town's revenue base in the upcoming fiscal year.

General Fund Expenditure Highlights

- ✦ **New Personnel:** The proposed budget includes four (4) new positions:
 - **School Resource Officer:** One (1) School Resource Officer (SRO) position is proposed within the budget. This SRO will serve the campuses of Weaverville Elementary and Weaverville Primary and will expand the Town's educational outreach programs for the Police Department. Approval of this position represents the Town's desire to be proactive in addressing school crime that is impacting our entire nation at this point in time.
 - **Firefighters:** Three (3) additional firefighter positions are proposed within the budget. These positions represent the second and final phase of adding firefighters to operate two fire companies within the Weaverville Fire Department on a daily basis. This additional fire company is vital to our ability to provide fire protection in the North Buncombe Fire District as we face upwards of 10% growth in call volume over the last year. We anticipate that Buncombe County will increase the fire district tax rate by \$0.008 (cents) to supplement these personnel expenses.
- ✦ **Upgrade Initiatives:**
 - **Security:** Included within the proposed budget is approximately \$70,000 for the implementation of security features and safety upgrades to Town facilities, including Town Hall, the Police Department and the Public Works Department.

- **Connectivity:** The Town's current telephone and internet connectivity technology is roughly 15 years old. It is outdated, inefficient and oftentimes failing. Town staff has worked with a local company to plan for upgrades to these systems with a net cost to the Town of approximately \$15,000 for the upcoming fiscal year. These funds are allocated within all departments' budgets.
- **Town Hall Flooring:** Funds totaling \$28,000 are included within the proposed budget to replace flooring materials in Town Hall. The existing carpet is original to the construction of the building and replacement is necessary throughout.

✦ **Capital Equipment:**

- **Police Vehicles:** In conformity with the Town's vehicle replacement guidelines, funds are budgeted for the replacement of two (2) police cruisers, which are purchased under state contract pricing.
 - **Digital Video System Upgrades:** A total of \$33,000 is included in the proposed budget for the replacement of the Police Department's ten-year old digital video system server and corresponding patrol vehicle video cameras. The server (\$18,000) is proposed to be replaced during the upcoming fiscal year, while a five-year phased approach is planned for the patrol vehicle video cameras (approximately \$15,000 annually).
 - **Utility Vehicle:** In accordance with the conservation easement established for the Eller Cove watershed, the Town is expected to continue general maintenance and preservation of the property. Maintenance of this rugged property coupled with the Public Works Department's needs at Lake Louise Park and the Main Street Nature Park, necessitate the purchase of a heavy-duty utility vehicle. The proposed budget includes \$23,500 for the purchase of this UTV and its auxiliary equipment.
- ✦ **Streets Improvements Plan – Year 3:** The proposed budget includes \$200,000 in Town funding and \$100,000 in restricted Powell Bill funds to address the Town's ongoing commitment to street maintenance and improvements. The Town has budgeted and spent approximately \$700,000 over the last two years in repairing deteriorated streets. The upcoming fiscal year is the third year of the ongoing plan to repair all Town-maintained streets on an ongoing cycle.
- ✦ **Community Center:** Town leaders, this fiscal year, took tangible steps towards addressing the Lake Louise Community Center building replacement, by authorizing the demolition of the dilapidated building in December 2017. The proposed budget for fiscal year 2018-2019 includes formal appropriation of the \$550,000 in proceeds from the Eller Cove watershed conservation easement to be used to move the community center project forward during the upcoming fiscal year.

Water Fund Overview

The proposed Water Fund budget for fiscal year 2018-2019 totals **\$2,205,628**, which represents a **4.6%** increase in expenditures over the fiscal year 2017-2018 budget. The table below outlines the major sources of revenue and operational and capital expenditures proposed within the fiscal year 2018-2019 budget.

Revenues by Source	FY 2017-2018 Amended Budget	FY 2018-2019 Proposed Budget	% Variance
Water Revenue	\$1,800,000	\$1,845,000	2.5%
Miscellaneous Revenue	\$20,000	\$17,000	-15%
Water Taps	\$18,000	\$35,000	94.4%
System Development Fees	\$36,000	\$100,000	177.8%
Fees for MSD Collection	\$45,000	\$50,000	11.1%
Interest Earned	\$2,500	\$38,000	1420.0%
Appropriated Fund Balance	\$186,416	\$120,628	-35.3%
Total Revenues:	\$2,107,916	\$2,205,628	4.6%
Expenditures by Function	FY 2017-2018 Amended Budget	FY 2018-2019 Proposed Budget	% Variance
Personnel	\$969,529	\$1,004,633	3.6%
Operations	\$631,881	\$560,625	-11.3%
Capital Outlay	\$261,900	\$40,000	-84.7%
Capital Improvements	\$20,000	\$381,100	1805.5%
Contingency	\$15,000	\$15,000	0.0%
Reserve for Bond Payment	\$209,207	\$204,270	-2.5%
Total Expenditures:	\$2,107,917	\$2,205,628	4.6%

Water Fund Revenue Highlights

- ✦ **Water Rates:** In accordance with the *Water Fund Financial Analysis & Rate Review* completed by Martin-McGill Management Consulting firm and implemented in fiscal year 2014-2015, the proposed Water Fund budget includes a 2% user rate increase. This comprehensive 2% annual increase was strongly recommended by the consultants in order to cover maintenance and improvement costs of the water system gradually over multiple years as opposed to imposing a large adjustment of the rates on our water customers at one time.
- ✦ **System Development Fees:** As Town Council is aware, the legislature enacted Article 8 of Chapter 162A, entitled *System Development Fees*, to be effective in October 2017. This new law provides authority for the Town to charge system development fees for new development. These fees can be charged to recoup costs of existing water facilities that serve new development, but includes fees to pay for costs that the Town has already incurred for the construction of facilities and infrastructure used to treat and deliver potable water to new development. In order to impose this fee, the Town was required to contract for a supporting analysis by a qualified firm to determine the maximum system development fee that can be

charged. The Town engaged the W-R Martin firm to perform this study, which revealed that we are permitted to charge well over our current capacity depletion fee. The proposed budget recommends imposing system development fees for new development that are triple that of the Town's previously budgeted capacity depletion fees, which is expected to generate approximately \$25,000 additional in Water Fund revenue in fiscal year 2018-2019.

Water Fund Expenditure Highlights

✦ Capital Equipment & Improvements:

- **Vehicle Replacements:** In conformity with the Town's vehicle replacement guidelines, \$40,000 is budgeted for the replacement of two (2) fleet trucks and related equipment.
- **Radio Read Water Meters:** Each annual budget includes funds to replace old water meters with automated radio-read meters. This year's proposed budget includes \$40,000 for these phased-replacement meters.

✦ Upgrade Initiatives:

- **SCADA Upgrade:** The proposed Water Fund budget includes \$65,000 for a vital upgrade to our Supervisory Control and Data Acquisition (SCADA) system for the water treatment plant.
- **Capital Improvements:** The proposed Water Fund budget includes \$188,500 for improvements to 1) the existing water treatment plant and 2) the Ox Creek reservoir. These are outlined below:

Water Treatment Plant Improvements & Repairs:

- Rebuild of raw water pumps, \$21,000
- Replacement of filter media, \$50,000
- Rebuild of chlorine gas delivery system, \$15,000
- Replacement of raw water flow control valve, \$29,500
- Repainting of facility, \$13,000

Ox Creek Reservoir Repairs:

- Restoration of physical reservoir, \$60,000

Other Highlights

The proposed fiscal year 2018-2019 budget includes a cost of living adjustment of 2% per employee. This is below the Consumer Price Index percentage, which was 2.5% as of April 2018. The budget also continues the Town's performance evaluation and merit bonus program.

Employee health insurance has been budgeted with an increase of approximately 8% over projected current year rates. This is a decrease from previous years where we have seen upwards of 14% increases in premiums.

In Closing

A few outstanding issues remain as we enter the next fiscal year. One of those, and very significant for the Town's residents, involves decisions regarding our water treatment plans. As you are aware, we have engaged a consultant to provide a report that will guide Town Council's decisions regarding the water treatment options for the future. This final report is expected to be presented in June or July.

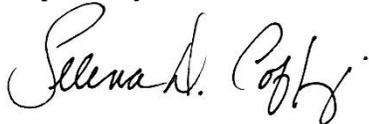
Another significant decision to be made by Town Council will involve the former bus garage located on Central Avenue. Funds have been included within the proposed budget for repairs to that facility. However, those funds will not be spent until Council makes a decision regarding the disposition of the property.

Included with this budget message, you will find an executive summary of the budget. As stated earlier, the public hearing on the budget is scheduled for June 4 at 6:00pm, with adoption scheduled for your regular meeting on June 18.

The Town's management team has been instrumental in the development of this budget. I feel that our team has done an exceptional job at controlling costs while their departments have provided the high-quality services that our citizens deserve. I would like to extend a special thanks to them for their time and efforts during this budget process. Furthermore, I wish to express a very special 'thank you' to our Finance Director, Tonya Dozier. She has been instrumental in analyzing revenues and expenditures, assisting department heads with their budget requests and assisting me in developing the proposed fiscal year 2018-2019 budget.

The fiscal year 2018-2019 budget reflects the challenges typical with a growing community and ever-changing financial environment, but it also reflects the Town's capacity to provide excellent services to our residents, businesses and visitors. It has been my pleasure to serve the Town of Weaverville, including the Mayor and Town Council and our citizens and to serve alongside our management team and employees. I hope to have many more years serving this wonderful community.

