



**TOWN OF DAVIDSON
BOARD OF COMMISSIONERS
Town Hall Board Room - 216 S. Main Street**

July 11, 2017

WORK SESSION - 4:00 PM

(Held in the Town Hall Meeting Room)

I. AGENDA DISCUSSION ITEMS

- (a) Davidson Game Plan Quarterly Report and FY 16-17 Draft Annual Report - Town Manager Jamie Justice
 - (b) Public Works Building Update - Public Works Director Doug Wright
-

REGULAR BOARD OF COMMISSIONERS MEETING - 6:00 PM

(Held in the Town Hall Meeting Room)

I. CALL TO ORDER

II. ANNOUNCEMENTS

III. CHANGES TO AGENDA

IV. PUBLIC COMMENTS

V. CONSENT

- (a) Approve Noise Variance Ordinance for Davidson College
- (b) Approve Contract to Audit Accounts
- (c) Approve Davidson Lands Conservancy Exemption (Run for the Green Event)
- (d) Approve Regular Meeting Minutes from June 6, 2017
Approve Regular Meeting Minutes from June 13, 2017
- (e) Consider Approval of Budget Amendments
BA 2018-01 - The purchase of the 228 Sloan Street property (originally approved in FY 2017) was moved to FY2018.
BA 2018-02 - Allows for the approved budget ordinance allocation to the Arts Project Fund to be recognized in the project fund.
BA 2018-03 - The Town has been awarded and additional \$65,000 in

HOMES down payment assistance by Mecklenburg County.
BA 2018-04 - Provides down payment assistance for one home from
Affordable Housing payments in lieu.

VI. NEW BUSINESS

- (a) Consider Approving Recommendations for Non-Profit Funding
Allocations - Marty Metzker, Chairman Livability Board

VII. OLD BUSINESS

- (a) Consider Approval of Ordinance 2017-10: Miscellaneous Text
Amendments - Planning Director Jason Burdette
- (b) Consider Approval of the Consistency Statement for the
proposed Miscellaneous Text Amendments - Planning Director
Jason Burdette
- (c) Consider Approval of three Resolutions for Payment-in-Lieu
Funds - Planning Director Jason Burdette
Resolution 2017-16 - Use of payments that are made in lieu of
providing open space in the Rural Area Plan study area
Resolution 2017-17 - Use of payments that are made as
contributions toward the implementation of the connectivity and
Traffic Calming Plan
Resolution 2017-18 - Use of payments in lieu of providing required
parking spaces in the village parking overlay district
- (d) Consider Introduction of three Bond Orders - Finance Director Piet
Swart
Bond Order Authorizing the Issuance of \$6,000,000 General
Obligation Mobility Bonds
Bond Order Authorizing the Issuance of \$5,000,000 General
Obligation Greenway Bonds
Bond Order Authorizing the Issuance of \$4,000,000 General
Obligation Parks and Recreation Bonds
- (e) Consideration of Resolution 2017-15 - Approval of Bond Order Set
Public Hearing - Finance Director Piet Swart
- (f) Consider Approval of Beaty Street Developer - Assistant Town
Manager Dawn Blobaum

VIII. SUMMARIZE MEETING ACTION ITEMS

IX. ADJOURN



Agenda Title: Davidson Game Plan Quarterly Report and FY 16-17 Draft Annual Report - Town Manager Jamie Justice

Summary: Davidson Game Plan Quarterly Report and FY 16-17 Draft Annual Report

ATTACHMENTS:

Description	Upload Date	Type
❏ Davidson Game Plan 2016-2017 - Jun 2017	7/7/2017	Cover Memo
❏ Draft Annual Report 2017	7/7/2017	Cover Memo

Financial Plan

Point Person - Piet

Outcome
Develop a financial plan that provides guidance for revenue and expenditure decisions

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Evaluate Government Finance Officers Association resources to create a model for Davidson	February 2016-Fall 2016 (first draft), ongoing enhancement of scope	On track to provide first draft in Fall 2016			
2. Review financial metrics, including tax rate (compare to our Benchmark towns)			The model includes all major financial metrics utilized by the town, LGC and rating agencies		
3. Decide on plan timeframe (5-10 years)			Currently 5 years		
4. Create revenue and expenditure categories and projection assumptions			Categories are in place; projection assumptions will be updated with each model version		
5. Review/test-drive with board of commissioners to get feedback			First draft was presented to the board on January 10, 2017.		
6. Finalize financial plan model				Working model will be presented to the board in conjunction with public facilities discussion and budget. Model updates will be provided every year in August and January to the board.	Model has been used to provide "what if" projections on public facilities and bond referendum. We will continue to provide scenario testing as needed. Model incorporates revenue and expenditure budget projections, capital expenditures, financing options, and fund balance

Financial Capital Projects

Point Person - Jamie/Piet

Outcome
Consider projects that could be financed with general obligation bonds and other financing tools

