



**TOWN OF DAVIDSON  
BOARD OF COMMISSIONERS  
4th Tuesday Regular Meeting  
Town Hall Board Room - 216 S. Main Street  
September 25, 2018**

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**I. CALL TO ORDER**

**II. ANNOUNCEMENTS**

- (a) **Swearing in ceremony for Davidson Police Officers:  
Joseph (Joe) Calandra  
Andrew (AJ) Heitmann  
Kenneth (Kenny) McDaniel  
Darin Salter**
- (b) **Recognition of 20 Years of Service - Ralph Quackenbush**
- (c) **Resolution 2018-26 Lingle Hut**

**III. CHANGES TO AGENDA**

**IV. PUBLIC COMMENT - The Board shall provide at least one period for public comment per month at a regular meeting.**

**V. PUBLIC HEARING**

- (a) **Public Hearing - Davidson Day TEFRA Matters  
Town Attorney Cindy Reid  
Summary:** Public Hearing under Internal Revenue Code and Approval under Internal Revenue Code and for purposes of Wisconsin Statutes of proposed issuance by the Public Finance Authority of not to exceed \$9,000,000 in Educational Facilities Revenue Bonds (Davidson Day School), Series 2018.

Davidson Board of Commissioners, at the conclusion of the public hearing regarding the same, may adopt a resolution approving for purposes of meeting the requirements of the Internal Revenue Code of 1986, as amended, and Sections 66.0301, 66.0303 and 66.0304 (in each case as in effect on the date hereof) of the Wisconsin Statutes commonly known as the "Joint Exercise of Powers Law" (the "Act"), the issuance by the Public Finance Authority of not to exceed \$9,000,000 in Educational Facilities Revenue Bonds (Davidson Day School) Series 2018.

- (b) **Public Hearing - North Harbor Club Conditional Planning Area**  
**Planning Director Jason Burdette**  
**Summary:** This is a Board of Commissioners public hearing as required by Section 14.5.5. of the Davidson Planning Ordinance. The proposed plan appears to be consistent with (a) the Davidson Comprehensive Plan, as adopted by the Board of Commissioners and amended from time to time; and, (b) all other officially adopted plans and the Planning Ordinance.

**VI. CONSENT - Consent items are non-controversial and routine items. Prior to the board's adoption of the meeting agenda the request of any member to have an item moved from the consent agenda to old business must be honored by the board. All items on the consent agenda must be voted on and adopted by a single motion.**

- (a) **Consider Approval of Draft August Meeting Minutes**  
**Summary:** Draft Meeting Minutes from August 7, August 28
- (b) **Consider Approval of November 6th 1st Tuesday Meeting Location Change**  
**Summary:** On Tuesday, November 6, 2018, the Town Hall Board Room will be utilized as a polling place for Election Day. Staff recommends hosting the 1st Tuesday Work Session at The Hurt Hub at 6:00 p.m.

**VII. OLD BUSINESS - Items for old business have been previously presented and are for discussion and possible action.**

- (a) **Salary Study Recommendation**  
**Town Manager Jamie Justice and Consultant Susan Manning**  
**Summary:** To ensure the Town of Davidson is competitive with municipalities in the Charlotte Region, a pay study was included in the FY 2018-19 budget. The last pay study was conducted in 2015 and the town's strategy, and a human resource best practice, is to complete a pay study every three years. Staying competitive allows the Town of Davidson to recruit and retain high performing employees that provide services to the citizens. A collaborative effort was made between the towns of Huntersville, Cornelius, and Davidson to collect and analyze data from 20 local communities.
- (b) **Discussion of Capital Projects, G.O Bonds, and Unassigned Fund Balance**  
**Town Manager Jamie Justice**  
**Summary:** At the September 11, 2018, the Board and staff discussed the need to prioritize Capital Projects and the use of the 2017 GO Bonds, and the related use of unassigned fund balance. This information will be used in the development of the Capital Improvement Plan (CIP). This discussion evolved from a discussion on the funding for a Grey Road curb, gutter and sidewalks project.

**VIII. SUMMARIZE MEETING ACTION ITEMS**

**IX. CLOSED SESSION**

- (a) **Closed Session - § 143.318.11(a)(5) for land acquisition of 335 Sloan St.**

**X. ADJOURN**



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**Agenda Title: Swearing in ceremony for Davidson Police Officers:**  
**Joseph (Joe) Calandra**  
**Andrew (AJ) Heitmann**  
**Kenneth (Kenny) McDaniel**  
**Darin Salter**

**Summary:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
No Attachments Available		



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**Agenda Title: Recognition of 20 Years of Service - Ralph Quackenbush**

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
No Attachments Available		



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**Agenda Title: Resolution 2018-26 Lingle Hut**

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
□ Resolution 2018-26 Lingle Hut	9/25/2018	Cover Memo



**RESOLUTION 2018-26**  
**A Resolution for the Lingle Hut**

**WHEREAS**, the historic Lingle Hut was built in Davidson in 1932 in a style known as “Rustic Revival.” It was constructed by members of the Davidson community: “men cut timber Saturday morning, and women cut bark from logs to ready for construction.”

**WHEREAS**, Lingle Hut was part of “Mill Chapel,” serving mill workers who worked in the mills in the Town of Davidson. It was later renamed Unity Church.

**WHEREAS**, the Charlotte-Mecklenburg Historic Landmarks Commission said: “The Lingle Hut represents the social history of Davidson during the Great Depression, and is one of the few buildings in Mecklenburg County to do so.”

**WHEREAS**, Reeves Temple African Methodist Episcopal (AME) Zion Church purchased the property in 1966 with the assistance of funds donated by the son of former Davidson College President Walter L. Lingle. He requested that the structure be renamed “Lingle Hut.”

**WHEREAS**, the congregation of Reeves Temple actively used Lingle Hut until the building fell into disrepair. That congregation is now seeking the community’s support to raise funds to made the much-needed repairs to the historic structure.

**WHEREAS**, Reeves Temple will host a carnival on October 13, 2018 to help raise the funds for that much-needed renovation.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Commissioners of the Town of Davidson, do hereby declare that October 13, 2018 shall be “Lingle Hut” Day in the Town of Davidson.

**Adopted this 25th day of September, 2018.**

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Rusty Knox  
Mayor

Attest

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Elizabeth K. Shores  
Town Clerk



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**Agenda Title: Public Hearing - Davidson Day TEFRA Matters  
Town Attorney Cindy Reid**

**Summary:** Public Hearing under Internal Revenue Code and Approval under Internal Revenue Code and for purposes of Wisconsin Statutes of proposed issuance by the Public Finance Authority of not to exceed \$9,000,000 in Educational Facilities Revenue Bonds (Davidson Day School), Series 2018.

Davidson Board of Commissioners, at the conclusion of the public hearing regarding the same, may adopt a resolution approving for purposes of meeting the requirements of the Internal Revenue Code of 1986, as amended, and Sections 66.0301, 66.0303 and 66.0304 (in each case as in effect on the date hereof) of the Wisconsin Statutes commonly known as the “Joint Exercise of Powers Law” (the “Act”), the issuance by the Public Finance Authority of not to exceed \$9,000,000 in Educational Facilities Revenue Bonds (Davidson Day School) Series 2018.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
□	Agenda Memo - Davidson Day School 2018 Bonds	9/21/2018	Cover Memo
□	Davidson Day TEFRA Matters Public Notice	9/17/2018	Cover Memo
□	Resolution 2018-25 Davidson Day 2018 Bonds	9/17/2018	Cover Memo





## Davidson Day TEFRA Matters

Date: September 25, 2018  
To: Davidson Board of Commissioners  
From: Cindy Reid, Town Attorney

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### 1. OVERVIEW

Davidson Day School is seeking funding for a new upper school campus located at 1803 Mecklenburg Highway in Iredell County. In order to finance the construction, the school's plan is to issue as much as \$9 million in Educational Revenue Bonds. The Bonds are private and the Town has no part in transaction other than to approve the issuance in principle.

### 2. RELATED TOWN GOALS

N/A

### 3. OPTIONS/PROS & CONS

The Bonds will be issued through the Public Finance Authority, a Madison, Wisconsin -based organization that helps local governments and institutions secure financing for construction projects. Even though local government approval has nothing to do with the eventual transaction, the federal government requires local commissioners to approve the Bonds because they are tax exempt. Because the school will be located in Iredell County, the Iredell County Commissioners are also required to approve the issuance of the Bonds.

In approving the Bonds, the Town assumes no liability whatsoever for the payment of the Bonds, and the Bonds will not affect the Town's debt ratios or legal debt limits. The approval resolution explicitly states that its adoption "shall in no event constitute an endorsement of the Bonds or the Project or the creditworthiness of the Borrower."