Respectfully Submitted,



Selena D. Coffey, MPA, ICMA-CM
Town Manager / Budget Officer

**Fiscal Year 2018-2019 Proposed Budget
Budgets by Department, Function & Category**

GENERAL FUND REVENUE	FY 2018 Amended Budget	FY 2019 Proposed Budget	\$ Variance	% Variance
Prior Year Tax Revenue	\$1,600	\$2,500	\$900	56.3%
Prior Year Interest & Penalties	\$200	\$200	\$0	0.0%
Ad Valorem Tax Revenue	\$3,110,600	\$3,008,164	(\$102,436)	-3.3%
DMV Tax Revenue	\$180,000	\$250,000	\$70,000	38.9%
Tax Penalties & Interest	\$5,000	\$4,000	(\$1,000)	-20.0%
Utilities Franchise Tax	\$480,000	\$450,000	(\$30,000)	-6.3%
Beer & Wine Tax	\$16,000	\$16,000	\$0	0.0%
Powell Bill Distributions	\$100,000	\$106,000	\$6,000	6.0%
Local Government Sales Tax	\$1,127,357	\$1,250,000	\$122,643	10.9%
Buncombe County Fire Protection	\$1,358,293	\$1,387,000	\$28,707	2.1%
ABC Store Distribution to Town	\$70,000	\$90,000	\$20,000	28.6%
ABC Store Alcohol Education	\$12,915	\$0	(\$12,915)	-100.0%
ABC Store Police Department	\$8,226	\$0	(\$8,226)	-100.0%
Cell Tower Revenue	\$16,000	\$16,000	\$0	0.0%
Miscellaneous Revenue	\$9,000	\$7,500	(\$1,500)	-16.7%
Interest Earned	\$5,000	\$84,000	\$79,000	1580.0%
Interest Earned-Powell Bill	\$150	\$300	\$150	100.0%
Zoning Inspections Fees	\$20,000	\$25,000	\$5,000	25.0%
Fire Inspections Fees	\$600	\$300	(\$300)	-50.0%
Sale of Property	\$5,000	\$5,000	\$0	0.0%
Appropriated Fund Balance	\$453,894	\$707,004	\$253,110	55.8%
TOTAL GENERAL FUND REVENUE	\$6,979,836	\$7,408,968	\$429,132	6.1%

GENERAL FUND EXPENDITURES	FY 2018 Amended Budget	FY 2019 Proposed Budget	\$ Variance	% Variance
Town Council				
Personnel	\$83,736	\$89,522	\$5,786	6.9%
Operations	\$152,050	\$137,800	(\$14,250)	-9.4%
Capital Outlay	\$0	\$10,000	\$10,000	--
Total	\$235,786	\$237,322	\$1,536	0.7%
Administration				
Personnel	\$427,985	\$434,099	\$6,114	1.4%
Operations	\$188,934	\$174,185	(\$14,749)	-7.8%
Capital Outlay	\$30,000	\$53,000	\$23,000	76.7%
Total	\$646,919	\$661,284	\$14,365	2.2%
Planning & Code Enforcement				
Personnel	\$84,197	\$87,079	\$2,882	3.4%
Operations	\$27,000	\$19,670	(\$7,330)	-27.1%
Total	\$111,197	\$106,749	(\$4,448)	-4.0%

**Fiscal Year 2018-2019 Proposed Budget
Budgets by Department, Function & Category**

GENERAL FUND EXPENDITURES	FY 2018 Amended Budget	FY 2019 Proposed Budget	\$ Variance	% Variance
Police Department				
Personnel	\$1,279,203	\$1,252,213	(\$26,989)	-2.1%
Operations	\$332,553	\$284,890	(\$47,663)	-14.3%
Capital Outlay	\$121,709	\$95,000	(\$26,709)	-21.9%
Total	\$1,733,464	\$1,632,103	(\$101,361)	-5.8%
Fire Department				
Personnel	\$1,647,476	\$1,814,741	\$167,265	10.2%
Operations	\$316,680	\$329,857	\$13,177	4.2%
Capital Outlay	\$45,000	\$0	(\$45,000)	-100.0%
Total	\$2,009,156	\$2,144,598	\$135,442	6.7%
Public Works: All Divisions				
Personnel	\$767,066	\$772,737	\$5,671	0.7%
Operations	\$435,645	\$496,883	\$61,238	14.1%
Capital Outlay	\$111,900	\$50,999	(\$60,901)	-54.4%
Capital Improvements	\$515,000	\$907,900	\$392,900	76.3%
Total	\$1,829,611	\$2,228,519	\$398,908	21.8%
Debt Service				
Loan Payment-Fire Truck 09/14	\$53,541	\$53,541	\$0	0.0%
Loan Payment-Fire Trucks	\$149,413	\$74,707	(\$74,706)	-50.0%
Loan Payment-Fire Station	\$255,021	\$250,145	(\$4,876)	-1.9%
Total	\$457,975	\$378,393	(\$79,582)	-17.4%
Contingency	Total \$20,000	\$20,000	\$0	0.0%
Total General Fund Expenditures	\$7,044,108	\$7,408,968	\$364,860	5.2%

**Fiscal Year 2018-2019 Proposed Budget
Budgets by Department, Function & Category**

WATER FUND REVENUE	FY 2018 Amended Budget	FY 2019 Proposed Budget	\$ Variance	% Variance
Water Revenue	\$1,800,000	\$1,845,000	\$45,000	2.5%
Miscellaneous Revenue	\$20,000	\$17,000	(\$3,000)	-15.0%
Water Taps	\$18,000	\$35,000	\$17,000	94.4%
Capacity Depletion Fees	\$36,000	\$100,000	\$64,000	177.8%
Fees for MSD Collection	\$45,000	\$50,000	\$5,000	11.1%
Interest Earned	\$2,500	\$38,000	\$35,500	1420.0%
Appropriated Fund Balance	\$186,416	\$120,628	(\$65,788)	-35.3%
Total Water Fund Revenue	\$2,107,916	\$2,205,628	\$97,712	4.6%

WATER FUND EXPENDITURES	FY 2018 Amended Budget	FY 2019 Proposed Budget	\$ Variance	% Variance
Water Fund				
Personnel	\$969,529	\$1,004,633	\$35,104	3.6%
Operations	\$631,881	\$560,625	(\$71,256)	-11.3%
Capital Outlay	\$261,900	\$40,000	(\$221,900)	-84.7%
Capital Improvements	\$20,000	\$381,100	\$361,100	1805.5%
Total	\$1,883,310	\$1,986,358	\$103,048	5.5%
Contingency	Total \$15,000	\$15,000	\$0	0.0%
Reserve for Bond Payment	\$209,607	\$204,270	(\$5,337)	-2.5%
Total Water Fund Expenditures	\$2,107,917	\$2,205,628	\$97,711	4.6%

GRAND TOTAL BUDGET	\$9,152,025	\$9,614,596	\$462,571	5.1%
---------------------------	--------------------	--------------------	------------------	-------------

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

DATE OF MEETING: May 21, 2018
SUBJECT: Water Leak Protection Program
PRESENTER: Finance Officer and Town Attorney
ATTACHMENT: Suggested ServLine Flyer
Proposed Ordinance Amending Code Section 30-107
Proposed Resolution Approving Water Leak Protection Policy
and Amendment to Customer Service Policy

DESCRIPTION:

Mayor and Town Council have heard information concerning a water leak protection plan that could be implemented through ServLine to protect certain water customers who might otherwise face large and unexpected water bills as a result of a water leak or water line break at minimum cost to the water customer. Implementation of this policy could save the Town several thousands of dollars each year.

Staff has been working towards an implementation date of July 1st and has the required documents before Mayor and Town Council tonight for review and potential adoption. These documents reflect the several changes to Code and policy that would need to be made in order to effectively adopt this new approach to the problem of high water bills associated with water leaks.

Under the new approach, water customers with water lines of up to 2 inches in diameter will have up to \$1,000 of insurance coverage each year for qualifying leaks. The proposed Water Leak Protection Policy describes what would and would not be a qualifying leak. Claims are handled directly through ServLine so there is no administrative cost under this new approach. The monthly rates for up to \$1,000 in coverage each year for water customers with water lines of up to 2 inches in diameter are as follows, subject to opt-out provisions:

Type of Meter	Monthly Fee
Residential - Single Meter	\$1.25
Commercial - Single Meter	\$3.45
Commercial - Master Meter	\$6.90

These fees will be included in the proposed Fee Schedule that will be up for adoption on June 18, should Town Council go forward with this new policy. These fees will automatically be included on the eligible water bills, but customers can opt out of the program by contacting ServLine. Customers that opt out of the program will not be eligible for any water adjustment through the Town or ServLine and would remain fully responsible for all water bills, even bills resulting from a water leak.

COUNCIL ACTION REQUESTED:

Town Council is asked to:

1. Adopt the proposed ordinance which amends Section 30-107 of Town Code as it pertains to water billing adjustment, effective July 1, 2018.
2. Adopt the attached proposed resolution which amends the Town's Customer Service Policy as it pertains to water billing adjustments and enacts the new Water Leak Protection Policy, effective July 1, 2018.



TOWN OF WEAVERVILLE WATER SERVLINE LEAK PROTECTION

BEGINS JULY 1ST 2018



ServLine

LEAKS HAPPEN

A LEAKY PIPE CAN LEAD TO
A LEAKY WALLET.

WE ARE EXCITED TO ANNOUNCE
OUR SERVLINE LEAK PROTECTION
PROGRAM.

WITH AUTOMATIC
ENROLLMENT YOU
WILL BE PROTECTED
FROM HAVING TO
PAY A HIGH WATER
BILL AND AVOID
INTERRUPTION TO
SERVICE.