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Solicit needs for projects from various stakeholders	Capital projects financing plan by summer 2016; ongoing updates	Produced the "3-bucket" project list which was presented to the Board and citizens at multiple venues in spring 2016; Have run several scenarios with multiple variables on ways to finance the capital projects under consideration.	Waiting for public facilities steering committee to progress with possible options and cost estimates to run new scenarios.	A Public Facilities options and costs report will be presented to the Board on April 25th which will include potential financing options.	
(a) project possibilities for financing:					
(i.) Municipal building (fire station 1 and 2, police department)		Fire Station #2 will be financed (approved at August 9, 2016 meeting)	Fire Station #2 has been financed and construction is underway.	Public safety facilities will be included in the April 25th update for the Board.	The Public Facilities steering committee is vetting the two options for public facilities of new town hall and renovate existing town hall for police and fire or build new police facility and renovate existing town hall for administration and fire; potential financing options have been
(ii.) Public works facilities (could include parks and recreation offices)			Architect is evaluating the two options for comparison to renovate existing building versus build new; also evaluating aesthetic improvements.		Architect has evaluated the two options for comparison to renovate existing building versus build new; also evaluated aesthetic improvements. Presentation at July 11th Board meeting.
(iii.) Affordable housing					
(iv.) Sidewalks					
(v.) Road improvements					
(vi.) Greenways and athletic fields					
(vii.) Open space land purchases					
(viii.) Cultural facilities and partnerships (funding)					
2. Consider bonds for adding public assets (greenways, parks, roads, etc.)		The board has decided to not pursue a bond referendum (summer 2016), but will continue to review in the future.		The board is considering a possible GO bond referendum for November 2017 and will be discussed during the budget/CIP process.	On August 8, the board of commissioners will decide on placing a bond referendum for three bond orders totaling \$15million on the November 7
(a) Research bond ratings process/referendum wording		We presented this information to the board, and based on preliminary analysis by First Tryon gave an estimate of the Bond Rating as "AA".			

(b) Educate stakeholders on general obligation bonds		We presented this information to the Board, as well as worked to educate our citizens on GO Bonds and other financing options for capital projects during various presentations during spring 2016.			A multi-modal GO bond education program regarding the GO bond referendum is underway
(c) Determine if general obligation bonds should be pursued and decide on services/projects		The board has decided to not pursue a bond referendum (summer 2016), but will continue to review in the future.			
(d) Outline the general obligation bond process/timeline/referendum date		We have educated ourselves to be able to manage these processes effectively when we are ready to finance capital projects.			
3. Engage financial advisor, Local Government Commission, and bond counsel		We have developed a solid relationship with the LGC, First Tryon Financial Advisors and Parker Poe Bond Counsel			
4. Establish a schedule of capital projects with categorized financing options		We have developed a model, with First Tryon, which will allow us to complete financial analysis and feasibility on any capital project scenario. This model will be incorporated in to the Long-Term Financial Plan as well.	A next phase of financing scenarios will be created with updated capital projects and updated expenditure/revenue projections and will be included in the financial plan.	The updated capital projects schedule will be presented to the Board on April 25th, which includes Public Facilities and CIP needs and financing options.	
5. Develop a timeline for financing and completion of projects		Ongoing			

MI-Connection					
Point Person - Jamie					
Outcome					
Determine future options for MI-Connection					
Action Steps	Estimated Timeframe	Q1 Status	Q2 Status	Q3 Status	Q4 Status
1. Gather information needed for future decisions	Start spring 2016	In progress	In progress	In progress	

2. Continue to analyze the MI-Connection business plan and projected results for future		In progress	In progress	In progress	Town Manager continues to serve on the MI-Connection Board of Directors and participates in bi-weekly operations update
3. Create task force of Town of Davidson and Town of Mooresville board members for joint discussions regarding options and decision points (Town of Davidson Board of Commissioners will handle)		In progress	In progress	In progress	