### 4. FYI or RECOMMENDED ACTION

N/A

### 5. NEXT STEPS

N/A

**NOTICE OF PUBLIC HEARING BY THE BOARD OF COMMISSIONERS OF THE TOWN OF DAVIDSON, NORTH CAROLINA REGARDING THE ISSUANCE OF NOT TO EXCEED \$9,000,000 OF PUBLIC FINANCE AUTHORITY EDUCATIONAL FACILITIES REVENUE BONDS (DAVIDSON DAY SCHOOL), SERIES 2018 FOR THE BENEFIT OF DAVIDSON DAY SCHOOL OR AN AFFILIATE THEREOF**

NOTICE IS HEREBY GIVEN to all interested persons that the Board of Commissioners of the Town of Davidson, North Carolina (the "Town") will hold a public hearing in the Commissioners' Meeting Room, Town Hall, 216 S. Main Street, Davidson, North Carolina 28036 on Tuesday, September 25, 2018, at 6:00 p.m. or as soon thereafter as the matter can be heard, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), at which time any person may be heard regarding the potential issuance by the Public Finance Authority (the "Authority"), a commission organized under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended, of its Educational Facilities Revenue Bonds (Davidson Day School), Series 2018 (the "Bonds"), in the principal amount not to exceed \$9,000,000 to finance and refinance the Project (as defined below).

The Bonds are expected to be issued pursuant to 66.0304 of the Wisconsin Statutes, as amended, by the Authority and the proceeds thereof loaned to Davidson Day School, a North Carolina nonprofit corporation, or an affiliate thereof (the "Borrower"), and used to (a) refinance one or more taxable loans to the Borrower, the proceeds of which were used to finance the acquisition, construction and equipping of an approximately 72,000 square foot building for use as an independent school on an approximately 15-acre campus of the Borrower located at 750 Jetton Street in the Town (the "Prior Project"), (b) finance the costs of acquisition of an approximately 17-acre tract of land located at 1803 Mecklenburg Highway in Iredell County, North Carolina to be developed as an upper school campus of the Borrower (the "Upper School Project" and together with the Prior Project, the "Project") and (c) pay certain costs of issuing the Bonds. The Borrower currently operates an independent school at the location of the Prior Project. The Project will be owned, operated and managed by the Borrower or an affiliated or related entity.

The Bonds will be a special limited obligation of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and certain funds and accounts established by the bond purchase and loan agreement for the Bonds. The Bonds shall not be deemed to constitute a debt of the Town or a pledge of the faith and credit of the Town, and neither the faith and credit nor the taxing power of the Town is pledged to the payment of the principal of or the interest on such Bonds.

Any person wishing to comment in writing on the Project or the issuance of the Bonds should do so prior to such meeting to the Board of Commissioners of the Town of Davidson, North Carolina, 216 S. Main Street, Davidson, North Carolina 28036, Attention: Town Clerk.

BOARD OF COMMISSIONERS OF THE TOWN  
OF DAVIDSON, NORTH CAROLINA

By: Elizabeth K. Shores

Town Clerk  
Town of Davidson, North Carolina

Dated: September 11, 2018

RESOLUTION 2018-25 APPROVING IN PRINCIPLE THE ISSUANCE  
OF NOT TO EXCEED \$9,000,000 OF PUBLIC FINANCE  
AUTHORITY EDUCATIONAL FACILITIES REVENUE BONDS  
(DAVIDSON DAY SCHOOL), SERIES 2018 FOR THE BENEFIT OF  
DAVIDSON DAY SCHOOL, OR AN AFFILIATE THEREOF

WHEREAS, the Board of Commissioners (the “Board”) of the Town of Davidson, North Carolina (the “Town”) met in the Town Hall, at 6:00 p.m. on the 25<sup>th</sup> day of September, 2018; and

WHEREAS, the Public Finance Authority (the “Authority”) has tentatively agreed to issue its Educational Facilities Revenue Bonds (Davidson Day School), Series 2018 (the “Bonds”), in an amount not to exceed \$9,000,000, and to lend the proceeds thereof to Davidson Day School, a North Carolina nonprofit corporation, or an affiliate thereof (the “Borrower”) to finance and refinance the Project (as defined below); and

WHEREAS, the Bonds are expected to be issued pursuant to 66.0304 of the Wisconsin Statutes, as amended, by the Authority and the proceeds thereof loaned to and used by the Borrower to (a) refinance one or more taxable loans to the Borrower, the proceeds of which were used to finance the acquisition, construction and equipping of an approximately 72,000 square foot building for use as an independent school on an approximately 15-acre campus of the Borrower located at 750 Jetton Street in the Town (the “Existing Project”), (b) finance the costs of acquisition of an approximately 17-acre tract of land located at 1803 Mecklenburg Highway in Iredell County, North Carolina to be developed as an upper school campus of the Borrower (the “Upper School Project” and together with the Existing Project, the “Project”) and (c) pay certain costs of issuing the Bonds. The Borrower currently operates an independent school at the location of the Existing Project; and

WHEREAS, the Project will be owned, operated and managed by the Borrower or an affiliated or related entity; and

WHEREAS, the Borrower will agree to repay the principal of, premium, if any, and interest on the Bonds and the Town will have no liability whatsoever for the payment of principal of, premium, if any, or interest on the Bonds, and the Bonds will not affect the Town’s debt ratios or legal debt limit and the Town will not incur any liability for repayment of the Bonds by approving the Bonds for purposes of Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, Section 147(f) of the Code requires that any Bonds issued by the Authority for the purpose of refinancing the Existing Project may only be issued after approval of the plan of financing by the Board of the following a public hearing with respect to such plan; and

WHEREAS, pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes, as amended, prior to their issuance, Bonds issued by the Public Finance Authority must be approved by the governing body or highest ranking executive or administrator of the political jurisdiction within whose boundaries the project (or any portion thereof) is located; and

WHEREAS, the Borrower has requested that the Board of the Town approve the financing of the Existing Project and the issuance of the Bonds in order to satisfy the requirements of Section 147(f) of the Code and Section 66.0304(11)(a) of the Wisconsin Statutes, as amended; and

WHEREAS, the Board has today held a public hearing with respect to the issuance of the Bonds to refinance the Existing Project, as evidenced by the Certificate and Summary of Public Hearing attached hereto as Exhibit A; and

WHEREAS, the Bonds shall not be deemed to constitute a debt of the Town or a pledge of the faith and credit of the Town, but shall be a special limited obligation of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and shall contain on the face thereof a statement to the effect that neither the faith and credit nor the taxing power of the Town is pledged to the payment of the principal of or interest on the Bonds; and

WHEREAS, because no taxes or other revenues of the Town are pledged to pay the Bonds, the staff of the Town has made no financial analysis of the Bonds, the Borrower or the Project; and

WHEREAS, the Board has determined that approval of the issuance of the Bonds is solely to satisfy the requirements of Section 147(f) of the Code and Section 66.0304(11)(a) of the Wisconsin Statutes and shall in no event constitute an endorsement of the Bonds or the Project or the creditworthiness of the Borrower, nor shall such approval in any event be construed to obligate the Town for the payment of the principal of or premium or interest on the Bonds or for the performance of any pledge, mortgage or obligation or agreement of any kind whatsoever which may be undertaken by the Authority, or to constitute the Bonds or any of the agreements or obligations of the Authority an indebtedness of the Town, within the meaning of any constitutional or statutory provision whatsoever.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF DAVIDSON, NORTH CAROLINA:

1. The proposed financing and refinancing of the acquisition, development, construction and equipping of the Existing Project described above in the Town of Davidson, North Carolina, by the Borrower and the issuance of the Authority's Educational Facilities Revenue Bonds (Davidson Day School), Series 2018 in one or more series, in an amount not to exceed \$9,000,000, therefor are hereby approved for purposes of Section 147(f) of the Code and Section 66.0304(11)(a) of the Wisconsin Statutes.

2. This resolution shall take effect immediately.

\* \* \* \* \*

I, Elizabeth K. Shores, Clerk to the Board of Commissioners of the Town of Davidson, North Carolina DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Board of Commissioners of the Town at a regular meeting duly called and held September 25, 2018, as it relates in any way to the resolution hereinabove set forth, and that said proceedings are recorded in the minutes of the Board. Pursuant to N.C.G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Board is on file in my office.

WITNESS my hand and the common seal of said Town, this 25<sup>th</sup> day of September, 2018.

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Elizabeth K. Shores  
Town Clerk  
Town of Davidson, North Carolina

(SEAL)

Certificate and Summary

The undersigned Town Clerk of the Town of Davidson, North Carolina, hereby certifies:

1. Notice of a public hearing (the “Hearing”) to be held on September 25, 2018, with respect to the issuance of a Bonds by the Public Finance Authority (the “Authority”) for the benefit of Davidson Day School, or an affiliate thereof (the “Borrower”) was published on September \_\_, 2018, in *The Charlotte Observer*.

2. The presiding officer of the Hearing was \_\_\_\_\_.

3. The following is a list of the names and addresses of all persons who spoke at the Hearing:

4. The following is a summary of the oral comments made at the Hearing:

IN WITNESS WHEREOF, my hand and the seal of the Town of Davidson, North Carolina, this 25<sup>th</sup> day of September, 2018.

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Elizabeth K. Shores  
Town Clerk  
Town of Davidson, North Carolina

(SEAL)



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**Agenda Title: Public Hearing - North Harbor Club Conditional Planning Area  
Planning Director Jason Burdette**

**Summary:** This is a Board of Commissioners public hearing as required by Section 14.5.5. of the Davidson Planning Ordinance. The proposed plan appears to be consistent with (a) the Davidson Comprehensive Plan, as adopted by the Board of Commissioners and amended from time to time; and, (b) all other officially adopted plans and the Planning Ordinance.