WATER LEAK PROTECTION*



AUTO-ENROLLED
UP TO \$1,000/LEAK*
*Call us to decline protection and
accept full responsibility for water
bills caused by water leaks*



ONLY \$1.25
PER MONTH



SINGLE OCCUPANCY
ONLY \$3.45/ MN
MULTI-OCCUPANCY
ONLY \$6.90/ MN
UP TO 2" METER

CALL TODAY: (828) 658-5600

All leaks occurring after July 1st will only be adjusted through our ServLine Program. 39
** Please refer to our leak adjustment policy for guidelines and qualifications for leak adjustments.*

ENHANCED LINE PROTECTION

ENROLLMENT AFTER JULY 1ST REQUIRES A 30 DAY WAITING PERIOD.

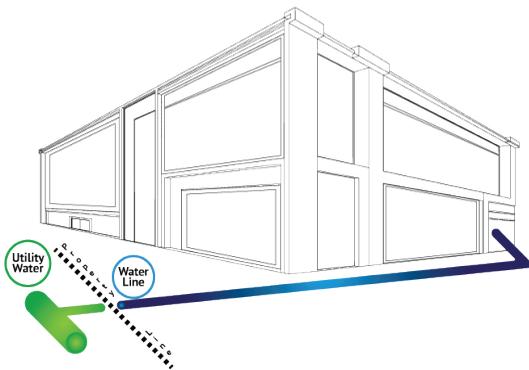


PIPES BREAK

A BROKEN PIPE ON YOUR PROPERTY CAN WREAK HAVOC ON YOUR FINANCES.



PROTECT YOUR PERSONAL WATER INFRASTRUCTURE!



DISCOVER PEACE OF MIND BY SECURING YOUR PROPERTY WITH LINE PROTECTION.



"My neighbors felt sorry for me when they saw the different companies coming out to mark the gas, electric, and water lines before the backhoe began to dig up my yard. They said it must be terribly expensive and wanted to know how much all of it was going to cost. I was able to proudly say, nothing! My ServLine Line Protection offered by the utility covered the full amount! It paid \$1,575.00 to the plumber to replace 25-feet of my water line."

- Mrs. McWherter | Home Owner -

WATER LINE PROTECTION**



UP TO \$10,000/ REPAIR
FROM METER TO FOUNDATION
NO DEDUCTIBLE
NO ANNUAL LIMIT
ENROLL NOW - CALL TODAY



ONLY \$4.40
PER MONTH



SINGLE OCCUPANCY
ONLY \$13.50
MULTI-OCCUPANCY
ONLY \$27.00
PER MONTH

SERVLINE ENHANCED LINE PROTECTION INCLUDES \$500 FOR LANDSCAPING AND PRIVATE PAVED SURFACES.

JUL
BEGINS 1ST
2018

CALL TODAY: (828) 658-5600



* Some Restrictions Apply: • Call • to request a full copy of program protections and exclusions.
**Does not provide protection for: water meter, water pit, water vault, pumps, valves, or back flow assemblies.

**ORDINANCE AMENDING SECTION 30-107 OF WEAVERVILLE TOWN CODE
PERTAINING TO WATER BILLING ADJUSTMENTS**

WHEREAS, Town Council understands that water leaks can lead to unexpectedly high water bills that are difficult for water customers to pay for; and

WHEREAS, Town Council has contemporaneously adopted a Water Leak Protection Policy that is intended to govern all requests for water billing adjustments;

WHEREAS, Town Council wishes to amend Chapter 30 of the Weaverville Town Code to be consistent with the new Water Leak Protection Policy;

NOW, THEREFORE, BE IT ORDAINED by Town Council of the Town of Weaverville, North Carolina, as follows:

1. Section 30-107 is hereby amended as follows with all amendments being highlighted, added language underlined and stricken language shown with strike-throughs:

Sec. 30-107. - Billing adjustments.

~~The town will consider adjustments to customer's water bills based on the provisions contained in the town's customer service policy, as adopted and amended by town council.~~

~~The town will not make more than one adjustment in a 24-month period.~~

On and after July 1, 2018, any and all requests for adjustments to water bills shall be processed in accordance with and subject to the conditions and limitations of the Town's Water Leak Protection Policy, as the same may from time to time be amended by Town Council.

2. This amendment shall be effective July 1, 2018.

ADOPTED THIS the 21st day of May, 2018, by a vote of ___ in favor and ___ against.

ALLAN P. ROOT, Mayor

ATTESTED BY:

APPROVED AS TO FORM:

DEREK HUNINGHAKE, Town Clerk

JENNIFER O. JACKSON, Town Attorney

**RESOLUTION AMENDING CUSTOMER SERVICE POLICY AND
ADOPTING WATER LEAK PROTECTION POLICY EFFECTIVE JULY 1, 2018**

WHEREAS, water leaks can lead to unexpectedly high water bills that are difficult for water customers to pay for; and

WHEREAS, the Town’s current water billing adjustment policy costs the Town several thousands of dollars each year;

WHEREAS, ServLine offers water leak adjustment insurance coverage of up to \$1,000 per year for water customers using waterlines up to 2 inches in diameter for a minimal monthly fee;

WHEREAS, the Town Council of the Town of Weaverville has determined that it is in the best interest of the Town and for the Town’s water customers to adopt a water leak protection policy consistent with the water leak insurance that is offered by ServLine;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF WEAVERVILLE HEREBY RESOLVES, as follows:

1. That the Water Leak Protection Policy that is attached hereto is incorporated by reference and adopted with an effective dated of July 1, 2018;
2. That effective July 1, 2018, the “Billing Adjustments” section of the Town’s Customer Service Policy that was originally adopted on April 16, 2012, is amended to read as follows:

BILLING ADJUSTMENTS

In accordance with Town Code Section 30-107, any and all requests for water bill adjustments shall be processed with and subject to the conditions and limitations of the Town’s Water Leak Protection Policy, as the same may from time to time be amended by Town Council.

3. That the Mayor, Town Manager and Finance Officer are authorized to execute all documents necessary to engage ServLine for the purposes stated in the attached Water Leak Protection Policy.

ADOPTED this the 21st day of May, 2018.

ALLAN P. ROOT, Mayor

ATTESTED BY:

DEREK K. HUNINGHAKE, Town Clerk

Town of Weaverville

Water Leak Protection Policy

In accordance with Town Code Section 30-107, any and all requests for adjustments to water bills shall be in accordance with the procedures and subject to the limitations contained within this Water Leak Protection Policy.

Section 1. Customer's Responsibility

The Town's ownership and maintenance obligations for the water system extend to and include the water meter. The customer owns and is obligated to maintain the water lines and plumbing fixtures on the customer side of the water meter. It is the customer's responsibility to keep his or her water lines and plumbing system in good working order. That said, water leaks do occur from time to time resulting in unexpectedly high water bills.

Section 2. Water Leak Adjustment Protection

The Town of Weaverville has contracted with ServLine to provide the Town's residential and commercial water customers using a waterline up to two (2) inches in diameter, with water leak adjustment insurance coverage of up to \$1,000 each year. This coverage provides payment of unexpectedly high water bills due to qualifying leaks. The following conditions, provisions, and limitations apply:

- (A) **Qualifying Leaks** – Any leak, other than those non-qualifying leaks listed below, that generates a minimum additional charge resulting in a water bill that is twice the average water bill of that customer calculated over a 12-month period. For water customers who have been on the Town's water system for less than 12 months, a water leak adjustment will not be made until at least 3 months of average usage has been established.
- (B) **Non-Qualifying Leaks or Usage** – The following leaks or use of water do not qualify for water leak protection under this policy:
 - 1. Leaks on any water line greater than two (2) inches in diameter;
 - 2. Leaks associated with structures that have been left or abandoned without reasonable care for the plumbing system;
 - 3. Leaks experienced by residential customers who do not have their own Town water meter (the customer with the commercial master meter may have a claim);
 - 4. Leaks on irrigation systems or irrigation lines;
 - 5. Leaks in any structure other than the primary residential or primary commercial structure, such as, but not limited to, detached garages or storage buildings;
 - 6. Filling swimming pools or leaks in swimming pools;

7. Filling of water features, such as fountains or fish ponds, or leaks associated with water features;
8. Filling of, leaks associated with, and/or general water usage associated with outdoor recreational activities such as, but not limited to, hot tubs, kiddie pools, slip-n-slides, and sprinklers;
9. Watering of lawns or gardens;
10. Washing cars;
11. Washing or pressure-washing driveways, windows or siding of any residential or commercial structure; and
12. Negligent or intentional acts such as leaving the water running.

(C) **Submission of Claims –**

1. Claims must be submitted to ServLine within 90 days from the billing date.
2. Claims must be accompanied by proof that the leak has been repaired before an adjustment will be made (i.e. copy of invoice for materials, paid invoice from plumber).
3. Call ServLine at 828-658-8600 to initiate a claim.

(D) **Limitations** – A leak adjustment can encompass no more than two billing cycles. No customer shall receive more than one leak adjustment during any twelve (12) month period. Water leak adjustment coverage assists with the payment of high water bills due to qualifying water leaks but does not provide any reimbursement for the repair or replacement of water lines or plumbing fixtures (see Section 3 below for optional waterline break coverage).

(E) **Monthly Fees** – Monthly fees shall be established by ServLine for the following classes of customers: (1) residential users with single meters, (2) commercial users with single meters, and (3) commercial users with master meters. If approved by Town Council, the Town will reflect these monthly fees on the fee schedule that it adopts annually. Customers are obligated to pay the monthly fee for water leak protection unless the customer has properly declined protection as provided herein (see Section F below).

(F) **Customer Option to Decline Program** – Water customers are entitled to decline the water leak protection set out in this policy by calling ServLine at 828-658-8600. Customers that have opted out of this program will not be entitled to any adjustment to their water bills and the water customer will remain fully responsible for any and all amounts due.