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I-77 Managed Lanes Project

Point Person - Doug/Travis

Outcome

Mitigate the impacts of the project during construction

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
Work with NC Department of Transportation, I-77 Mobility Partners, Sugar Creek Construction, and other entities to plan for and mitigate the impacts of the project during construction (Travis)	Spring 2016 and ongoing	CATS CEO John Lewis briefed BoC on August 9, 2016; Davidson Police have agreement with Highway Patrol to respond if needed to accidents along I-77 in town jurisdiction in order to clear accidents faster and mitigate impact on the rest of Town, especially 115; Staff discussed the short ramps issue at exit 30 with I-77 Mobility Partners and SCC and they agreed to modify the designs to lengthen the ramps to allow for more space to mitigate that safety issue.	Staff meets regularly with I-77 Mobility Partners, Sugar Creek Construction, and NCDOT to receive project updates and share concerns should they arise.	Staff meets regularly with I-77 Mobility Partners, Sugar Creek Construction, and NCDOT to receive project updates and share concerns should they arise.	Staff meets regularly with I-77 Mobility Partners, Sugar Creek Construction, and NCDOT to receive project updates and share concerns should they arise. We are currently monitoring the work being done at Exit 30 to ensure that our citizens remain safe during the bridge construction process and while detours are in effect. We are also working to ensure that an effective landscaping plan is set to replace the tree canopy that was removed from the area.
(a) Talk with Lake Norman Transportation Commission about doing this regionally		In progress	In progress		
(b) Assemble staff work group		Staff team meets monthly with I-77 Mobility Partners, Sugar Creek Construction and NCDOT. Doug, Jason, and Travis meet with the project team monthly and Cristina meets with the PIOs from I-77 Mobility Partners, Sugar Creek Construction and NCDOT monthly.	Staff team meets monthly with I-77 Mobility Partners, Sugar Creek Construction and NCDOT. Doug, Jason, and Travis meet with the project team monthly and Cristina discusses communications to citizens/stakeholders with their communication directors.	Staff team meets monthly with I-77 Mobility Partners, Sugar Creek Construction and NCDOT. Doug, Jason, and Travis meet with the project team monthly and Cristina discusses communications to citizens/stakeholders with their communication directors.	Staff team meets monthly with I-77 Mobility Partners, Sugar Creek Construction, and NCDOT. Jamie, Doug, Jason, and Travis meet with the project team monthly and Cristina discusses communications to citizens/stakeholders with their communications directors. Public safety staff are made aware of traffic situations and detour

(c) Develop list of opportunities and challenges		Travis is point person with NCDOT to obtain landscape plan. We should have it in December 2016.	Landscape plan for Exit 30 received; Town suggesting we re-design and submit alternative to DOT for approval; also consider future phases post-completion for additional landscaping.	Retained landscape architect to design Exit 30 roundabouts; Worked with the project on the planned tree removal; Pursuing power and water conduits in project for future needs; Tracking accident activity in the project area	Town-contracted landscape design complete. Tree removal discussion with contractor and the NCDOT has not been acceptable. Working to develop landscape area to replace lost trees
(d) Provide information to citizens		Cristina meets with the PIOs from I-77 Mobility Partners, Sugar Creek Construction and NCDOT monthly and shares information with citizens via social media, in the Town Manager's Report and in the quarterly newsletter to ensure citizens are informed and stay safe throughout the construction process.	Cristina is working with I-77 Mobility Partners and Sugar Creek Construction to ensure they are communicating their plans for the managed lanes project and more importantly, the Exit 30 bridge project, so that our citizens are aware of dates, lanes changes, alternate routes and stay safe during this process. They will send communications to our businesses, schools, etc. Information was in the October newsletter. I-77 Mobility Partners and Sugar Creek Construction will present to the Davidson Board of Commissioners on December 13.	Cristina works with I-77 Mobility Partners and Sugar Creek Construction to ensure they are communicating their plans for the managed lanes project and more importantly, the Exit 30 bridge project, so that our citizens are aware of dates, lanes changes, alternate routes and stay safe during this process. They will send communications to our businesses, schools, etc. Jamie's most recent video update featured this project, and it was one of the "Hot Topics" covered in Civics 101 and the Civics 101 Reunion. As we get closer to the May 5 detour, we'll be sure to communicate route change and safety information to our citizens.	Cristina works with I-77 Mobility Partners and Sugar Creek Construction to ensure they are communicating their plans for the managed lanes project and more importantly, the Exit 30 bridge project, so that our citizens are aware of dates, lanes changes, alternate routes and stay safe during this process. They will send communications to our businesses, schools, etc. This project was one of the "Hot Topics" covered in the summer newsletter. This project is featured in the center of our website's homepage.

Davidson Mobility Plan (Comprehensive Transportation Plan)

Point Person - Travis/Jason/Doug

Outcome

Create a mobility plan for Davidson to improve circulation around town for citizens

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
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1. Update of Circulation Plan (becomes the Davidson Mobility Plan)	FY2017	Finalizing RFP for September 2016 release.	In a holding pattern due to potential \$100,000 grant funding from UPWP (Unified Planning Work Program) for FY 2018. Received support from Board of Commissioners to wait for funding decision (expected Feb 2017). Updated Circulation Plan in October 2016.	Notified in mid-March that UPWP funding is secured (though not available until July 1). Finalizing RFP for release in April with consultant selection in June.	RFP released. Selection of a consultant expected in early August.
(a) Engage consultant for the update		In progress	On hold	In progress	In progress
(b) Outline a process that includes a task force and public input		In progress	On hold	In progress	In progress
(c) Identify stakeholders/partners		In progress	On hold	In progress	In progress
(d) Identify projects by priority level and determine implementation		Have draft transportation priorities document	On hold	In progress	In progress
2. Partner with Cornelius, Huntersville, Mooresville and Lake Norman Transportation Commission?		Attended North Meck alliance meetings. Regularly consult with LNTC.	Working with LNTC regularly to pursue funding opportunities. Presenting to North Meck Alliance in November.	Ongoing	In progress
3. Include vehicular, golf cart, pedestrian, bicycle, transit (both local and regional)		In progress	On hold	In progress	In progress
4. Look at innovative solutions (work with consultants), e.g. the intersection of Pine and Concord		Are in process of engaging engineers for interim projects	On hold	In progress	In progress