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
□ Agenda Memo - North Harbor Club CPA	9/20/2018	Cover Memo
□ Presentation- North Harbor Club CPA	9/20/2018	Presentation
□ Proposed Conditions - North Harbor Club CPA	9/20/2018	Backup Material



## STAFF ANALYSIS

Date: September 25, 2018  
To: Board of Commissioners  
From: Jason Burdette, Planning Director  
Re: North Harbor Club (Davidson Landing), Conditional Planning Area Map Amendment  
PUBLIC HEARING

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### 1. INTRODUCTION

#### APPLICANT INFO

- **Owner:** The Lake Norman Company
- **Contractor:** Matthew Bartels (Bartels Construction Solutions, LLC)
- **Location:** 100 North Harbor Pl, 200 North Harbor Pl, 218 North Harbor Pl, 300 North Harbor Pl, and 400 North Harbor Pl. These properties are part of Davidson Landing, west of Interstate 77.  
(Parcel IDs: 00118397, 00118395, 00118394, 00118393, 00118396, and 00118398)
- **Planning Area(s):** Special Use
- **Area:** +/- 2.6 acres

#### REQUEST

The applicant proposes to re-designate approximately 2.6 acres located in Davidson Landing from Special Use to Conditional Planning Area. This area is currently part of a Special Use Permit granted on May 18, 1983. The existing property owner would like to make improvements to the North Harbor Club restaurant located at 100 North Harbor Place (Parcel ID 00118397), including a kitchen expansion. The existing property owner would also like to add banquet hall space to the building located at 400 North Harbor Place (Parcel ID 00118398). Both proposals differ from the plans and specifications submitted with the original Special Use Permit for this area.

### 2. PLANNING STAFF PRELIMINARY REVIEW

#### OVERVIEW

The applicant proposes a Conditional Planning Area Map Amendment for North Harbor Club, a portion of Davidson Landing to allow for a building addition at 100 North Harbor Place and a building addition at 400 North Harbor Place.

There will be no changes to the structures and/or site area of 200 North Harbor Place (Parcel ID 00118395), 218 North Harbor Place (Parcel ID 00118394), 300 North Harbor Place (Parcel ID 00118393)



and (Parcel ID 00118396). These parcels were included in this proposal because they are part of the original Special Use Permit.

### **100 NORTH HARBOR PLACE**

The existing building at 100 North Harbor Place is two stories with the North Harbor Club restaurant on the first floor and offices on the second floor. The property owner would like to expand the kitchen on the first floor by 700 square feet. There will be no increase in impervious area with this addition as proposed.

### **400 NORTH HARBOR PLACE**

The existing building at 400 North Harbor Place is two stories with occupied office space on the first floor and unoccupied office space on the second floor. The property owner would like to renovate the existing approximately 4,000 square feet and expand the building by approximately 2,300 square feet (two-story addition) to provide adequate space to operate a banquet facility with an occupancy of approximately 300 people. The property owner would also like to extend the lakeside deck to create a larger outdoor area connected to the indoor banquet space. The proposed addition will increase the impervious area on this parcel by 1,900 square feet. This represents 15.9 percent of the existing pervious area of the parcel. This is below the 24 percent threshold for expansions to structures classified as existing development in Section 17.6.1 of the Davidson Planning Ordinance.

### **PARKING**

The Davidson Planning Ordinance requires a minimum of two parking spaces per 1,000 square feet of commercial use in Section 8.3.1. The total square footage of commercial use after the proposed additions are as follows: 100 North Harbor Place total square footage after addition is 9,815 sq. ft.; 200 North Harbor Place total square footage of existing building is 11,400 sq. ft.; 400 North Harbor Place total square footage after addition is 12,635 sq. ft. The total commercial square footage of the three buildings will be 33,849 sq. ft. This means that a minimum of 68 parking spaces are required. There are 359 parking spaces currently on site.

### **CONDITIONS**

Relevant conditions associated with the original Special Use Permit will carry over to this Conditional Planning Area. The conditions have been modified to allow for the expansion of the 100 and 400 buildings. The proposed conditions are attached.

### **RELATED TOWN GOALS**

Economic Development Strategy: The Town of Davidson will use existing assets and manage growth to encourage an appropriate mix of residential and commercial development.

Core Value: Davidson's economic health is essential to its remaining a sustainable community, so town government will judiciously encourage and guide the location of new business opportunities.

## **3. FYI OR RECOMMENDED ACTION**

This is a Board of Commissioners public hearing as required by Section 14.5.5. of the Davidson Planning Ordinance. However, the proposed plan appears to be consistent with (a) the Davidson Comprehensive

Plan, as adopted by the Board of Commissioners and amended from time to time; and, (b) all other officially adopted plans and the Planning Ordinance.

The Design Review Board has approved the exterior modifications for both the 100 and 400 building.

#### 4. PROCESS/NEXT STEPS

- **Public Input Session:** Held 8/29 [*Four citizens attended*]
- **BOC Work Session:** Held 9/4 [*Commissioners had questions about total BUA on site*]
- **Planning Board Recommendation:** Held 9/24 [Last Night]
- **BOC Public Hearing:** 9/25
- **BOC Decision (Tentative):** 10/23

#### 5. RESOURCES & ATTACHMENTS

Resources: Links to referenced policy documents.

- Davidson Planning Ordinance (2015): <http://www.ci.davidson.nc.us/DocumentCenter/View/8499>
- Comprehensive Plan (2010): <http://www.townofdavidson.org/340/Davidson-Comprehensive-Plan>

Site Plans/Building Renderings:

- 100 North Harbor Place: Site Plan; Proposed Rendering (Approved by the DRB 8/15/18, 9/19/18)
- 400 North Harbor Place: Site Plan; Proposed Rendering
- Updated Conditions