(G) **Effect on Sewer Bill** – Sewer service within the Town is provided by the Metropolitan Sewerage District of Buncombe County (MSD) and nothing contained within this policy should be construed as altering any policy adopted by MSD concerning adjustments to its sewer bills. The Town will bill such sewer charges as are mandated by MSD and the sewer customer shall remain

responsible for any and all amounts due unless MSD has agreed to a sewer billing adjustment.

Section 3. Waterline Break Protection

Optional coverage for water line break coverage is available for certain water customers through ServLine. Waterline break protection is voluntary and, if added, can provide up to \$10,000 in coverage for repair and/or replacement of broken waterlines. For more information on waterline break protection or to add this coverage please contact ServLine at 828-658-8600.

Section 4. How to Contact ServLine

All questions or comments concerning this water leak protection policy should be directed to ServLine at 828-658-8600.

Section 5. Effective Date – This policy shall be effective beginning July 1, 2018.

ADOPTED BY TOWN COUNCIL THIS this ____ day of _____, 2018.

TOWN OF WEAVERVILLE:

ATTESTED BY:

Allan P. Root, Mayor

Derek K. Huninghake, Town Clerk

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

DATE OF MEETING: May 21, 2018
SUBJECT: Proposed Amendments to the Personnel Policy
PRESENTER: Town Attorney and Town Manager
ATTACHMENTS: Article II (Amended) – Position Classification Plan
Article III (Amended) – Pay Plan
Article IV (Amended) – Recruitment and Selection

DESCRIPTION:

The Town Manager and Town Attorney have continued work on amendments to the Town's Personnel Policy. At tonight's meeting Mayor and Council are asked to review the Articles mentioned above.

Article II describes the position classification plan that is utilized as a guide in recruitment, promotion, review of salary, etc. Article III addresses the pay plan and related issues that are designed to ensure equitable compensation for all positions. The Town's pay plan will be on Town Council's agenda for review and adoption as part of the Budget Ordinance that will be reviewed at your next regular meeting. Recruitment and Selection is addressed in Article IV. All of these articles have been reviewed and contain rather minor modifications.

Both Town Manager and Town Attorney will be present tonight to answer questions and discuss these recommended changes to the Town's Personnel Policy

COUNCIL ACTION REQUESTED:

Council discussion on the proposed amendments to the Personnel Policy is encouraged. Action can be taken at tonight's meeting to adopt the amendments as presented or as Council sees fit to amend. Equally appropriate is for Council to give staff some direction on how the proposed language should be amended and brought back to Council for action at a later date.

Town of Weaverville Personnel Policy

Article II. Position Classification Plan

Section 1. Purpose

The Town's position classification plan, as approved by Town Council, provides a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definitive range of duties and responsibilities.

Section 2. Composition of the Position Classification Plan

The classification plan shall consist of:

- (a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- (b) class titles descriptive of the work of the class;
- (c) written specifications for each class of positions; and
- (d) an allocation list showing the class title of each position in the classified service.

Section 3. Use of the Positions Classification Plan

The classification plan is to be used:

- (a) as a guide in recruiting and examining applicants for employment;
- (b) in determining lines of promotion and in developing employee training programs;
- (c) in determining salary to be paid for various types of work;
- (d) in determining personnel service items in departmental budgets; and
- (e) in providing uniform job terminology.

Section 4. Administration of the Position Classification Plan

The **Town Manager** shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the approved position classification plan. The Town Manager shall periodically review portions of the classification plan and recommend appropriate changes to the Town Council. **The Town Manager** may delegate some or all of these duties to the Human Resources Officer.

Commented [JJ1]: Change from Town Council

Commented [JJ2]: Added

Section 5. Authorization of New Positions and the Position Classification Plan

New positions shall be established upon recommendation of the Town Manager and approval of the Town Council. New positions shall be recommended to the Town Council with a recommended class title after which the Town Manager shall either allocate the new position into the appropriate existing class, or revise the position classification plan to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications, shall be reported to the Town Council and kept on file with the Town Manager. Copies will be available to all Town employees for review upon request.

Section 6. Request for Reclassification

Any employee who considers his or her current position classification to be improper shall submit a request for reclassification, with such request being submitted in writing to his or her immediate supervisor, who shall immediately transmit the request through the Department Head to the Town Manager. Upon receipt of such request, the Town Manager shall study the request, determine the merit of the reclassification, and recommend any necessary revisions to the classification and pay plan to the Town Council. The Town Manager may delegate some or all of these duties to the Human Resources Officer.

Commented [JJ3]: Added

Town of Weaverville Personnel Policy

Article III. Pay Plan

Section 1. Definition

The pay plan includes the basic salary schedule and the assignment of position classes to salary grades as adopted by the Town Council. Positions are assigned to grades within the pay plan based upon the complexity of duties, levels of responsibility, and education and training required for the position. The salary schedule consists of minimum, midpoint, and maximum rates of pay for all classes of positions, and a designation of the standard hours in the work week for each position.

Commented [JJ1]: Expanded description of pay plan

Section 2. Administration and Maintenance of the Pay Plan

The Town Manager, assisted by the Human Resources Officer, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

Commented [JJ2]: Two sections have been combined

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Human Resources Officer shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Manager such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the minimum, midpoint and maximum rates change according to the market.

Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class or classes and adjusting the rate of pay for employees in the class when the action is approved by the Town Council.

Section 3. Starting Salaries

All persons employed in positions approved in the position classification plan shall be employed at the minimum rate for the classification in which they are employed; however, exceptionally well qualified applicants may be employed above the minimum rate of the established salary range upon approval of the Town Manager.

Draft Proposed – May 21, 2018

Section 4. Merit Pay and Merit Bonus

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager.

Town Council may designate a portion of its annual budget for use by the Town Manager in rewarding employees with merit pay increases or bonuses based on performance-related criteria.

Employees who have demonstrated qualification for a performance related increase as described in their performance evaluation are eligible for a merit pay increase within the established salary range.

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a merit bonus at their regular performance evaluation time. Merit bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Merit bonuses shall be awarded in lump sum payments and do not become part of base pay.

Section 5. Trainee Designation and Provisions

Applicants being considered for employment with the Town or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the Department Head.

"Trainee" salaries shall be no more than two grades below the minimum salary rate established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as being in a probationary period. However, probationary periods shall be no less than six months and trainee periods may extend from three to eighteen months. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed.

If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the hiring rate established for the position for which the employee was trained.

Commented [JJ3]: Probationary Pay Increases - deleted

Commented [JJ4]: Amended for clarification; sections on merit pay and merit pay bonuses have been combined

Section 6. Salary Effect in Promotions, Demotions, Transfers and Reclassifications

- (a) **Promotions.** The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of (1) highly skilled and qualified employees, (2) shortage of qualified applicants, (3) a promotion that exceeds an increase of two pay grades, or (4) for other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town. In that case the Town Manager will take into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs.
- (b) **Demotions.** Demotion is the voluntary or involuntary movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.
- (c) **Transfers.** The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.
- (d) **Reclassifications.** An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of approximately 5% or an increase to the minimum rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount in the new range.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 6. Effect of Salary Range Revisions

Commented [JJ5]: Added – consistent with NCLM

A salary range revision is a change in the salary range or grade assigned to a specific class of positions. The change may be based upon increased salaries in the relevant labor market, recruitment and retention data, or increased complexity in job content. When a class of positions is assigned to a higher salary range, employees in that class shall receive a pay increase of at least 5% or an increase to the minimum rate of the new range, whichever is higher. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum rate established for the new class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.

Section 7. Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

- (1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- (2) All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised at least to the minimum rate for their classes.
- (3) All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate within the salary schedule.
- (4) All employees being paid at a rate above the maximum rate established for their respective classes shall have their salaries maintained at that salary level with no increases until such time as the employees' salary range is increased above the employees' current salary.

Section 8. Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period or at such specific date as may be provided by procedures approved by the Town Manager.

Section 9. Pay for Part-Time Work

Compensation of any employee appointed as a part-time employee shall be computed on an hourly basis. These employees will receive the same holidays as the regular employees provided they are regularly scheduled to work on the day the holiday occurs. Holiday pay for part-time employees is limited to the number of hours the part-time employee was scheduled to work on the day of the holiday. All employees who work in a part-time position will be covered by workers compensation insurance and Social Security. Other benefits are available as provided in Article VIII.

Commented [JJ6]: Added for clarification

Section 10. Pay for Overtime Work

Commented [JJ7]: Substantial rewrite to address FLSA requirements

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the Department Head. Overtime work should normally be approved in advance by the Department Head, Town Manager or other designee.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager and Human Resources Officer shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

- (a) **Nonexempt Employees.** Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; 171 hours for police personnel in a 28-day cycle and 212 hours for fire personnel in a 28-day cycle, as is specified in the FLSA 7(k) exemption). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the FLSA.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may approve compensation at time and one half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions. In a FEMA declared emergency when extended long hours are required, exempt and nonexempt employees may be determined to be eligible for overtime compensation at a rate not to exceed double time at the authorization of the Town Manager.

- (b) **Exempt Employees.** Employees in positions determined to be "exempt" from the FLSA will not receive pay for hours worked in excess of their normal work periods. These employees may be granted flexible time by their supervisor where the convenience of the department allows. Such flexible time is not guaranteed to be taken and ends without compensation upon separation from the Town.

Section 11. Call-Back and Stand-By Pay

Commented [JJ8]: Added

The Town provides a continuous twenty-four hour a day, seven day a week (24/7) service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the Town Manager.