Greenways

Point Person - Doug/Kathryn

Outcome

Work with Mecklenburg County to evaluate the opportunities and accelerate the construction of our greenway system

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (updated Mar 17)	Q4 Status (updated Jun 17)
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1. Work with county to:	Summer 2016 and ongoing	County staff presented update on current projects and priorities at Aug 8 meeting w/Cornelius and Huntersville; Town will need to submit priorities in FY 17 for new 5-year CIP starting FY 18.	Priorities to submit to county are Summers Walk to River Run greenway segment and nature center projects.	Town submitted in January 2017 for new County 5-year CIP starting FY 18: Summers Walk to River Run greenway segment, Kincaid Trail Extension, the remainder of the Charlotte to Mooresville Trail through town, the connection from town center to Fisher Farm/Abersham/Allison.	The county is committed to completing the projects tied to the 2008 bond referendum before adding new projects to its list. Without a match, none of the northern towns have had success getting county P&R funding for projects except the North Meck Recreation Center.
(a) Determine options					BOC considering bond referendum, which would not only provide base funding but would also offer matches for county and state/federal grants
(b) Define what needs to be built				County beginning construction of greenway in Fisher Farm and Abersham Parks	Project 95% complete in Fisher Farm. Scheduled to work in Abersham by mid-July.
(c) Prioritize					
(d) Determine costs and funding options					
2. Need plan to show which greenways will be procured through development				A map in in development.	Map completed
3. Consult Davidson Parks and Recreation Master Plan		Kincaid Trail Extension project design is being finalized and next step is ROW and potential DA funding in winter	Kincaid Trail Extension project design is being finalized and next step is ROW and potential DA funding in winter.	Kincaid Trail Extension right-of-way acquisition in process; County beginning construction of greenway in Fisher Farm and Abersham Parks	Kincaid Trail re-design and right-of-way acquisition in process. Construction of greenway in Fisher Farm and Abersham Parks underway
4. Evaluate funding options			Applied for TAP grant for Kincaid Trail Ext.; will apply for DA as well.	Submitted STP-DA grant application for Kincaid Trail extension project	
5. Develop implementation schedule					

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Catalyst Study- transitioned to Public Facilities

Point Person - Kim

Outcome

Determine what best serves the needs of the town in the downtown area and create a development strategy to meet those needs

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Public input process with small groups to address name, scale, etc. in February/March 2016	Contract with DFI expires December 2017	Well-attended public input sessions held in Feb., March and June.	N/A	N/A	N/A
2. Evaluate proposed scope for the project to include private development components and public facilities	Aug-16	Study will not include private development, focus will transition to public facilities (police, fire, public works, and administration) and a parking solution.	N/A	N/A	N/A
3. Develop public-private partnership model and financial model	N/A	There is no public/private partnership because there is no private investment	N/A	N/A	N/A

Economic Development Plan

Point Person - Kim

Outcome

Update Economic Development Strategic Plan for next 5 years to maximize the commercial development potential that meets the needs of the community

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
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1. Include South Main area	FY2017		Rose & Associates is consultant working on the EDSP 2017-2022. Initial presentation to the BOC on Oct. 25. Developing strategy and work plan.	Strategy and work plan finalized in April 2017.	
2. Include plans for east Davidson			Will include as part of the EDSP.	Part of EDSP work plan.	
3. Explore incubators (including PiES), entrepreneurship ideas (Davidson College), and co-working (similar to Packard Place in Charlotte)		In conversations.	Jamie participating in PiES strategic planning effort.	PiES and Launch LKN are exploring partnership ideas.	PiES merged with Launch LKN.
4. Commerce Station		Final approval pending for adding 2 spec buildings in the park.	Final approval pending for adding 2 spec buildings in the park.	Two speculative buildings have been approved; Road and utilities extension is underway; Reduced debt through loan payoff.	Two speculative buildings have been approved; Road and utilities extension is underway.
5. Expand cultural offerings (Kim and Dawn)		In conversations.		In conversations.	In conversations.

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Comprehensive Plan

Point Person - Jason

Outcome

Update Comprehensive Plan to use as our guiding document

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Complete Comprehensive Plan	FY2017-18	Planned for FY18.	Planned for after the Mobility Plan	Seeking funding for FY2018; will not begin until after Mobility Plan finishes.	Not funded in FY2018; Should the Mobility Plan finish early, additional funding may be sought. Planned for completion in FY 19
(a) Get scope of work, timeline, and cost estimate		On hold	On hold	On hold	On hold
(b) Solicit input from planning board and other stakeholders		On hold	On hold	On hold	On hold
(c) Review process; how include planning board, citizens?		On hold	On hold	On hold	On hold