# NORTH HARBOR CLUB CPA





Mecklenburg

77

Davids on

100

2.60 acres

400

100-699

Davids on

Northwest Dr

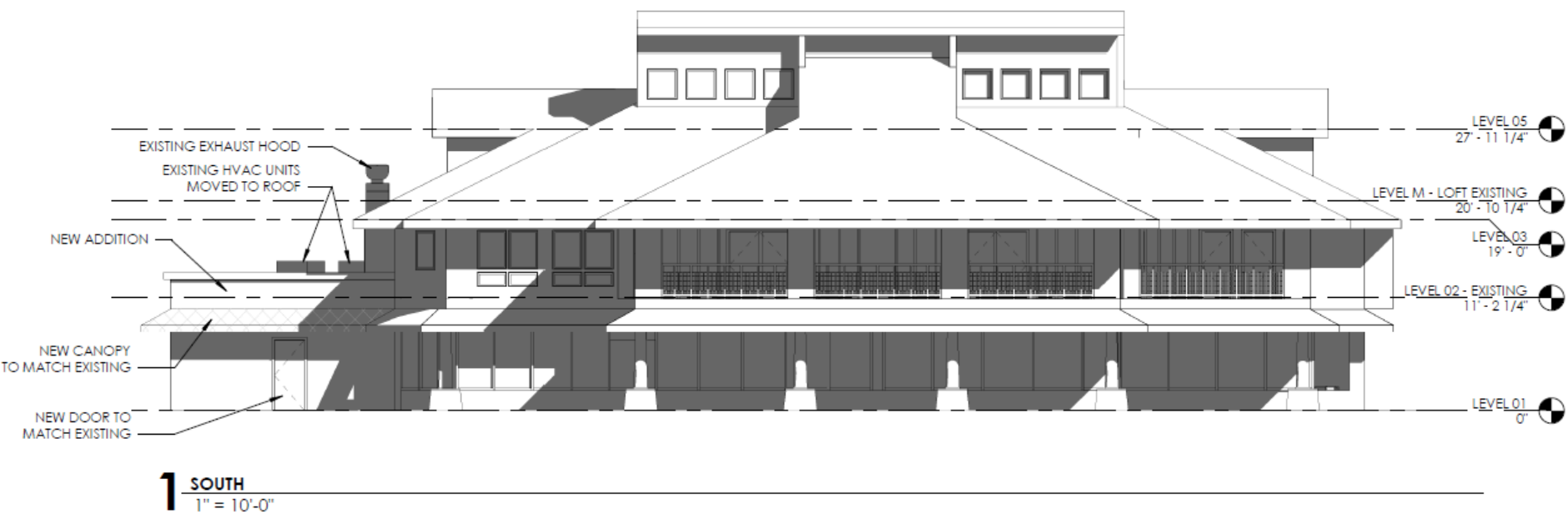
100-401

North Harbor Pl



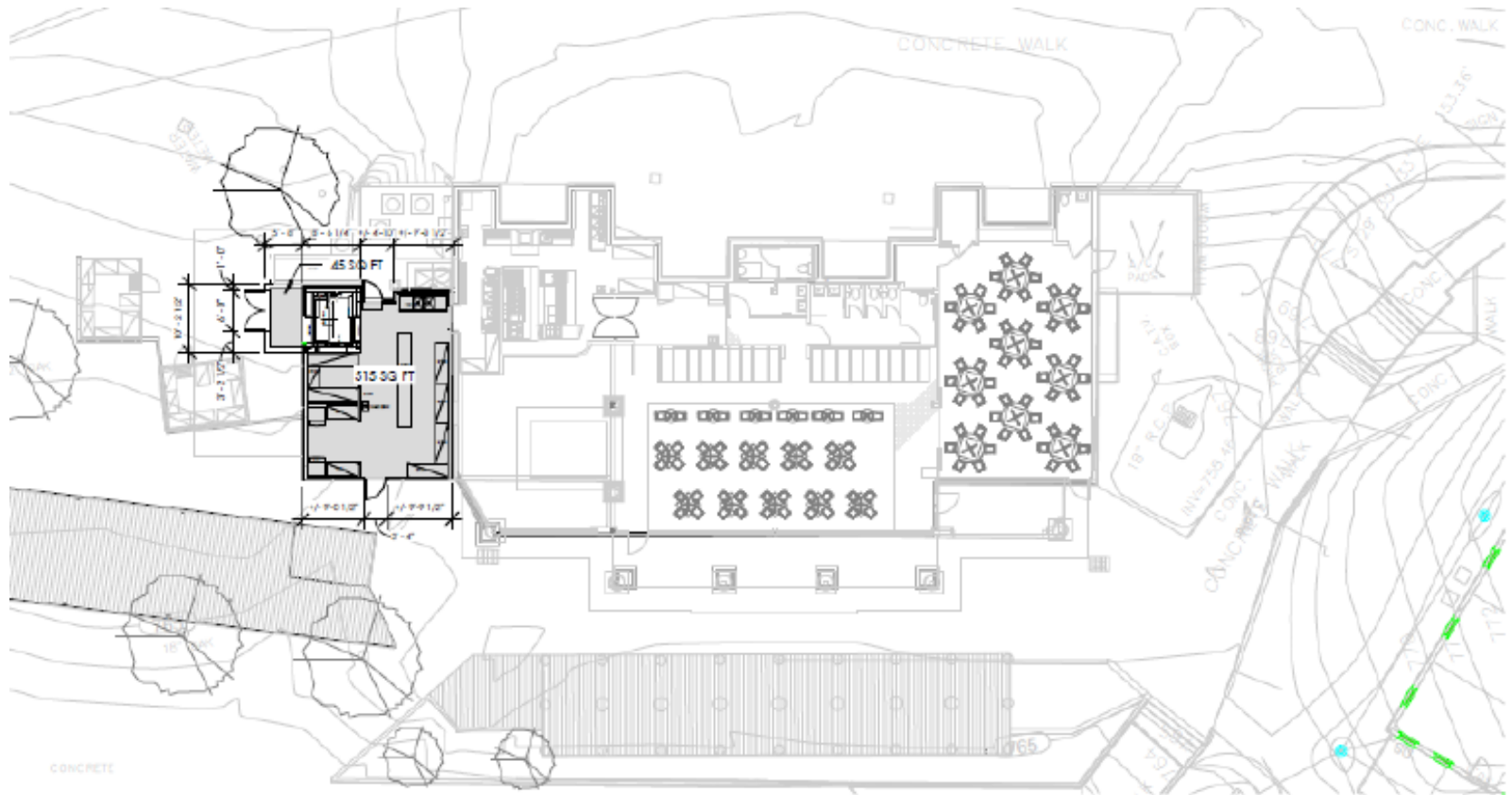
# NORTH HARBOR CLUB CPA

## BUILDING 100



# NORTH HARBOR CLUB CPA

## BUILDING 100



# NORTH HARBOR CLUB CPA

## **BUILDING 400: Southwest (Front) Perspective**



**9** FRONT APPROACH

# NORTH HARBOR CLUB CPA

## **BUILDING 400: Rear (Lakeside) Elevation**



**10** REAR PERSPECTIVE

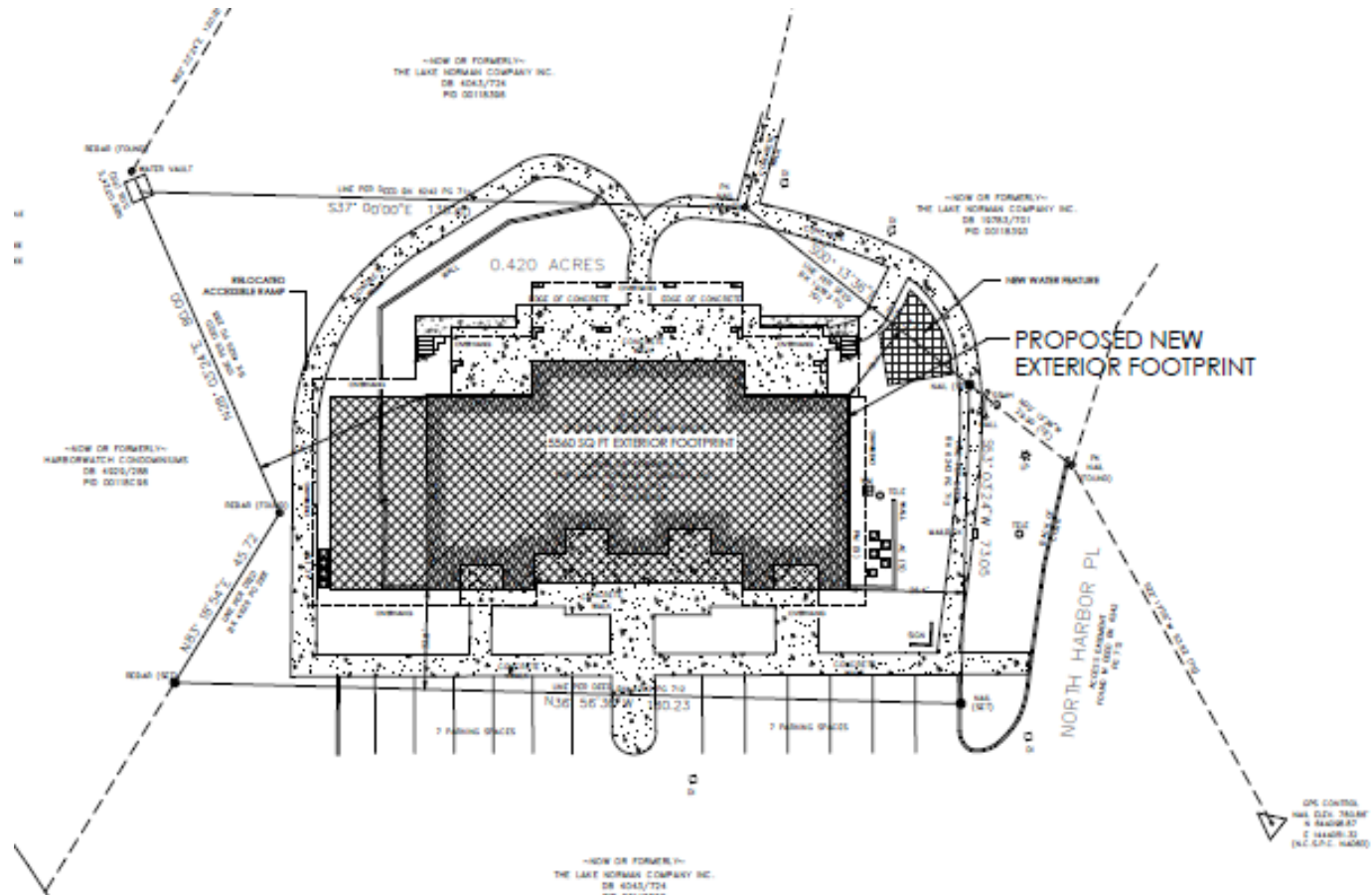
### **THE LIGHTHOUSE AT NORTH HARBOR**

NORTH HARBOR PLACE, BLDG 400  
DAVIDSON, NC 28036 136

08-29-18



# BUILDING 400



College Town. Lake Town. *Your Town.*

Board of Commissioners – Public Hearing  
North Harbor Club  
Conditional Planning Area  
September 25, 2018

# NORTH HARBOR CLUB CPA

## PROCESS & NEXT STEPS

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- **Public Input Session:** 8/29 [COMPLETE]
- **BOC Work Session:** 9/4 [COMPLETE]
- **Planning Board Recommendation:** 9/24 [LAST NIGHT]
- **BOC Public Hearing:** 9/25 [TONIGHT]
- **BOC Decision:** 10/23 [tentative]

August 20, 2018

Mecklenburg County Land Use and Environmental Services  
2145 Suttle Avenue  
Charlotte, NC 28208

RE: Conditions for the North Harbor Club Conditional Map Amendment  
Tentative Decision – October, 2018



**Original SUP 83-1 Conditions:**

1. No automobile or marine fuel products shall be sold anywhere upon the property (unless sold on premises in the manufacturer's original can or prepackaged container as such is customarily sold by a sporting goods, convenience or other retail store); no boat repairs, or maintenance be performed upon the property; not boat ramp or boat landing area be permitted; no boat storage or sales be permitted (except from interior show room displays).
2. All improvements to the property shall conform with the maps, plans and specifications submitted by The Lake Norman Company to the Town with its application.
3. All driveways which are not covered by the Subdivision Ordinance and which serve as a necessary means of access to the business development shall be approved by the building inspector, who shall first determine that they have sufficient width and turning radii to assure unhampered ingress and egress by emergency vehicles.
4. The building units located upon the property shall be used only for the purpose specified for each such unit in the petitioner's application.
5. The petitioner must have available water and sewer service in such capacity as to be able to provide adequate service to the business development encompassed within the property for which the original special use permit is granted (83-1).
6. The existing tree and natural vegetation preservation areas running along Interstate 77 and Griffith Street shall be maximized to act as a screen between the project and such roads; in the event trees in that area die or are damaged during construction or thereafter, new trees shall be planted to maintain the screening effect.
7. No detached business or project identification sign shall be permitted except one project identification sign not to exceed 75 square feet in area, which shall be located upon the property subject to the original special use permit (83-1).
8. The petitioner shall comply with all other applicable resolutions and ordinances of the Town of Davidson and the State of North Carolina.