- (a) **Call-back** – Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance).
- (b) **Stand-By** – Stand-by time is defined as that time when an employee must carry a pager or other communication device and must respond immediately to calls for service. Non-exempt employees required to be on "stand-by" duty will be paid for one hour of their regular hourly rate for each day or portion thereof that they are required to remain on stand-by. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. Standby time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time under the provisions of the FLSA. Stand-by schedules require advance approval by the Town Manager.

Section 12. Payroll Procedures and Deductions

All employees shall be paid on a schedule adopted by the Town Manager. All employees shall be paid via direct deposit unless specifically approved the Town Manager.

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to the capability of payroll equipment and software, associated increased in workload and appropriateness of the deduction.

Commented [JJ9]: Added

Section 13. Hourly Rate of Pay

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees.

The hourly rate for employees working other than 40 hours per week, such as police officers working an average of 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary or wages for the position.

Draft Proposed – May 21, 2018

Section 14. Longevity Pay

Subject to allocations being provided in the Town's annual budget, full-time and part-time employees of the Town are compensated for years of continuous service by payment of a longevity supplement. Longevity pay shall reflect continuous years of service as of the employee's anniversary date according to the following schedule:

Service Time	Longevity Pay Amount
0 – 1 year	\$100.00
2 – 4 years	\$150.00
5 – 7 years	\$250.00
8 – 9 years	\$350.00
10 – 19 years	\$450.00
20+ years	\$600.00

Years of service are calculated based on anniversary or hire date as of November 30th of each year. Partial years of service shall be rounded to the next year.

Commented [JJ10]: Added for clarification

Longevity pay will be issued on the last regular pay period in November or the first pay period of December or on a date in November or December designated by the Town Manager. Longevity pay will be considered as normal pay for payroll purposes and appropriate federal and state deductions will be made.

Section 15. Pay for Interim Assignments in a Higher Level Classification

An employee who is formally designated by the Town Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the interim assignment. The employee shall receive a salary adjustment to the minimum level of the job in which the employee is acting or an increase of 5%, whichever is greater. The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increases the employee would have received if they had not been placed in the interim role.

Town of Weaverville Personnel Policy

Article IV. Recruitment and Selection

Section 1. Equal Employment Opportunity Policy

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religious beliefs, national origin, ethnicity, non-disqualifying disability, sexual orientation, gender identity, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

Commented [JJ1]: Contains minor modifications to generally align with the recommended policies of the NC League of Municipalities

Commented [JJ2]: Slightly expanded for consistency

Section 2. Implementation of Equal Employment Opportunity

All personnel responsible for recruitment and employment will regularly review the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religious beliefs, non-disqualifying disability, national origin, ethnicity, sexual orientation, gender identity, political affiliation, or marital status. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

Section 3. Recruitment, Selection, and Appointment

Recruitment Sources. When position vacancies occur, the Town shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants, as requested and as deemed advisable. In addition, notice of vacancies shall be provided to employees. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for Town service. The North Carolina Employment Security Commission may be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs, upon approval of the Town Manager.

Commented [JJ3]: Deletes mandatory posting in conspicuous locations

Job Advertisements. Jobs will be advertised in a manner approved by the Town Manager with the goal of establishing a diverse and qualified applicant pool. Employment

Commented [JJ4]: Deletes mandatory minimum 7 day posting; deletes detail of vacancy notice requirements

advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant.

Application Reserve File. Applications shall be kept in an inactive reserve file for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department Heads, with the assistance of the Town Manager, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. If job-related and deemed necessary by the Town Manager, an applicant's criminal history can be obtained by using the North Carolina Division of Criminal Information or similar service for other states. All selection devices administered by the Town shall be valid measures of job performance.

Appointment. Before any commitment is made to an applicant either internal or external, the Department Head, with the assistance of the Human Resources Officer, shall make recommendations to the Town Manager including the position to be filled, the annual salary to be paid (exempt employees) or the hourly rate of pay (non-exempt employees), and the reasons for selecting the candidate over other candidates. The Town Manager shall approve appointments and the starting salary/hourly rate of pay for all applicants.

Section 4. Probationary Period of Employment

An employee appointed, promoted, or transferred to a permanent position shall serve a probationary period. The probationary period for new employees and employees promoted to a new position shall be six months unless shortened or extended at the request of the Department Head and in the discretion of the Town Manager. Employees hired or promoted as "trainees" shall remain on probation until the provisions of their traineeship are satisfied. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress.

Commented [JJ5]: Town Manager discretion to shorten probationary period is added

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the provisions of this policy governing

Draft Proposed – May 21, 2018

disciplinary action. Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period for a promoted or transferred employee, but the provisions of this policy governing disciplinary action shall apply.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits, including the right to use of the grievance procedures.

Section 5. Promotion

It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The Town will balance the following three goals in the employment process:

1. the benefits to employees and the organization of promotion from within;
2. providing equal employment opportunity and a diversified workforce to the community; and
3. obtaining the best possible employee who will provide the most productivity in that position.

Therefore, except in rare situations where previous Town experience is essential, or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and work records. Internal candidates shall apply for promotions using the same application process as external candidates.

Section 6. Demotion

Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided the employee shows promise of becoming a satisfactory employee in another position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary demotion or reassignment. Such reassignment is not a disciplinary action and is made without using the disciplinary procedures provided in this policy.

Section 7. Transfer

Transfers may be voluntary or involuntary. If a vacancy occurs and a current employee wishes to be considered for the appointment, a written request and application must be forwarded to the Town Manager during the recruitment period for the position. The request for transfer shall be subject to approval of the Town Manager upon recommendation of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. An employee who is transferred to a position with different duties or responsibilities may be required to serve another probationary period.

DRAFT

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, May 21, 2018
Subject: Text Amendment Related to Political Signage
Presenter: Planning Director
Attachments: Existing Ordinance Related to Political Signage, State Statute
Related to Political Signage

Description:

In short, the Town's ordinance related to the placement of political signage is noncompliant with state statute. Said ordinance proposes to regulate political signage within the rights-of-way of state owned roads where no statutory authority exists to do so and requires that such signage be removed two days following the election where statute grants ten days.

Action Requested:

Staff is requesting an initial review of proposed text amendment related to political signage and referral to the Planning and Zoning Board for full review process.

Sec. 36-201. - Temporary signs.

Temporary signs shall be allowable in all zoning districts.

- (1) Signs used prior to and during construction to identify the name of contractor(s) and/or developer(s) shall be considered temporary signs, and shall meet the following requirements:
 - a. Each contractor shall have no more than one sign per location which shall be removed upon completion of the project.
 - b. Construction signs shall not be placed on trees, rocks, or other natural objects.
 - c. Construction signs shall be either attached to the building or affixed to a secure temporary post.
 - d. Construction signs shall be no greater than 32 square feet per side of the sign up to a maximum of 64 square feet of aggregate surface area for the entire sign.
- (2) Political signs shall be considered temporary signs, and shall meet the following requirements:
 - a. No political sign shall be placed in any town or state public right-of-way which includes utility poles and/or street medians.
 - b. All such signs shall be removed within two days after the election day.
- (3) Real estate signs (signs offering property for sale, lease or development) shall be considered temporary signs, and shall meet the following requirements:
 - a. Real estate signs in residential zoning districts shall not exceed six square feet in surface area per side of sign up to a maximum of 12 square feet of aggregate surface area for the entire sign.
 - b. Real estate signs in all other areas shall not exceed 16 square feet in surface area per side of sign up to a maximum of 32 square feet of aggregate surface area for the entire sign.
 - c. Real estate signs shall be erected only on the property which is being offered for sale, rent, lease and development.
 - d. Real estate signs shall conform to all other applicable provisions of the ordinance not inconsistent with this section.
 - e. Real estate signs shall be removed with seven days after the sale or lease of the property is closed.
 - f. Real estate directional signs (sign indicating the direction to a property being offered for sale) must be located on private property, with written permission of the property owner, at the nearest intersection of the major thoroughfare or collector street to the street upon which the property which is being offered for sale, rent, lease or development is located.
- (4) Any other temporary sign must be approved by the zoning administrator, and shall be of a size and height which is consistent with signs permitted in the neighborhood in which it will be located. Concerning the length of time a temporary sign may be displayed, the applicant must choose between the following options within a calendar year: (a) up to four 15-day periods, (b) up to two 30-day periods; or (c) one 60-day period. In no event may a temporary sign be displayed for more than 60 days within any given calendar year.

([Ord. of 3-20-2017\(1\)](#) ; [Ord. of 8-21-2017\(1\)](#) , § 1(Exh. A))

§ 136-32. Regulation of signs.

(a) Commercial Signs. - No unauthorized person shall erect or maintain upon any highway any warning or direction sign, marker, signal or light or imitation of any official sign, marker, signal or light erected under the provisions of G.S. 136-30, except in cases of emergency. No person shall erect or maintain upon any highway any traffic or highway sign or signal bearing thereon any commercial or political advertising, except as provided in subsections (b) through (e) of this section: Provided, nothing in this section shall be construed to prohibit the erection or maintenance of signs, markers, or signals bearing thereon the name of an organization authorized to erect the same by the Department of Transportation or by any local authority referred to in G.S. 136-31. Any person who shall violate any of the provisions of this section shall be guilty of a Class 1 misdemeanor. The Department of Transportation may remove any signs erected without authority or allowed to remain beyond the deadline established in subsection (b) of this section.

(b) Compliant Political Signs Permitted. - During the period beginning on the 30th day before the beginning date of "one-stop" early voting under G.S. 163A-1300 and ending on the 10th day after the primary or election day, persons may place political signs in the right-of-way of the State highway system as provided in this section. Signs must be placed in compliance with subsection (d) of this section and must be removed by the end of the period prescribed in this subsection.