Rural Area Plan

Point Person - Jason

Outcome

Develop implementation strategy for the Rural Area Plan

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Seek Rural Area Plan approval in early summer 2016		In progress; bringing batches of text changes to commissioners for discussion. Planning for Dec or Jan adoption.	RAP adopted September 2016.	Complete	N/A
2. Update ordinance recommended by the Rural Area Plan by fall 2016		In progress. Planning for ordinance updates to be completed by December 2016 or Jan 2017.	Continue to bring batches of topics to commissioners for discussion. Trending towards January public hearing and February adoption	Scheduled adoption 3/28/17.	Complete

3. Work with Charlotte Water to formalize sewer extension strategy		In progress. Planning for ordinance updates to be completed by December 2016 or Jan 2017.	In progress; Travis developed a build out sewer estimate for Charlotte Water; formal sewer extension request forthcoming - December 2016.	BoC approved in December 2016.	Complete
4. Implementation/timelines to come		In progress	In progress.	In progress	Complete
5. Consider affordable housing: incentivization via Rural Area Plan ordinance implementation		Proposing to include a variation in lot size requirement in the Neighborhood Edge Planning Area. 12.5% AH requirement to remain. Potential density bonus for AH in RPA.	Discussion item at 11/8 BoC meeting. Refinement needed.	Included in implementation strategy.	Complete

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Affordable Housing

Point Person - Cindy

Outcome

Develop an affordable housing strategy in support of Davidson's values

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Conduct a needs assessment to better understand what the needs are	3 month check in Nov.2016 and Completed Jan 2017 (needs assessment), Draft plan for (implementation)	Assessment started Aug. 1 and will be finished in 6 months.	UNCC Urban Institute did a mid-point review with Town Board on 11/8/16.	Assessment is complete. Presented to Town Board 3/14/17. Public Charrette scheduled 5/8/17. Next steps- complete affordable housing goals and strategies, including	Needs Assessment, including a public meeting is complete. Affordable Housing Goals and Strategies is completed in draft form to be sent to the steering committee 7/1.
2. Include options for on-site affordable housing when rezoning for RAP. Require 30% small lots and explore		Small lots are required. Density bonuses will work in a rezoning if there are density caps.	Discussion item at 11/8 BoC meeting. Refinement needed.	Different size lots (including smaller) are required in most planning areas.	
3. Review options for town properties (Bailey Springs and Beaty Street)		Bailey Springs RFP completed, sent and a developer has been selected by the AFH Steering Committee	Bailey Springs is moving forward with a neighborhood meeting on November 30.	Bailey Springs contract executed in next 30 days and construction will begin in early summer.	Should be processed through EPM by mid-July and lots deeded to JCB Urban and Habitat by late July. We have a significant
(a) Review with affordable housing committee and with board			Bailey Springs project tentatively scheduled for January 2017 board meeting	Done	
4. Affordable Housing committee report on payment-in-lieu funds:					
(a) Prioritize options for use			In progress. Final will be based on findings in the needs assessment; will develop draft scenarios Fall/Winter 2016	Affordable housing strategies, based on housing assessment and other feedback, such as the survey, will be ready in August.	
(b) Create a financial model		Same as (a)	Same as (a)	Same as (a)	Several in the Affordable Housing Strategy Report

Affordable Housing

Point Person - Cristina

Outcome

Service the needs of our neighborhoods; ensure that all feel supported by the town

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Gather and respond to current neighborhood requests to provide our municipal services; ensure citizen engagement from all areas of town		Ongoing -- as we hear requests from neighborhoods, we work to fulfill needs/develop solutions; reps know they can reach out to Cristina who will facilitate getting answers to their questions/solve problems that are within the town's purview.	Fall 2016: Met long-time street needs of the Bradford neighborhood by repaving their roads. Installed sidewalk on Apollinaire Drive. Chief Miller, Captain Ingram, and Mayor John Woods met with the Blackwelder Drive neighborhood on 11/9 to learn about the parking situation, explain the town's needs and ended up working out a solution. Officer Anthony Better was able	Ongoing -- as we hear requests from neighborhoods, we work to fulfill needs/develop solutions; reps know they can reach out to Cristina who will facilitate getting answers to their questions/solve problems that are within the town's purview. North Main Street meeting with DPD and Public Works date TBD.	Ongoing -- We hosted a meeting for neighborhood representatives in May. Reps continue to reach out to Cristina and other staff members to ask questions. We also engaged with the residents of Williams Place and the leaders of Davidson's places of worship to provide updates on town business, answer questions, and make connections. We will encourage participation from all neighborhoods in town at our National Night Out event on August 1.
2. Use neighborhood representatives meetings to produce list of needs; visit homeowner association meetings/neighborhood events to explain efforts, gather needs			Cristina held a neighborhood representatives meeting and worked with staff to respond to issues/questions. Next meeting is January 9.	Hosted well-attended neighborhood reps meeting on January 9 -- Jamie provided updates and we answered questions/addressed concerns. Great group of citizens. Jamie will speak at the River Run Property Owners Association meeting on May 7. Cristina will hold a neighborhood representatives meeting on May 15. Jamie will attend and will provide updates on town projects and issues, and answer questions/address concerns. Jamie speaking to Rotary Club on April 3rd about	We hosted a well-attended meeting for neighborhood representatives on May 15. Mayor Woods welcomed the group, and Police Officer Greg Frostbutter, Jamie Justice and Cristina Shaul provided information and updates.
(a) Need to share clear expectations of what our municipal obligations are		We do this verbally or via email.		We do this verbally or via email.	We do this verbally or via email.
3. West Davidson needs:					
(a) Review West Davidson Stakeholder Committee Report		Done.		Meet regularly with EPA and participate in monthly call with EPA, DEQ, and Health Department to focus on asbestos situation on the Metrolina site. Encouraging communications from these agencies with west	Continue to interact with the EPA, DEQ, and Health Department. The town is serving as a clearing house for citizens related to this issue. Created a webpage for asbestos-related information at www.towofdavidson.org/asbestos The remediation project is going well.