**New Conditions:**

9. An addition will be made to the existing structure at 100 North Harbor Place (parcel ID# 00118397) to allow for a kitchen expansion, as shown on the plans submitted with the Conditional Map Amendment application. The addition will not result in an increase in impervious area (built upon area) on this parcel.
10. An addition will be made to the existing structure at 400 North Harbor Place (parcel ID# 00118398) to allow for a new banquet facility, as shown on the plans submitted with the Conditional Map Amendment application. The addition will result in an added 1,900 square feet of impervious area (built upon area) on this parcel, bringing the total built upon area to 13,939 square feet. The added built upon area represents 15.9 percent of the existing pervious area on this parcel. This is less than 24 percent threshold allowed for expansions to existing development under Davidson Planning Ordinance Section 17.6.1.
11. No changes will be made to the structure(s) and/or site area at 200 North Harbor Place (parcel ID# 00118395), 218 North Harbor Place (parcel ID# 00118394), 300 North Harbor Place (parcel ID# 00118393), and (parcel ID# 00118396).



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**Agenda Title: Consider Approval of Draft August Meeting Minutes**

**Summary:** Draft Meeting Minutes from August 7, August 28

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
❏	DRAFT Meeting Minutes 08-07-18	9/21/2018	Cover Memo
	DRAFT Meeting Minutes 08-28-18	9/21/2018	Cover Memo



College Town. Lake Town. *Your Town.*

August 7, 2018

**REGULAR MEETING  
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

The Town of Davidson Board of Commissioners held its regularly scheduled meeting on Tuesday, August 7, 2018 in the Town Hall Board Room. Present were Mayor Rusty Knox and Commissioners Jane Campbell, Jim Fuller, Matthew Fort, Autumn Rierson Michael and David Sitton. Town Manager Jamie Justice, Economic Development Manager Kim Fleming, Finance Director Pieter Swart, Fire Deputy Chief Ryan Monteith, Parks and Recreation Supervisor Leslie Willis, Planning Director Jason Burdette, Police Chief Penny Dunn, Public Information Office Cristina Shaul, Town Attorney Cindy Reid, and Town Clerk Betsy Shores were also present.

- **CALL TO ORDER**

Mayor Knox called the meeting to order at 7:00 p.m. due to the National Night Out event that was held from 5:00 p.m. to 7:00 p.m.

- **ANNOUNCEMENTS**

Public Information Officer Cristina Shaul announced the following:

Christmas in Davidson applications are now available on the website.

Two public input sessions for planning related projects; Wednesday, August 8 from 5:00 p.m. – 7:00 p.m. for Lake Cornelius Residential and Wednesday, August 29 from 5:00 p.m. – 7:00 p.m. for the North Harbor Club Conditional Planning Area. More info available on the website.

The medicine drop box on the west side of our building has new hours. It will be open every other Monday, starting August 13, from 8:00 a.m. to 5:00 p.m.

We are now accepting applications for our advisory boards through September 28.

The Park at Beaty Street Task Force wants resident input. Drop off photos to the display in the lobby of Town Hall of requested park features or take their online survey through August 13. The survey link is on our website at [www.townofdavidson.org/ParkatBeatySTTF](http://www.townofdavidson.org/ParkatBeatySTTF)

We have a new question on our Open Town Hall portal on the topic of \$300,000 in state funds being allocated for projects in Davidson.

Nominations for the Jack Burney Community Service Award are now being accepted through September 28.

New residents' reception will be held on Thursday, September 20 from 5:00 p.m. to 7:00 p.m. at town hall.

- **CHANGES TO THE AGENDA**

Town Manager Justice provided an update on the watershed ordinance text amendments. At the July 10th meeting, the Board directed staff to move forward with the proposed revisions to the Planning Ordinance Section 17 Watershed Protection Overlay District with the exception of section 17.6.1 – 17.6.3. The Board of Commissioners will consider taking action on the proposed revisions at the August 28th meeting.

***Commissioner Fort made a motion to add to the agenda a discussion with North Carolina State Senator Jeff Tarte regarding the budgeting process. The motion passed unanimously (5-0).***

Senator Jeff Tarte explained the process for the North Carolina State budget including allocating discretionary funds to municipalities. During the last legislative session, the NC General Assembly approved three grants for projects in the Town of Davidson:

\$100,000 to be used for Downtown Park/Farmers' Market area site improvements, \$100,000 for police equipment, and \$100,000 for fire equipment.

- **PRESENTATION**

Program Manager Don Ceccarelli from Charlotte-Mecklenburg Storm Water Services presented an update on the Mecklenburg County Floodplain Ordinance. The Federal Emergency Management Agency (FEMA) updated Flood Insurance Rate Maps (FIRMs) for Mecklenburg County with an effective date of November 16, 2018. Davidson must adopt an updated floodplain ordinance to include the new map date by the November 16, 2018 deadline or risk being suspended from the National Flood Insurance Program (NFIP). A public hearing will take place on August 28, and the board will consider the approval of map and text amendments at a future meeting.

Tony Martin from Charlotte Water provided an update on their project to upgrade the water distribution system to provide better flow to customers in Davidson. The project starts at Catawba Avenue in Cornelius and parallels a Duke Power right-of-way to and along South Street in Davidson. A related project heads west on Cathey Street toward Walnut and Main Streets and east on Cathey Street toward Concord Road.

- **CONSENT AGENDA**

**Consider Approval of Budget Amendments 2019-06**

**Consider Approval of Tax Levy Adjustments for refunds from Solid Waste Fund**

***Commissioner Fort made a motion to approve the consent items. The motion passed unanimously (5-0).***

- **OLD BUSINESS**

First item on the agenda was the General Obligation Bond for Public Facilities. Mayor Knox gave an update with an offer from Charlotte-Mecklenburg Schools to purchase the property at 251 South Street. Manager Justice provided options for the General Obligation Bond Referendum.

- 1) Do nothing and decide not to proceed.
- 2) Proceed with the referendum on the November ballot with consideration of the purchase price and proposed phase one renovation of 251 South Street and phase 2 renovation of the current Town Hall for police and fire.
- 3) Proceed with the purchase 251 South Street and place the estimated renovation costs on the referendum for the November ballot.
- 4) Purchase 251 South Street and not do a referendum this November. That would enable us to control the property and then go through a Master Planning or Public Input Process to further study the Public Facilities project.

Commissioners discussed the options of the purchase, the referendum, and opportunities for public input.

***Commissioner Fort made a motion to approve authorizing staff to execute the contract for the \$2.4 million purchase and due diligence period and to cancel the bond referendum for November.***

***Commissioner Sitton amended to move forward into contract negotiations and due diligence period.***

***Approved 3-2. Commissioners Fort, Rierson Michael, and Sitton voted yes. Commissioners Campbell and Fort voted no.***

Second item on the agenda was the Park at Beaty Task Force Status by Denise Beall and Dave Cable. Denise introduced members of the Task Force that were present at the meeting. Denise presented a brief overview of the Task Force, requested clarification of the original resolution language and \$26,700 in funding as a preliminary operating budget, including a study on the potential removal of the dam versus retaining and repairing the pond amenity. The Board will consider approval of the clarification to the resolution and the expenditure request on the August 28 meeting.

Third item on the agenda was the Comprehensive Plan Consultant Recommendation. Public Information Officer Cristina Shaul and Comprehensive Plan RFP/Consultant-Selection Committee Representatives Pat Coleman and Michael Flake provided an update. The committee recommended Clarion Associates, based in Chapel Hill, NC, as the consultant. Commissioners requested that Clarion Associates attend the August 28 meeting to answer questions before moving forward with the contract.

Fourth item on the agenda was a discussion of the draft water/sewer extension policy and the annexation policy. Manager Justice and Town Attorney Cindy Reid provided information to the board on each policy. Commissioners decided to formalize the unwritten policy for water and sewer extensions and grant the authority for the extension of water and sewer services in the extra-territorial jurisdiction to themselves, instead of the Town Manager. A draft annexation policy has been created that addresses the policy and procedures for voluntary annexation requests for both contiguous and



non-contiguous properties. Commissioners will consider taking action on the draft water/sewer extension policy and the annexation policy at the August 28 meeting.

- **NEW BUSINESS**

Resolution 2018-20 is a request from the Davidson Land Conservancy for an exemption from Section 54-1 of the Davidson Municipal Code to be able to offer limited beer to age-appropriate race participants on the town green after their Run for Green race on Saturday, September 15. Commissioner Rierson Michael serves as the Executive Director of the DLC and asked to recuse herself from voting.

***Commissioner Fuller made a motion to recuse Commissioner Rierson Michael. The motion passed unanimously (4-0).***

***Commissioner Sitton made a motion to approve Resolution 2018-20. The motion passed unanimously (4-0).***

Planning Director Jason Burdette led a discussion with commissioners on reducing the scale of building types in the Village Infill Planning Area (VIPA), including the removal of the multi-family building type. There will be a public comment period specific to this topic at the August 28 meeting.

- **SUMMARIZE ACTION ITEMS**

Town Manager Justice summarized action items.

- **ADJOURN**

***Commissioner Campbell made a motion to adjourn. The motion passed unanimously (5-0).***

The meeting adjourned at 10:23 p.m.