(c) Definition. - For purposes of this section, "political sign" means any sign that advocates for political action. The term does not include a commercial sign.

(d) Sign Placement. - The permittee must obtain the permission of any property owner of a residence, business, or religious institution fronting the right-of-way where a sign would be erected. Signs must be placed in accordance with the following:

- (1) No sign shall be permitted in the right-of-way of a fully controlled access highway.
- (2) No sign shall be closer than three feet from the edge of the pavement of the road.
- (3) No sign shall obscure motorist visibility at an intersection.
- (4) No sign shall be higher than 42 inches above the edge of the pavement of the road.
- (5) No sign shall be larger than 864 square inches.
- (6) No sign shall obscure or replace another sign.

(e) Penalties for Unlawful Removal of Signs. - It is a Class 3 misdemeanor for a person to steal, deface, vandalize, or unlawfully remove a political sign that is lawfully placed under this section.

(f) Application Within Municipalities. - Pursuant to Article 8 of Chapter 160A of the General Statutes, a city may by ordinance prohibit or regulate the placement of political signs on rights-of-way of streets located within the corporate limits of a municipality and maintained by the municipality. In the absence of an ordinance

prohibiting or regulating the placement of political signs on the rights-of-way of streets located within a municipality and maintained by the municipality, the provisions of subsections (b) through (e) of this section shall apply. (1921, c. 2, s. 9(b); C.S., s. 3846(r); 1927, c. 148, ss. 56, 58; 1933, c. 172, s. 17; 1957, c. 65, s. 11; 1973, c. 507, s. 5; 1977, c. 464, s. 7.1; 1991 (Reg. Sess., 1992), c. 1030, s. 39; 1993, c. 539, s. 981; 1994, Ex. Sess., c. 24, s. 14(c); 2011-408, s. 1; 2017-6, s. 3.)

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, May 21, 2018

Subject: Text Amendment Related to Nonconforming Uses, Structures and Lots of Record

Presenter: Planning Director

Attachments: Existing Ordinances Related to Nonconforming Uses, Structures and Lots of Record

Description:

In response to two appeals of an administrative decision which have been heard by the Zoning Board of Adjustment related to nonconformities, it is the belief of staff and the ZBA that ordinances related to such nonconformities need a review and possible revision. Said ordinances have remained largely unchanged since the adoption of the Town's original zoning ordinance in 1978. It is the intent of staff to research and craft legislation which would erase current ambiguities and provide firmer ground for administrative decisions subject to appeal before the ZBA.

Action Requested:

Staff is requesting an initial review of proposed text amendment related to nonconformities and referral to the Planning and Zoning Board for full review process.

Sec. 36-19. - Nonconforming uses.

Nonconforming land uses in a particular use district are declared by this chapter to be incompatible with the permitted uses in the particular use district involved. However, to avoid undue hardship, the lawful use of any land at the time of the enactment of this chapter, or at the time of any applicable amendment thereof, may be continued even though such use does not conform with the land use for that district. Such nonconforming use shall not be:

- (1) Changed to a nonconforming use of higher intensity, such as from a commercial use to an industrial use, but may be changed to a nonconforming use of a similar character.
- (2) Restarted after discontinuance of the use (regardless of whether the owner has an intention to resume the use or not or has or has not made any efforts to re-establish the use) for nine consecutive months, or in cases of the settlement of an estate, after one year.
- (3) Reestablished or replaced with the same or similar use after relocation of the use from its specific site.

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

Sec. 36-20. - Nonconforming structures.

- (a) Nonconforming buildings or structures in a particular use district are declared by this chapter to be incompatible with the permitted use in the district involved. However, to avoid undue hardship, the lawful use of any building or structure at the time of the enactment of this chapter or at the time of any applicable amendment thereof may be continued even though such structure does not conform with the provisions of this chapter applicable to the district. The nonconforming building or structure shall not be:
 - (1) Replaced with the same or a similar building, after the physical removal or relocation of the building from its specific site as it was located when it became nonconforming. Provided, however, that preexisting manufactured housing used as a primary residence in the R-1 and R-2 districts may be replaced or upgraded to new manufactured housing as close as possible to the size of the manufactured housing being replaced.
 - (2) Repaired, rebuilt, or altered after damage to the building which exceeds 60 percent of its tax value, as determined by the Buncombe County Tax Department, or market value, based upon a certified appraisal, whichever value is greater, at the time of such damage; unless a building permit for the reconstruction or repair to such building, otherwise permissible, is issued not later than six months after such damage occurred and reconstruction is completed no later than 12 months after issuance of the building permit; provided, however, the zoning administrator may extend either time period for good cause shown.
 - (3) Enlarged or altered in a way which increases the nonconformity of such building.
- (b) Nothing in this section shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety. In addition, nothing in this chapter shall prohibit the owner of a building from lawfully occupying or using a nonconforming building if the occupancy or use existed at the time of the adoption of this chapter, or any applicable amendment thereof.
- (c) All noncomplying signs shall be removed, changed, or altered to conform with the provisions of this chapter within 30 days after a finding by the zoning administrator that the sign poses an immediate danger to the public health, safety or general welfare, or, in any event, within five years after the same become nonconforming, except that signs having a valid permit issued pursuant to the provisions of the North Carolina Outdoor Advertising Control Act shall be exempt from the provisions of the five year amortization provision above set forth.

- (d) Failure to remove, change, or alter a nonconforming sign within the amortization period set forth above shall result in the removal of said sign by the town at the expense of the owner of said sign.
- (e) If the owner of a nonconforming sign which has been removed by the town fails to pay for the costs of removal within 30 days of the billing date for such action, a lien shall be placed against the property and the town clerk shall certify the same to the town tax collector for collection in the same manner as ad valorem property taxes are collected. The amount certified by the town clerk to the town tax collector for collection shall include the actual cost of removal of said sign, plus 15 percent of the total cost, representing penalty and interest for costs of collection.

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

Sec. 36-21. - Nonconforming lots of record. Uses, Structures and Lots of Record

In the event that the owner of a lot of record in any particular use district owned such lot of record at the time of the adoption of this chapter or any applicable amendment thereto and neither he nor a successor in title to such lot of record own sufficient land contiguous to such lot to enable them to conform to the minimum lot size requirements of this chapter, or is unable to meet street access requirements of this Code, the owner or successor in title to such lot may, nevertheless, use such lot as a building site, provided that the current owner obtains a zoning permit or variance in accordance with the following provisions:

- (1) Where the lot area and lot width are not more than 20 percent below the minimum standards specified in this chapter, and all other dimensional requirements are otherwise complied with, the zoning administrator is authorized to issue a zoning permit.
- (2) Where the lot area and lot width are more than 20 percent below the minimum standards specified in this chapter or other dimensional requirements cannot be met, the board of adjustment is authorized to consider requests for variances of such dimensions as shall conform as closely as possible to the required dimensions.
- (3) There must be a maintenance agreement with reference to such private street duly recorded in the Office of the Register of Deeds for Buncombe County, North Carolina providing for the continuing maintenance of such "private" street in all weather conditions and setting forth the party or parties responsible for such maintenance.

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, May 21, 2018
Subject: Text Amendment Related to Conditional Zoning Districts
Presenter: Planning Director
Attachments: Existing Ordinance Related to Conditional Zoning Districts

Description:

As a result of a recent zoning map amendment application, the Planning and Zoning Board recognized a need for a zoning district which would ease the transition from commercially zoned to residentially zoned properties and instructed staff to begin researching such language. Staff believes that the objective of the Planning and Zoning Board may be accomplished through conditional zoning rather than the creation of a new zoning district.

As a result of the implementation of the Table of Uses in August 2017, many and several uses were specifically identified as permissible via a conditional zoning district. Staff proposes to firm up existing language which would identify these uses as only permissible via a CZD while allowing other uses and parcels to be considered on an individual basis as allowed by state statute. Conditional zoning provides a mechanism where a properly planned particular use may be appropriate for a specific site and conditions may be placed on the proposal to mitigate impact on the surrounding area.

Action Requested:

Staff is requesting an initial review of proposed text amendment related to conditional zoning districts and referral to the Planning and Zoning Board for full review process.

Sec. 36-84. - Conditional zoning district.

- (a) *Intent.* The CZD-conditional zoning districts provide for those situations where a particular use, properly planned, may be appropriate for a particular site, but where the general district has insufficient standards to mitigate the site-specific impact on surrounding area.
- (b) *Use permitted.* The uses which may be considered for a conditional zoning district shall be established on an individual basis, at the request of the property owner, according to the procedures of section 36-83(d). Zoning of a conditional zoning district is not intended for the securing of early or speculative reclassification of property. It is expected that, in most cases, a general district will appropriately regulate site-specific impact of permitted use and structures on surrounding areas.
- (c) *Definition of conditional zoning district.* For purpose of this section, a "conditional zoning district" shall be defined as a zoning district in which the development and use of the property included in the district is subject to predetermined ordinance standards and the rules, regulations, and conditions imposed as part of the legislative decision creating the district and applying it to the particular property. If the property use is ever proposed to be changed from the original approved plan, then the new proposed use and plan must be resubmitted for approved by the town council.
- (d) *Petition of request.* Property may be rezoned to a conditional zoning district only in response to and consistent with a petition of the owners, or agents of the owners of all of the property to be included in the district and shall be accompanied by an official petition, a statement analyzing the reasonableness of the proposed rezoning request by the petitioner, the established fee, and documentation as required by the following:
 - (1) A petition for a conditional zoning district must include a site plan and supporting information that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that, in addition to all predetermined ordinance requirements, will govern the development and use of the property;
 - (2) A boundary survey and vicinity map showing the property's total acreage, current zoning classification(s) general location in relation to major streets, date and north arrow;
 - (3) Existing topography on the site and within 300 feet of the boundary of the site, and the general nature of the proposed topography contours shown at a maximum of five feet;
 - (4) All existing easements, reservations, rights-of-way, and any other valid restrictions on the use of the land;
 - (5) The number and general location of all proposed structures;
 - (6) The proposed use of all land and structures, including the number of residential units or the total square footage of any nonresidential development;
 - (7) All yards, buffers, screening, and landscaping required by the town code;
 - (8) All existing and proposed points of access to public streets and the locations of proposed new streets;
 - (9) Delineation of areas within the floodplain;
 - (10) Proposed number and location of the signs;
 - (11) Proposed phasing, if any, and the approximate completion time for the project;
 - (12) The location of existing and proposed storm drainage patterns and facilities intended to serve the development;
 - (13) Traffic, parking, and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets, existing and proposed;
 - (14) A list of adjoining properties including county tax parcel numbers and the name and address of each owner, provided in digital form;