(b) Gather neighborhood requests		Jamie and Cristina met with Evelyn Carr and Daisy Raeford (March 2016) to understand needs/issues. Encouraged them to form a neighborhood coalition. Jamie talks/meets regularly with Dan Carrigan & WSC.	October 20, 2016: A staff team met with the Hobbs Hill neighborhood to answer questions related to the Beaty Street RFP. Working with Dan Carrigan to promote the new RWP amphitheater. Jamie has communicated with Dan about	Responded to questions from neighbors related to the Beaty Street RFP. Sent emails, created FAQs, held meetings. Jamie meets periodically with Dan Carrigan , Evelyn Carr, etc.	Continue to receive calls and emails from residents of West Davidson and answer them in a timely fashion.
(c) Encourage/explore community participation		Meet with reps three times per year. The next meeting is October 3, 2016. Cristina encourages these reps to help promote information (ped. safety and encourage participation at events, public workshops, Civics 101, National Night Out, etc.); Staff has partnered with WSC on kids' amphitheater project.	Fall 2016: Mayor Woods met with children from the Hobbs Hill neighborhood in October. Kids Amphitheatre project has progressed to near completion.	Encouraged teens from west side to join Mayor's new teen council. Special outreach to citizens on west side to participate in Public Facilities Workshops. Hosted first-ever Civics 101 Reunion session for 75 Civics 101 graduates. We gave an update on "hot topics" and encouraged citizens to stay connected with	We are planning our annual National Night Out event for August 1 at the Ada Jenkins Center. We always have a great turn-out from West Davidson and will reach out to all neighborhoods in town to encourage participation. We are also planning a "meet & greet" with our new police chief at the Ada Jenkins Center.

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Staffing Plan

Point Person - Dawn/Heather

Outcome

Create a staffing plan using data, staff recommendations, service levels, and metrics that provide a guide for staffing based on community growth and citizen needs (varies by department)

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Implement needs we have from 2015 study	Short-term: Spring 2016; Long-term: Fall 2016				
2. Study long-range staffing needs in coordination with facilities plan		Included future staffing requirements in facilities information gathered 1st quarter FY17		Comparing town-initiated numbers with design team numbers for future growth	Future staffing levels incorporated in calculations for new and renovated facilities

Facilities Plan (Includes all departments, fire stations, public works, police department)

Point Person - Dawn

Outcome

Prepare for Town's future service needs as our population grows to ensure that facilities are planned to provide services to citizens

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
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1. Space: Assess existing buildings, space needs for each department, cost per square foot, and site options	Summer 2016 (existing buildings); Fall 2016 (future space needs)	Reviewed site options for PW and PD on FS #2 site (summer 2016); decided that PD will not go on FS #2 site. Reviewing department locations downtown/town hall as part of ongoing project for public facilities. Will review options for PW site.	Town hall systems assessment will be complete before Thanksgiving. Steering committee in place to guide public facilities process. Will choose design team in December. Reviewing options for PW site w/architect.	Phase I of public facilities (downtown) underway. Design team and construction mgr on board. Steering committee meets monthly for updates. Will bring options to board on March 28. Working with architect on Public Works facility	Public Works facility upgrade to be presented in July. Working on options to lower cost of new construction and renovation of existing town hall.
2. Analyze innovative energy efficiency options and best practices				Discussing with design team.	Discussing with design team.

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Maintenance

Point Person - Doug

Outcome

Identify current infrastructure maintenance needs and develop a plan to address

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Create a new five-year plan for sidewalks and street paving; complete recommendations by March 1	Fall 2016 (begin implementation)	Five-Year streets plan complete; will review with Board prior to Spring 2017 streets repair project	Doing sidewalks: Apollinaire, Armour, Mock, and Mock Circle	Sidewalks on Apollinaire Dr., Armour St., Peninsula Dr. complete. Design complete for sidewalk on Grey Rd	Work on 5-year street resurfacing plan to start Summer 2017. Bids due on 7-20-17 for a portion of the 5-year plan. 5-year sidewalk plan in progress
2. Categories: storm water (handled as needed, funds are limited - will discuss during budget), streets, sidewalks, parks, athletic facilities, etc. Fall 2016		Streets plan complete		Five-year plan for Parks infrastructure complete	Storm water funding discussed at 5-9-17 board meeting
3. Determine priorities at board meeting after March 1					Priorities discussed for parks and street resurfacing
4. Implementation over the next five years				Working on implementation of first year of 5-year paving plan for summer of 2017	