**Attest:**

\_\_\_\_\_  
Rusty Knox  
Mayor

\_\_\_\_\_  
Elizabeth K. Shores  
Town Clerk



College Town. Lake Town. *Your Town.*

August 28, 2018

**REGULAR MEETING  
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

The Town of Davidson Board of Commissioners held its regularly scheduled meeting at 6:00 p.m. on Tuesday, August 28, 2018 at Davidson Town Hall. Present were Mayor Rusty Knox, Mayor, Commissioners Jane Campbell, Matthew Fort, Autumn Rierson Michael and David Sitton. Commissioner Fuller called in to the meeting and arrived in person during the meeting. Town Manager Jamie Justice, Assistant Town Manager Dawn Blobaum, Economic Development Manager Kim Fleming, Finance Director Pieter Swart, Parks and Recreation Director Kathryn Spatz, Planning Director Jason Burdette, Police Chief Penny Dunn, Public Information Officer Cristina Shaul, Public Works Director Doug Wright, Town Attorney Cindy Reid and Town Clerk Betsy Shores were also present.

- **CALL TO ORDER**

Mayor Knox called the meeting to order at 6:01 p.m.

- **ANNOUNCEMENTS**

Public Information Officer Cristina Shaul announced the following:

Davidson Connections is Thursday, September 6 at 5:30 p.m. at Fly Leaf Counseling located at 432 S. Main Street, above Davidson Beverage Company.

North Mecklenburg Christmas Parade applications are now available. We will accept the first 120 applicants. Information is on our website.

The installation of the playground in the new park near Bailey Springs should begin as part of the first phase of constructing this new park with a grand opening to take place in November.

The Town of Davidson requested federal Community Development Block Grant (CDBG) funds to help with improvements at Roosevelt Wilson Park (play feature and picnic structure) and constructing new sidewalks on Houston Street and Mock Road. To get approval for the funding, the town must show that the project benefits low- and moderate-income persons. Generally, an applicant can rely on census data to prove this benefit. For the park and sidewalk improvements, however the census tract included too large an area to qualify. The qualification must instead be done through a door-to-door survey of a smaller area. We need volunteers to help us conduct this survey process on Saturday, September 22 at 9:00 a.m. (with shifts until 3:00 p.m.) and/or on Sunday, September 23 (from 3:30 to 6:00 p.m.).

Applications for our advisory boards available online through September 28.

There is a Public Input Session for the North Harbor Conditional Planning Area on Wednesday, August 29 from 5:00 – 7:00 pm.

The Park at Beaty Street Task Force wants input. Drop off photos of what park features you'd like to see on the 19 acres of town-owned land along Beaty Street. Visit the idea wall in the town hall lobby to add an image or take the second online survey. The survey link is on our website at [www.townofdavidson.org/ParkatBeaty](http://www.townofdavidson.org/ParkatBeaty). The task force also is hosting a public input session on September 17 from 5:30 to 7:30 p.m. at town hall.

The Davidson Fire Department is undertaking an accreditation process and hosting two public input sessions. One is scheduled from September 24 from 9:00 a.m. to noon and another is on September 26 from 5:30 to 8:30 p.m. We also have a question on our Open Town Hall portal on fire department priorities.

Nominations for the Jack Burney Community Service Award are now being accepted through September 28.

New residents' reception will be held on Thursday, September 20 from 5:00 to 7:00 p.m. at town hall.

Mayor Knox stated that **Resolution 2018-22 Legislation for I-77 HOT Lanes Comprehensive Agreement** was moved to new business (b).

Mayor Knox read **Resolution 2018-21 Recognition of Mickey Pettus** for his service as the Chair of the Planning Board and Board of Adjustments.

- **CHANGES TO THE AGENDA**

Manager Justice asked that item (f) from old business be moved to consent agenda item (n). Manager Justice recommended the Board of Adjustment discussion item moved to the September 4 agenda. There was no objection from the Board.

- **PUBLIC COMMENTS**

The public comments period opened at 6:10 p.m. and was closed at 6:26 p.m. Six (6) citizens spoke. The comments were summarized by Commissioner Sitton.

- **PUBLIC HEARING**

***Commissioner Fort made a motion to open the public hearing. The motion passed unanimously (4-0).***

Planning Director Jason Burdette presented an update on the Proposed DPO Section 18: Floodplain Ordinance. The Federal Emergency Management Agency (FEMA) updated Flood Insurance Rate Maps (FIRMs) for Mecklenburg County which will become effective on November 16, 2018. The Town of Davidson must adopt an updated floodplain ordinance to include the new map data by the November 16, 2018 deadline or risk being suspended from the National Flood Insurance Program (NFIP).

The public comments period was opened at 6:34 p.m. and was closed at 6:34 p.m. No citizens spoke.

***Commissioner Campbell made a motion to close the public hearing. The motion passed unanimously (4-0).***

- **CONSENT AGENDA**

**Consider Approval of Draft Meeting Minutes from July 10 and July 24**

**Consider Approval of Revised Board Meeting Schedule**

**Consider Approval of FY2018 Tax Collector's Settlement Statement for Mecklenburg and Iredell Counties**

**Consider Approval of FY2019 "Order of Collection" for Mecklenburg and Iredell County Tax Collectors**

**Consider Approval of Financing of Backhoe**

**Consider Approval of Request from Park at Beaty Task Force for Amendments to Resolution 2018-06**

**Consider Approval of Budget Amendments BA2019-09 and BA2019-10**

**Consider Approval of Ordinance 2018-03 (DPO Section 17 Watershed Text Amendments) & Consistency Statement**

**Consider Approval of Appointments of Chairs for Design Review Board and Planning Board/Board of Adjustment**

**Consider Approval of Arts & Science Council Advisory Council Appointments**

**Consider Approval of Noise Ordinance Variance – Fall Fling at Davidson College**

**Consider Approval to Direct Planning Board to Make Recommendation within 30 Days on the Proposed DPO Text Amendments**

**Consider Approval of Appointment at Park at Beaty Task Force Member**

**Consider Approval of Annexation Policy**

***Commissioner Fort made a motion to approve. The motion passed unanimously (4-0).***

- **OLD BUSINESS**

Parks and Recreation Director Kathryn Spatz introduced Livability Board Chair Steedman Lyles, and former Livability Chair Marty Metzker. Chair Lyles and Past Chair Metzker presented the process for non-profit grant applications and the allocation of \$50,000 appropriated for contributions. The Livability Board will review the 2018 applications and make funding recommendations to the Board by October.

Public Information Officer Cristina Shaul introduced Clarion Associates Project Manager Leigh Anne King who gave a presentation on the scope of the proposed comprehensive plan. After asking Ms. King questions about process, Commissioners were asked to approve the contract with Clarion Associates and authorize Budget Amendment 2019-07.

***Commissioner Campbell made a motion to authorize Town Manager Jamie Justice to proceed with signing a contract with Clarion Associates and authorize the approval of Budget Amendment 2019-07 to appropriate the amount of \$85,000 for the first phase of the comprehensive plan. The motion passed unanimously (4-0).***

***Commissioner Fuller commented via phone that he could not vote but he lends his support.***

Planning Director Jason Burdette provided an update on reducing scale of Village Infill Building Types and potential text amendments. Staff was tasked by a previous board with reviewing the multi-family building type and its inclusion in the Village Infill Planning Area (VIPA). The Board of Commissioners suspended the rules to open up the meeting for public comment.

***Commissioner Fort made a motion to open the public comment. The motion passed unanimously (4-0).***

The public comments period was opened at 7:27 p.m. and was closed at 7:50 p.m. Seven (7) citizens spoke.

***Commissioner Fort made a motion to close the public comment. The motion passed unanimously (4-0).***

Commissioners provided comments on the presentation and remarks from the public comment.

***Commissioner Fort made a motion to approve the reducing the scale of Village Infill Building Types as presented and the consistency statement. The motion passed unanimously (4-0).***

Town Manager Jamie Justice stated that under the Town's agreement with Charlotte Water, the Town approves any water/sewer extension requests to serve a property that's not considered a connection. Currently the process entails approval by the Town Manager. Staff was asked to create a draft water/sewer extension policy for the Board to consider. At the August 7 meeting, the Board discussed the June 5, 2018 version of the draft policy. This policy creates a written policy where previously there was no written policy and it changes where the decision goes from the Town Manager at the staff level to the Town Board. The Board discussed the draft policy and the process.

***Commissioner Fuller joined the meeting at 8:07 p.m.***

***Commissioner Fort made a motion to approve the draft policy from June 5, 2018. The motion passed unanimously (5-0).***

Town Manager Jamie Justice presented two requests for water/sewer extensions per Charlotte Water for Mayes Hall and the Potts Development.

The first request, from the developers of Mayes Hall, propose about 66 dwelling units on 24 acres in the Neighborhood Edge Planning Area. This property is off Mayes Road in the eastern part of the jurisdiction. Based on the information, staff has no objection to approving the water/sewer extension request to this property. Commissioners discussed the proposed development of the property.