- (15) The location of significant trees on the petitioned property;
 - (16) The scale of buildings relative to adjoining properties, including sight lines;
 - (17) Information on the height of all proposed structures;
 - (18) Exterior features of all of the proposed development;
 - (19) Any supporting text shall constitute part of the petition.
- (e) *Time limits.* A time limit of 240 calendar days for securing applicable permits in order to construct the project and 365 calendar days thereafter for completion of the project; provided, however, the town council may approve up to an additional 365 calendar days for completion of the project, for good cause shown. In the event that the project involves more than three acres and/or more than 15,000 thousand square feet, the time period for securing applicable permits for the project shall be 365 calendar days and the time period for completion of the project shall be 730 calendar days thereafter; provided, however, the town council may approve up to an additional 180 calendar days for completion of the project, for good cause shown. Conditional zoning district projects that have approved detailed plans and have secured applicable permits for start of construction as of May 1, 2009, but on which there has not been a start of construction, will have an additional 12 months to be added to the construction time limits in this subsection from the date of approval of the detailed plans for the completion of the project.
- (f) *Minor modifications.* Minor modifications to a project shall be submitted to the zoning administrator for review. No building permit for the proposed development or any part thereof shall be issued until the zoning administrator has determined that the pertinent detailed plans are in accordance with the application and general plans as approved by the town council.
- (g) *Future variance request.* Property zoned CZD will not be able to apply for a variance on the approved project.
- (h) *Maintaining the zoning district.* CZD is a change in the zoning district and therefore is maintained after the sale of the property. If the property owner wishes to change the approved CZD plan, the property owner must reapply with the town council for a zoning change.
- (i) *Guarantee of conditions.* At the discretion of the town council, the council may require the property owner to guarantee the performance or completion of conditions included in the approved conditional zoning plan. Such guarantee may be in the form of:
- (1) A surety performance bond made by a surety bonding company licensed and authorized to do business in the state;
 - (2) A bond of the developer with an assignment to the town of a certificate of deposit as security for the bond;
 - (3) A bond of the developer secured by an official bank check drawn in favor of the town and deposited with the town clerk;
 - (4) Cash or an irrevocable letter of credit; or
 - (5) A bank escrow account whereby the developer deposits cash, a note, a bond or some other instrument readily convertible into cash for a specific face value, with a federally insured financial institution in an account payable to the town. The amount of the guarantee shall be determined by the town council.
- (j) *District approval.* If a petition for a conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to such district category, the approved site plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district. Each conditional zoning district will be given a special number, distinguishing such district from another zoning district.
- (k) *Planning and zoning review.* All conditional zoning shall require that the request be submitted to the town planning and zoning board to determine if approvals of such plans are made in consideration of

identified relevant adopted land-use plans for the area including, but not limited to, comprehensive plans, strategic plans, district plans, area plans, neighborhood plans, corridor plans, and other land-use policy documents. A statement analyzing the reasonableness of the proposed rezoning shall be prepared by the town planning and zoning board for each petition for a rezoning to a conditional zoning district and submitted to the town council for final action on the request.

- (l) *Public involvement.* Before a public hearing may be held by the town council on a petition for a conditional zoning the petitioner must file in the office of the town clerk a written report of at least one community meeting held by the petitioner. The report shall include, among other things, a listing of those persons and organizations contacted about the meeting and the manner and date of contact, the date, time, and location of the meeting, a roster of the persons in attendance at the meeting, a summary of issues discussed at the meeting, and a description of any changes to the rezoning petition made by the petitioner as a result of the meeting. In the event the petitioner has not held at least one meeting pursuant to this subsection, the petitioner shall file a report documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held. The adequacy of a meeting held or report filed pursuant to this subsection shall be considered by the town council but shall not be subject to judicial review.

Notice of such a public hearing shall be given to all the property owners within 200 feet of the property boundaries and in accordance with the provisions of G.S. 160A-364.

- (m) *Judicial review.* Conditional zoning district decisions under this section are a legislative process and not subject to judicial review.

In the event of noncompliance by a property owner or any subsequent resale or lease of a property for use other than that stipulated in the original CZD approval, the property owner would be in violation of the town zoning ordinance.

- (n) *Approval procedures.* Except as specifically modified by this section, the procedures to be followed by the town council in reviewing, granting, or denying any petition for conditional zoning shall be the same as those established for general use district zoning petitions under G.S. Ch. 160A, Art. 19. Each ordinance adopted by town council which establishes a conditional zoning district within the Town of Weaverville is hereby incorporated into this chapter as a separate and unique zoning district and shall be reflected on the town's zoning map. Copies of such ordinances shall be kept on file with the town clerk and may be reviewed upon request.

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

Sec. 36-104. - Notes on table of uses.

Notes:

1. See article V (section 36-116 et seq.) for additional standards for those uses identified on the Table of Uses as "permitted with standards."
2. If a proposed use can't be found on the table of uses herein established or is not specifically defined herein, then the regulations and restrictions governing the use which most closely resembles the proposed use shall apply.
3. The abbreviations and symbols shown in the Table of Uses have the following meanings:
 - "C" = Conditional Zoning District required
 - "P" = Permitted
 - "PS" = Permitted with Standards
 - "-" = Not Permitted

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

Sec. 36-105. - Table of uses.

USES	R-1	R-2	R-3	R-12	C-1	C-2	I-1
Residential							
Dwelling - Single Family	P	P	P	-	-	-	-
Dwelling - Duplex	-	P	P	P	-	-	-
Dwelling - Multifamily (4 or fewer units/building)	-	P	P	P	-	-	-
Dwelling - Multifamily (more than 4 units/building)	-	-	C	C	-	-	-
Dwelling - Secondary	PS	PS	PS	-	-	-	-
Family Care Home (6 or fewer residents)	P	P	P	-	-	-	-
Child Care Home (6 or fewer children)	PS	PS	PS	-	-	-	-
Home Occupation	PS	PS	PS	PS	-	-	-
Manufactured Home	-	-	PS	-	-	-	-
Manufactured Home Park	-	-	-	-	-	-	-
Recreational Vehicle	-	-	-	-	-	-	-
Recreational Vehicle Park, Campground	-	-	-	-	-	C	C
Bed & Breakfast	P	P	P	-	-	-	-
Hotel, Motel, Inn	-	-	-	-	C	C	C
Office / Service							
Animal Services, Veterinary Clinic	-	-	-	-	P	P	P

Automated Teller Machines	-	-	-	P	P	P	P
Automobile Services, Gas Station	-	-	-	-	P	P	P
Automobile Services, Repair					PS	PS	PS
Banks, Credit Unions, Financial Services	-	-	-	-	PS	P	P
Child Care Center (more than 6)	-	-	-	-	C	PS	PS
Community Service Organization	-	-	-	-	-	P	P
Equipment Rental (Exterior Storage)	-	-	-	-	-	-	P
Equipment Rental (Interior Storage)	-	-	-	-	-	P	P
Funeral Home	-	-	-	-	P	P	P
Group Care Facility (more than 6 residents)	-	-	-	-	C	P	P
Government Services	C	C	C	C	C	P	P
Kennels	-	-	-	-	-	PS	PS
Medical Services - Clinic, Urgent Care Center, Hospital	-	-	-	-	-	P	P
Medical Services - Doctor Office	-	-	-	-	P	P	P
Personal Services	-	-	-	-	P	P	P
Post Office	-	-	-	-	-	P	P
Professional Services	-	-	-	-	P	P	P
Studio - Art, Dance Martial Arts, Music	-	-	-	-	P	P	P
Retail / Restaurants							
Accessory Retail	-	-	-	-	P	P	P

Alcoholic Beverage Sales Store	-	-	-	-	P	P	P
Auto / Mechanical Parts Store	-	-	-	-	P	P	P
Bar / Tavern / Night Club	-	-	-	-	P	P	P
Drive-Thru Retail / Restaurant	-	-	-	-	-	P	P
General Retail (Under 10,000 sq. ft.)	-	-	-	-	P	P	P
General Retail (10,000 - 24,999 sq. ft.)					PS	PS	PS
General Retail (25,000 sq. ft. or more)	-	-	-	-	C	C	C
Multi-tenant Development (Under 25,000 sq. ft.)	-	-	-	-	C	PS	PS
Multi-tenant Development (25,000 sq. ft. or more)	-	-	-	-	C	C	C
Pawn Shop	-	-	-	-	-	P	P
Restaurant	-	-	-	-	P	P	P
Vehicle / Heavy Equipment Sales - Indoor	-	-	-	-	P	P	P
Vehicle / Heavy Equipment Sales - Outdoor	-	-	-	-	-	P	P
Entertainment / Recreation							
Amusements - Indoor	-	-	-	-	P	P	P
Amusements - Outdoor	-	-	-	-	-	P	P
Cultural or Community Facility	PS	PS	PS	PS	P	P	P
Recreation Facilities - Indoor	PS	PS	PS	PS	P	P	P
Recreation Facilities - Outdoor	PS						
Theater - Motion Picture	-	-	-	-	-	P	P