5. Review development process to consider improvements that ensure infrastructure that the town accepts is appropriate developer process		Working with other Meck townships to improve streets acceptance ordinance; implemented improved road subgrade testing for new development			
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[Back to Table of Contents](#)

Active Space: Athletic Fields & Courts

Point Person -Kathryn

Outcome

To increase the athletic field, court, and other active recreation space available for use by citizens

Action Steps	Estimated Timeframe	Q1 Status	Q2 Status (update Nov 16)	Q3 Status (update Mar 17)	Q4 Status (updated Jun 17)
1. Consult master plan for guidance on athletic space	Spring 2016 (finalize priorities); Fall 2016 (funding); Winter 2017 (implementation)	Bailey Springs/River Run concept approved by Livability Board. Waiting for West Branch plans to potentially expand and/or relocate park amenities. South Street Park concept plan waiting on DE plans.	Decided to hold off on South Street Park plans and put county funds towards Bradford Park expansion.	Bailey Springs community park has begun design. Anticipate bidding project in summer and construction before end of calendar 2017. Bradford Park field turf/lighting to be bid by county in May/June with work this summer.	Bailey Springs Park surveying work hampered by persistent rain but on schedule for bid by end of August and construction before end of calendar year 2017. Bradford Park field turf/lighting county bid delayed. Project schedule: Aug, 2017-Feb, 2018. BOC will receive project updates at 4 pm meeting on 8/8 on these and RWP, Lakeside, McEver 60/90 field, and Ada Jenkins Center options in terms of active space

2. Needs assessment by Mecklenburg County Park & Recreation		meeting w/Cornelius, Huntersville, and Meck CO re regional facility and priorities. Follow-up agenda item/resolution to be considered by BOC 09/13/16. We believe Town will need to submit priorities in FY 17 for new 5-year CIP starting FY 19.		February 14: BOC approved greenway and park priorities to transmit to county staff. \$1 million for design of North Meck Rec Ctr is recommended in county's FY18 budget. Construction funding to follow.	Adopted county budget includes design and construction for North Meck Recreation Center. Public info session is scheduled: Aug. 14, 5:30-6:30 pm, Bailey Middle School. Northern town P&R directors invited to meeting 7/20 to discuss
3. Livability Board input and recommendation				LB has been included in all park plans	Livability board (LB) has continued to be included in all park plans. All residents are invited to participate in the LB subcommittee work (Parks, Greenways, and
4. Talk with other entities for shared athletic space/partnerships			Decided to partner with county and Huntersville for expansion of Bradford Park for rectangular fields.	CSD approached to partner on field development for Bradford Park--awaiting response; Town in discussion with Ada Jenkins Center for a new shared use agreement for gym use and outdoor field use and potential park expansion; Beginning discussions with CMS for potential shared use agreement for new K-8	Staff continues to pursue all partnerships--Davidson Elementary School expansion discussion is mainly discussed via a parent group formed by school. Several members have connections to P&R staff as well as livability board so are advocating for joint use agreement of field and indoor space.

5. List of target projects				<p>Bailey Springs Park, Ada Jenkins Center, Bradford Park, Space by P&R office; Will look at existing parks; Will use Master Plan as a resource:</p> <p>http://www.townofdavidson.org/DocumentCenter/View/4635</p>	<p>Staff and consultant will share drawings for active, improved space at RWP, Lakeside, McEver 60/90 field, Ada Jenkins Center limitations at 8/8 meeting. Beaty property (if BOC acts on proposal--citizen committee would work with developer and livability board reps on</p>
6. Cost estimates & financing/grant options				<p>Will develop cost estimates and pursue grants if applicable and will work with landscape architect to developer cost estimates if needed; Will use Master Plan as a resource:</p> <p>http://www.townofdavidson.org/DocumentCenter/View/4635</p>	<p>Cost estimate, along with drawings, will be ready 8/8.</p>