***Commissioner Campbell made a motion to approve as recommended by staff. The motion passed (4-1). Commissioners Campbell, Fort, Fuller, and Rierson Michael voted yes and Commissioner Sitton voted no.***

The second request, from the developers of Potts Development, propose approximately 250 multi-family dwelling units on 15.441 acres in the Village Infill Planning Area. Town Manager Justice stated it's still unknown if this will be an extension or a connection. If a connection is available, the development may move forward without the board of commissioners' approval of water/sewer. The agreement with Charlotte Water is that extensions, not connections, have to be approved by the town. Based on the information from the proposal, staff is not recommending approval of water/sewer extension. Commissioners discussed the proposed development of the property.

***Commissioner Fort made a motion to reject water/sewer extension to this property. The motion passed unanimously (5-0).***

- **NEW BUSINESS**

Public Works Director Doug Wright led a discussion on sidewalk projects based on the priorities in the Walks & Rolls Active Transportation Plan. Commissioners will discuss the options listed below at the September 11 meeting and will potentially vote on sidewalk projects at the September 25. Commissioners indicated a preference for Option 1.

Option 1: Grey Road from Concord Road to Wolfe Street & Spring Street from Walnut Street to South Street

Option 2: Delburg Street from Watson Street to Beaty Street  
Catawba Avenue from Potts Street to the town limits

Mayor Knox read **Resolution 2018-22** requesting the General Assembly enact legislation exempting change of scope, modification, or cancellation of the I-77 HOT Lanes Comprehensive Agreement from the Strategic Transportation Investment Process. The Towns of Cornelius and Huntersville recently passed a similar resolution. After discussion, the Board agreed to include addressing the Resolution to Governor Cooper, Secretary of Transportation Trogdon and the NC General Assembly.

***Commissioner Fuller made a motion approve. The motion passed unanimously (5-0).***

- **SUMMARIZE ACTIONS ITEMS**

Town Manager Jamie Justice summarized the board requested action items for staff.

- **ADJOURN**

***Commissioner Fort made a motion to adjourn. The motion passed unanimously (5-0).***

The meeting adjourned at 9:44 p.m.

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Rusty Knox  
Mayor

**Attest:**

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Elizabeth K. Shores  
Town Clerk

DRAFT



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**Agenda Title:** **Consider Approval of November 6th 1st Tuesday Meeting Location Change**  
**Summary:** On Tuesday, November 6, 2018, the Town Hall Board Room will be utilized as a polling place for Election Day. Staff recommends hosting the 1st Tuesday Work Session at The Hurt Hub at 6:00 p.m.

**Summary:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
No Attachments Available		





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**Agenda      Salary Study Recommendation**

**Title:        Town Manager Jamie Justice and Consultant Susan Manning**

**Summary:** To ensure the Town of Davidson is competitive with municipalities in the Charlotte Region, a pay study was included in the FY 2018-19 budget. The last pay study was conducted in 2015 and the town's strategy, and a human resource best practice, is to complete a pay study every three years. Staying competitive allows the Town of Davidson to recruit and retain high performing employees that provide services to the citizens. A collaborative effort was made between the towns of Huntersville, Cornelius, and Davidson to collect and analyze data from 20 local communities.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
□	Agenda Memo - Joint Compensation Study Davidson Findings and Recommendations 09.25.18	9/21/2018	Cover Memo
□	Presentation - Davidson Compensation Study 09.25.18	9/21/2018	Cover Memo



## Joint Compensation Study Findings and Recommendations

Date: September 25, 2018  
To: Davidson Board of Commissioners  
From: Jamie Justice, Town Manager

### 1. OVERVIEW

To ensure the Town of Davidson is competitive with municipalities in the Charlotte Region, a pay study was included in the FY 2018-19 budget. The last pay study was conducted in 2015 and the town's strategy, and a human resource best practice, is to complete a pay study every three years. Staying competitive allows the Town of Davidson to recruit and retain high performing employees that provide services to the citizens.

A collaborative effort was made between the towns of Huntersville, Cornelius, and Davidson to collect and analyze data from 20 local communities. This provided us access to more comprehensive information and reduced costs. Human Resource consultant Susan Manning was selected to conduct the study on behalf of the three towns.

#### **Purpose:**

To complete a total compensation study for the three towns to ensure that salaries, pay ranges and benefits (including incentives) are competitive with the external labor market in order to meet the current and future business needs of the towns for attracting and retaining well-qualified and high performing employees.

#### **Methodology:**

- Develop a salary survey to collect the average actual salaries being paid in the market and the salary ranges for 43 job classifications most commonly used in local government in the region;
- Calculate market rate for each job class using actual salaries being paid in the market;
  - Determine **Mean** – Mean is the average of all the actual salaries being paid in the market surveyed for that particular job class. This is the market rate and should align to the midpoint of the salary range for the job class.
  - Determine **Median** – Median is the middle point of the salaries being paid in the market surveyed; so half are being paid below and half are being paid above the Median.
- For some job classes, calculate an **adjusted market rate**; usually this means eliminating from the market calculation, data that tends not to be a good match and may skew the data (e.g. Management positions for Charlotte or Mecklenburg County);

- Compare midpoint of the Town's current salary ranges to the market rate to determine if Town's ranges are above, below or competitive with the market;
- Compare current actual salaries with market/median to determine if employees are being paid competitively.
- Compare employee benefits that the Town offers to those offered in the market to ensure that benefits are competitive and support recruiting and retaining employees.

Attached to the agenda is an overview, list of benchmark communities and presentation by Susan Manning.

## 2. RELATED TOWN GOALS

### **Strategic Plan:**

Operations Goal: Davidson will maintain organizational excellence through sound financial management, training and retention of quality employees, and superior service to the community.

Tactical Priority: Sound financial management; Action step 1.5: Review staffing, pay, and benefits levels.

Partnerships Goal: The town of Davidson will build on existing relationships to strengthen partnerships with strategic organizations and institutions.

### **Core Value(s):**

- Citizens entrust town government with the stewardship of public funds, so government will provide high quality services at a reasonable cost.
- Davidson exists in proximity to and is interdependent with other jurisdictions, so we strive for local, regional, state and federal cooperation.

### **Constituents served:**

All Davidson Citizens

## 3. OPTIONS/PROS & CONS

- Move the Pay Plan (most salary ranges) up by 5%;
- Adjust some ranges by 10% based on market data;
- Make market adjustments for employees whose salaries are more than 5% below the midpoint;
- Increase hourly rate for part-time Fire positions;
- Adjust Police salary ranges and provide flexibility to Police Chief to hire at higher minimum salary for Police Officers;
- Reclassify the PIO & Recreation Program Manager positions.
- Establish a hiring rate for Police Officers above the minimum;
- Budget adequately for Police positions so the Chief can consider lateral entry candidates with experience;
- Provide a 5% increase after 12-month probationary period for Police Officers;
- Provide a regular hourly pay increase for part-time Fire;
- Review pay plan annually as part of the budget process;
- Adjust pay plan more frequently & fund market + merit increases
- Conduct market studies every 2-3 years

#### **4. FYI or RECOMMENDED ACTION**

Consider approval of recommended changes.

#### **5. NEXT STEPS**

Staff will implement any changes approved by the Board.

# Compensation Study

Cost & Implementation Options

September 25, 2018

# Goals for the Compensation Study

- ▶ Ensure the Town's salary ranges are competitive with the market to facilitate recruitment & retention;
- ▶ Pay employees competitively within their salary ranges based on their qualifications & performance;
- ▶ Adjust employee salaries who are being paid below the midpoint so they will be paid competitively with the market.

# Compensation Recommendations

- ▶ Move the Pay Plan (most salary ranges) up by 5%;
- ▶ Adjust some ranges by 10% based on market data;
- ▶ Make market adjustments for employees whose salaries are more than 5% below the midpoint;
- ▶ Increase hourly rate for part-time Fire positions;
- ▶ Adjust Police salary ranges and provide flexibility to Police Chief to hire at higher minimum salary for Police Officers;
- ▶ Reclassify the PIO & Recreation Program Manager positions.

# Costing Assumptions

- ▶ Most salary ranges will increase by 5%; some will increase by 10% based on market data;
- ▶ Assume budgeted merit increase for eligible employees;
- ▶ Adjust employee salaries by 5% if their salaries are above the minimum but more than 5% below the midpoint of their range;
- ▶ Employees with salaries within 5% of the midpoint are competitive with the market;
- ▶ Employees with salaries above the midpoint will not receive an increase;
- ▶ Increase PT Fire positions by \$1.50 per hour.



# Cost for Recommendations

- ▶ Market Adjustments w/benefits \$143,183 (12 months)
- ▶ Total FY 19 cost w/benefits \$95,456 (8 months)

## Source of Funds

- ▶ Unused Merit fund \$12,469
- ▶ FY 19 budgeted for salary study \$43,037
- ▶ Additional funds needed for FY19 \$39,949

# How do we stay competitive?

## Recommendations:

- ▶ Establish a hiring rate for Police Officers above the minimum;
- ▶ Budget adequately for Police positions so the Chief can consider lateral entry candidates with experience;
- ▶ Provide a 5% increase after 12 month probationary period for Police Officers;
- ▶ Provide a regular hourly pay increase for part-time Fire;
- ▶ Review pay plan annually as part of the budget process;
- ▶ Adjust pay plan more frequently & fund market + merit increases
- ▶ Conduct market studies every 2-3 years.

# Recruitment & Retention Policies

- ▶ Develop a program to move employees who meet performance and career development goals to the midpoint of their pay range within three years of hiring.
- ▶ Consider sign-on/referral bonuses for hard-to-recruit positions.