Manufacturing / Wholesale / Storage							
Manufacturing, Heavy	-	-	-	-	-	-	P
Manufacturing, Light	-	-	-	-	-	P	P
Manufacturing, Neighborhood	-	-	-	-	P	P	P
Metal Product Fabrication, Machine or Welding Shop, Auto Body Shop	-	-	-	-	-	-	P
Mini-Warehouses	-	-	-	-	-	PS	PS
Outdoor Storage Yard	-	-	-	-	-	-	C
Warehousing and Distribution - Exterior Storage	-	-	-	-	-	-	P
Warehousing and Distribution - Interior Storage	-	-	-	-	-	P	P
Civic / Institutional							
Cemeteries	-	-	-	-	-	-	C
Public Safety Facilities	C	C	C	C	C	P	P
Religious Institutions	C	C	C	C	C	C	C
Schools	C	C	C	C	C	C	C
Utilities							
Wireless Telecommunication Facility - Stealth	PS						
Wireless Telecommunication Facility - Tower	-	-	-	-	-	PS	PS
Miscellaneous Uses							
Adult Establishment	-	-	-	-	-	C	C
Agriculture - Commercial	-	-	-	-	PS	PS	PS

Agriculture - Neighborhood	PS						
Crematories	-	-	-	-	-	-	C
Event Center	-	-	-	-	C	C	C
Gaming Terminals						PS	PS
Mixed-Use Building or Structure	-	-	-	C	C	C	-
Noxious Uses	-	-	-	-	-	-	C
Tattoo Parlors	-	-	-	-	-	P	P
Temporary Uses							
Farmers Market	PS						
Mobile Food Vendor	-	-	-	-	PS	PS	PS
Temporary Use	PS						

([Ord. of 8-21-2017\(1\)](#), § 1(Exh. A))

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

DATE OF MEETING: May 21, 2018
SUBJECT: Police Department Quarterly Report
PRESENTER: Police Chief
ATTACHMENT: Quarterly Report

DESCRIPTION:

The attached quarterly report is provided by the Police Chief for the Town's information. This report indicates the activities and call data for the preceding quarter (2/1/18 through 4/30/18).

The Police Chief will be present at tonight's meeting to give a brief overview and to answer any questions that the Mayor and Town Council may have regarding the Police Department and its activities.



Quarterly Report

February, March, & April 2018

Police Activity Report

<u>Activity</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Qtr. Total</u>	<u>2018 YTD</u>
Vehicle crashes	20	16	17	53	72
Parking Citations	2	0	1	3	12
Written Warnings	21	20	24	65	92
Verbal Warnings	18	28	20	66	78
Misdemeanor Charges	47	44	56	147	238
Felony Charges	20	24	18	62	77
Officer Assist	97	84	101	282	396
Alarm Response	35	21	23	79	96
Disturbances	23	21	25	69	84
Escorts / Deliveries	45	49	60	154	197
Business Checks	3,096	3,317	3,180	9,593	13,450
Residential Checks	294	210	277	781	1001
Unsecured Buildings	3	12	18	33	40
Pedestrian Assist	59	46	50	155	200
Citizen Checks	112	96	116	324	423
Assist Motorist	8	6	6	20	34
Suspicious Person/Vehicle	24	25	27	76	93
Traffic Safety	62	58	36	156	189
Citations Issued	56	41	44	141	218
Drug Charges	14	20	23	57	65
D.W.I. Charges	1	1	2	4	5
Reports Taken	43	47	43	133	188
Court Appearance	3	3	3	9	11
Investigation Follow-up	33	32	36	101	135
Vehicle Stop	98	79	77	254	344
C.O.P.P.S. Activities	148	133	122	403	529
Totals	4,382	4,433	4,405	13,220	18,267

Total activity for February, March, & April 2018

13,220

Part I Offenses

(Feb. to Apr. Compare)

<u>Part I Offense</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>+/-</u>	<u>% Change</u>
Murder	0	0	0	0	0%
Rape	0	0	0	0	0%
Robbery (Commercial)	0	0	0	0	0%
Robbery (Individual)	0	0	0	0	0%
Assault	0	0	0	0	0%
Violent Total:	0	0	0	0	0%
Breaking & Entering	0	0	0	0	0%
Residential	0	0	0	0	0%
Non-Residential	0	0	0	0	0%
Commercial	0	0	0	0	0%
Other	0	0	0	0	0%
Larceny	8	12	11	3	38%
Auto Theft	0	2	0	0	0%
Arson	0	0	0	0	0%
Part I Total:	8	14	11	3	38%

Part II Offenses

(Feb. to Apr. Compare)

<u>Part II Offense</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>=/-</u>	<u>% Change</u>
Drug	14	21	23	9	64%
Assault Simple	1	0	0	-1	-100%
Forgery/ Counterfeit	8	1	1	-7	-88%
Fraud	0	3	4	4	-
Embezzlement	0	0	0	0	0%
Stolen Property Incidents	0	1	0	0	0%
Vandalism/Damage to prop.	0	3	1	1	-
Weapons Offenses	0	0	0	0	0%
Sexual Offense	0	0	0	0	0%
Gambling	0	0	0	0	0%
D.W.I.	1	1	2	1	100%
Liquor Law Violations	1	0	2	1	100%
Disorderly Conduct	0	0	0	0	0%
Obscenity	0	0	0	0	0%
Kidnap	0	0	0	0	0%
All Other Offenses	10	10	17	7	70%
Part II Total	35	40	50	15	43%
Incident Total:	43	54	61	18	42%

➤ **Traffic Crash Data**

Department personnel investigated 53 traffic crashes during the period of February, March, & April 2018 which included the following:

Property Damage	\$147,700
Persons Injured	0
Fatalities	0

➤ Response time in minutes to 1. *Dispatched Calls*

	<u>February</u>	<u>March</u>	<u>April</u>
*High priority calls.....	5.03	4.00	6.23
**Average priority calls.....	6.29	9.63	7.60
***Low priority calls	7.01	5.28	4.61

* Response to the scene is **urgent** (in progress calls, weapons, assaults, etc.)

** Response to the scene necessary but **not urgent**

*** Action on this type of call is sometimes handled by telephone thus the short response time.

1. This applies only to the calls dispatched by the Buncombe County Sheriff's Department to the Weaverville Police Department by radio dispatch. However, a majority of our calls are phoned in directly to the Weaverville Police Department and the officer responds to the scene of the call.

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

DATE OF MEETING: May 21, 2018

SUBJECT: Fire Department Quarterly Report

PRESENTER: Fire Chief

ATTACHMENT: Fire Department Activities Report
Education and Community Outreach

DESCRIPTION:

The attached quarterly reports are provided by the Fire Chief for the Town's information. These reports indicate the activities and call data for the preceding quarter (2/1/18 through 4/30/18).

The Fire Chief will be present at tonight's meeting to give a brief overview and to answer any questions that the Mayor and Town Council may have regarding the Fire Department and its activities.

Weaverville Fire Department

February 1, 2018 through April 30, 2018 Activities

Fire	Inside City	Property Loss	Outside City	Property Loss
Brush / Woods	7	0	6	0
Vehicle	0	0	2	0
Structure	0	0	1	1,000
Investigation	8	0	30	0
Haz-mat Incident	2	0	1	0
Mutual Aid	0	0	60	0
Fire Alarm Activation	11	0	8	0
Public Assistance	11	0	6	0
TOTAL (Fire)	39	0	114	1,000
Rescue				
MVA \ MCA	15	0	33	0
EMS \ FR \ Rescue	129	0	102	0
Mutual Aid	0	0	7	0
Search	0	0	0	0
TOTAL (Rescue)	144	0	142	0
TOTAL Fire & Rescue	183	0	256	1,000

Remarks: Total Fire\Rescue Alarms:	439		
Total Fire Loss: \$1,000		Total Saved:	189,910
Total Inspections:			74

Education and Community Outreach numbers attached

Date: 5/7/2018 TW



WEAVERVILLE FIRE DEPARTMENT

3 MONTICELLO RD.
WEAVERVILLE, NC 28787

Celebrating 100 years of service to our community

Education & Community Outreach

Boy Scouts (Education and Station Tour)	23 scouts
Zig Zag Private School (Education & Station Tour)	15 students plus parents
Reynolds Mountain Christian Academy (Transportation Day)	75 students
North Windy Ridge Career Day (Class education & truck display)	600 students
Brookstone Church Staff Evacuation Training	25 staff
Smoke Detector Canvas Northview MHP	<u>74 contacts</u>
Total	812



Town of Weaverville, North Carolina

Town Manager's Report

Selena D. Coffey, MPA, ICMA-CM

May 2018

- 1. Strategic Plan Update:** I had hoped to get the draft plan to Town Council before now, but budget has taken top priority. I will send a draft to you next week.
- 2. OSHA:** We had another good OSHA visit recently, with no deficiencies and only a few, minor corrections to be addressed. I'm proud of our departments.
- 3. Greenway Update:** I have spoken with the Buncombe County Manager who has confirmed that the County match remains in their budget and a memorandum of understanding between the Town and County will be sent for your authorization after the budget process is complete.
- 4. ASPCA Behavioral Rehabilitation Center Ribbon-Cutting:** Mayor Root, Councilman Jackson and I attended the ASPCA Behavioral Rehabilitation Center ribbon-cutting ceremony recently. If you have time, I would encourage you to visit and take a tour of the facility. We are very fortunate to have this program here.