# Potential Board Action

- ▶ Consider approval of study recommendations and implementation option for November 2018



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**Agenda Title: Discussion of Capital Projects, G.O Bonds, and Unassigned Fund Balance  
Town Manager Jamie Justice**

**Summary:** At the September 11, 2018, the Board and staff discussed the need to prioritize Capital Projects and the use of the 2017 GO Bonds, and the related use of unassigned fund balance. This information will be used in the development of the Capital Improvement Plan (CIP). This discussion evolved from a discussion on the funding for a Grey Road curb, gutter and sidewalks project.

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
□ Agenda Memo - Capital Projects 09.25.18	9/21/2018	Cover Memo
□ Attachment - GO Bond Project 09.25.18	9/21/2018	Cover Memo
□ Attachment - Unassigned Fund Balance 09.25.18	9/21/2018	Cover Memo



## Capital Projects and 2017 GO Bonds Projects

Date: September 25, 2018

To: Davidson Board of Commissioners

From: Jamie Justice, Town Manager & Piet Swart, Finance Director

### 1. OVERVIEW

At the September 11, 2018, the Board and staff discussed the need to prioritize Capital Projects and the use of the 2017 GO Bonds, and the related use of unassigned fund balance. This information will be used in the development of the Capital Improvement Plan (CIP). This discussion evolved from a discussion on the funding for a Grey Road curb, gutter and sidewalks project.

### 2. RELATED TOWN GOALS

Capital improvements to the Town will improve roads, sidewalks, greenways, parks and public facilities.

**Strategic Plan Goal #4:** *The Town of Davidson will Increase physical and mental health of Davidson citizens. Preserve open space. Provide ample opportunities for play and discovery (active and passive).*

**Strategic Plan Goal #7:** *The Town of Davidson will enable citizens to move freely throughout town via transit, car, bicycle, or on foot.*

**Strategic Plan Goal #8:** *Davidson will maintain organizational excellence through sound financial management, training and retention of quality employees, and superior service to the community.*

### 3. OPTIONS

1. Review and prioritize Capital Projects to develop a new CIP
2. Approve use of fund balance to complete the Grey Road Project, and move broader Capital Project and CIP development conversation to January Financial Retreat

### 4. RECOMMENDED ACTION

Developing the CIP is an important activity for the Board. Waiting for the January Finance retreat will make available to the Board the mobility plan recommendations and unassigned fund balance information. Approval of the Grey Road project will meet an important need of the Town.

### 5. NEXT STEPS

If option 1 selected, Board will provide staff with prioritization of projects. Staff will then provide a potential time line for prioritized projects, in the form of a draft CIP.

If option 2 selected, staff will move forward with planning for the Finance Retreat, and construction of the Grey Road project.

## Potential G.O. Bond Projects - Mobility - \$6 Million

Project Name		Project Description	Projected Total Cost	Pre-Bond Issue Cost
<b>Intersection improvements</b>				
1	Griffith Roundabout	Improve pedestrian safety at roundabouts	\$ 977,500	\$ 50,000
2	Intersection - Concord Pine Grey	Realign intersection; improve safety	\$ 1,950,000	\$ 225,000
3	Intersection - N.Main - Beaty	Mitigate congestion and improve pedestrian safety	\$ 1,265,000	\$ 400,000
4	Robert Walker Drive Roundabout	20% match for roundabout construction at this intersection	\$ 222,000	PIL
<b>Sidewalk</b>				
5	N.Main	From current end of sidewalk to north end of town	\$ 435,045	\$ 40,000
6	Concord Rd.	North side from Grey Rd to Lynnbrook Dr	\$ 465,750	\$ 40,000
7	Griffith St	North side from Spinnaker Cove to Jackson St	\$ 462,990	\$ 40,000
8	Jetton	South side from Potts St to Davidson-Gateway Dr	\$ 236,440	\$ 40,000
<b>Road Construction</b>				
9	Potts Sloan Beaty - Phase 1	Multi-Use Path along north-south corridor	\$ 1,021,750	
10	Potts Sloan Beaty - Phase 2	"	\$ 1,316,250	
Total Projected Cost			<u>\$ 8,352,725</u>	
Total Pre-Bond Issue Cost				<u>\$ 835,000</u>

Potential G.O. Bond Projects - Greenways - \$5 Million

Project Name	Project Description	Projected Total Cost	Pre-Bond Issue Cost
1 Kincaid Trail	20% match for federal grant	\$ 175,670	\$ 100,000
2 South Main to Potts Sloan Beaty	Connect Kincaid Trail extension to Potts corridor	\$ 198,375	\$ 22,500
3 River Run to Summers Walk	Connect Summers Walk to town via greenway	\$ 1,900,000	\$ 150,000
4 Grey Road	Multi-use path along Grey Rd to Abersham Park	\$ 2,645,000	\$ 300,000
Total Projected Cost		<u>\$ 4,919,045</u>	
Total Pre-Bond Issue Cost			<u>\$ 572,500</u>



## Potential G.O. Bond Projects - Parks - \$4 Million

	Project Name	Project Description	Projected Total Cost	Pre-Bond Issue Cost
<b>Community Parks</b>				
1	Park at Ada Jenkins	This would be partnership w/Ada re adjacent parcels	\$ 400,000	\$ 40,000
2	Park at Beaty Street	Citizen task force to consider walking trails and other elements	\$ 2,000,000	\$ 200,000
3	Park at Bailey Springs-Phase II	Adopted concept plan, phase II is passive, appr 15 acres.	\$ 800,000	\$ 80,000
4	Downtown Community Park (incl Tot Lot)	Incl farmers market area as well as replacing tot lot	\$ 423,525	\$ 42,353
5	Northern Athletic Complex-Land	Would purchase 20-30 acre parcel for future development	\$ 2,000,000	
	Northern Athletic Complex-Build Out	Buildout of athletic complex-anticipates 3-5 each rect fields/diamonds		
6			\$ 3,000,000	\$ 300,000
<b>Potential Partnership Projects</b>				
7	Gymnasium at IB School	Renovation project	\$ 1,000,000	\$ 100,000
8	Gymnasium by P&R Pumphouse, South Street	Potential partnership w/CMS to construct new on town land	\$ 1,200,000	\$ 120,000
9	Active Recreation at Bradford Homeowners Assn	Potential partnership w/Bradford to replace playground & add active play features	\$ 250,000	\$ 25,000
10	Tennis Court Resurfacing at Davidson Landing	Potential partnership w/Davidson Landing to resurface courts and make publicly available	\$ 80,000	
11	60/90 Field at McEver	Potential partnership w/DYBA to make true 60/90 field	\$ 320,000	\$ 32,000
<b>Other/Miscellaneous</b>				
12	Neighborhood Park at Davidson Pointe	Provide park w/in 1/4 mile for residents	\$ 50,000	\$ 5,000
13	Restroom at Fisher Farm	Replace portable restrooms with permanent structure	\$ 300,000	\$ 30,000
14	Active Recreation at Lakeside Parcel	Potentially add active recreation amenities: work w/neighbors 1st	\$ 800,000	\$ 80,000
15	5-Year Plan-Park Maintenance/Improvements	Small projects in existing parks: can do piecemeal through operating or all at once	\$ 1,223,400	\$ 122,340
Total Projected Cost			<u>\$ 13,846,925</u>	
Total Pre-Bond Issue Cost				<u>\$ 1,176,693</u>

Note: On April 10, 2018 the Board of Commissioners approved a reimbursement resolution for the Park @ Bailey Springs Phase 1 for \$131,000 from Parks G.O. Bond Proceeds.

Town of Davidson  
Fund Balance Summary  
As of August 2018

Unassigned Fund balance at June 30, 2017:	\$	7,352,238	
35% of GF Budgeted Exp. for FY2019 at July 1, 2018:	\$	4,180,050	Stabilization Threshold
Unassigned FB over Stabilization Threshold:	\$	3,172,188	
Unassigned FB allocated in FY 2018			
Minus: Total Approved Projects	\$	1,859,872	
Unassigned Fund Balance available for Capital Projects	\$	1,312,316	
Minus: Total Carry-forward & Reserved Funds	\$	245,000	
Unallocated Unassigned FB over Stabilization	\$	1,067,316	
*** As of August 28, 2018 ***			

Pending Items & Planned Budget

	Main Concord Intersection	\$	50,000
	Parking	\$	60,000
Total Pending Items		\$	110,000

Grant Projects (Committed)	UFB with potential GO Bond reimbursement		
<u>Type of Grant</u>			
DA	Kincaid Trail	\$	175,445 Maybe FY19
DA	Dav-Con & RWB Roundabout	\$	222,000 Likely FY20
BA	Potts Sloan Beaty	\$	1,000,000 Estimate
Department of Agriculture	Downtown Park/DFM	\$	275,000 Recd \$100K Grant

Other Items TBD

Sidewalk Project	\$	208,000	Grey / Spring
PSB Land Purchase	\$	100,000	
Public Facilities		TBD	
Public Works		TBD	
G.O. Bond Projects		TBD	
Land Acquisition		TBD	

**Note: The Unallocated Unassigned Fund Balance Over Stabilization is based on the July 1, 2017 unassigned fund balance. This number will change once the FY 2018 Audited Financial Statements are available.**



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**Agenda Title: Closed Session - § 143.318.11(a)(5) for land acquisition of 335 Sloan St.**

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
No Attachments Available		