Draft Annual Report: Achievements for FY 2016-2017

Town Management	
	<ul style="list-style-type: none">• Davidson Game Plan
	<ul style="list-style-type: none">• Potts/Sloan/Beaty funding restored with no required match
	<ul style="list-style-type: none">• Asbestos remediation with EPA/DEQ
	<ul style="list-style-type: none">• Community engagement: neighborhood reps, College, places of worship, non-profits, etc.
	<ul style="list-style-type: none">• Cultivate Relationships with Regional, State, Federal Agencies, etc.
	<ul style="list-style-type: none">• I-77 Managed Lanes project monitoring
	<ul style="list-style-type: none">• Update Circulation Plan for grants eligibility
	<ul style="list-style-type: none">• Public Facilities project management
	<ul style="list-style-type: none">• Beaty Street Property project management
	<ul style="list-style-type: none">• Beaty Street Property project management
	<ul style="list-style-type: none">• Fire Station 2 development assistance
	<ul style="list-style-type: none">• Fire Station 1 renovations project
	<ul style="list-style-type: none">• Citizen Survey
	<ul style="list-style-type: none">• Public record request fulfillment
Finance	
	<ul style="list-style-type: none">• Annual Budget aligned with Davidson Game Plan
	<ul style="list-style-type: none">• Received unmodified audit opinion on financial statements from our new audit firm
	<ul style="list-style-type: none">• Policy change to increase interest earnings app. \$17K/year. Invested fund balance in the NCCMT Term Portfolio. The Term Fund has earned 35-40 basis points over the Cash Portfolio (also NCCMT) since opening the account.
	<ul style="list-style-type: none">• Fund balance increase for strategic capital projects
	<ul style="list-style-type: none">• Completed long-term financial model which has been used to provide "what if" projections on municipal facilities and bond referendum. We will continue to provide scenario testing as needed. Model incorporates revenue and expenditure budget projections, capital expenditures, financing options, and fund balance projections.
	<ul style="list-style-type: none">• Upgraded payroll system version with ADP
	<ul style="list-style-type: none">• Hired and trained Accountant and Accounting Technician positions with no drop in service level.

Draft Annual Report: Achievements for FY 2016-2017

Planning

- Rural Area Plan Adoption & Implementation (Davidson Game Plan)
- Secured grant funding for the Mobility Plan, RFP released (Davidson Game Plan)
- Transportation – Secured 80% grant funding for both proposed Robert Walker Dr./Davidson-Concord Road roundabout and Kincaid Trail greenway extension
- American Planning Association awarded Main Street as one of the national winners of the Great Places in America.
- Updated Davidson Planning Ordinance with text amendments, with Transportation Impact Analysis revision tracking toward July approval

Human Resources

Hiring

- Successfully on-boarded approximately 25 full- and part-time employees in FY 2016-2017
 - Successfully hired a new police chief; process included large amount community engagement and feedback
- Worked collaboratively with the fire department on hiring the town's first full-time fire engineers
- Employee turnover rate remains low and morale high in FY2016-17
- Streamlined the police officer hiring process electronically

Risk Management

- Reinitiated regular safety committee meetings
- Enhanced employee pre-hire background screenings
- Completed a full safety inspection of all departments
- Added additional safety protocol measures and inspections

Personnel Policy

- Draft rewrite is completed

Benefits

- Completed a full evaluation of our employee benefits package and employee training

Draft Annual Report: Achievements for FY 2016-2017

Parks & Recreation

- Water Access at Lake Davidson Nature Preserve:
 - Doubled watercraft rack storage spaces to meet resident demand for year-round kayak/paddleboard storage (maxed out @ 132)
 - Initiated weekend rental kayak, paddleboard, canoe rental program for residents who don't otherwise have access to lake, 98% watercraft rented; program staffed by resident youth
- Greenway in Fisher Farm mostly completed: we have been able to keep most of the park open to users through the project, which has only been possible through partnership with the contractor and county
- Park at Bailey Springs plan: will include active, improved elements that neighbors and Livability Board agree are right for the appropriate for the site. Survey work complete. Construction documents being prepared currently. Project to be bid by end of August.
- North Meck Recreation Center design and construction funding included in county BOC adopted budget. Public information session scheduled on August 14 at Bailey Middle School
- Non-profit funding/new and improved process

Public Works

- Bradford neighborhood: Street repair project completed, town assumed maintenance
- Effective snow storm response
- Sidewalks completed on Jackson Street, Appolinaire Drive, Armour Street and Spring Street
- 5-year street re-surfacing plan
- 5-year parks maintenance plan

Draft Annual Report: Achievements for FY 2016-2017

Affordable Housing

- Affordable Housing Needs Assessment
- Bailey Springs Affordable Housing
- Davidson Housing Coalition veterans duplex
- Affordable Housing strategy development (draft)

Police Department

- New Police Chief
- Body-Worn Cameras upgrade
- Staffing levels increase: new officers and new detective
- Demonstration/march response
- Law enforcement cameras
- Hosted over 300 people at National Night Out at Ada Jenkins field.

Economic Development

- Implemented Pilot Saturday Shuttle and Local Trolley Service
- 12 new businesses opened in town
- Awarded \$15,000 in grants to Davidson businesses
- Special event execution including Christmas in Davidson, Art on the Green, Concerts on the Green, Halloween March; added November Cookie Crawl and Shakespeare on the Green
- Completed Economic Development Strategic 5-year plan (2017-2022)

Fire Department

- Fire Station 1 renovations to include sleeping quarters
- Staffing levels increase: 2 companies, captains and full-time position
- County Fire Tax District justification
- Extended Odell VFD partnership for interim

Draft Annual Report: Achievements for FY 2016-2017

Communications/Citizen Engagement	
	<ul style="list-style-type: none">• Civics 101 (highest enrollment ever) and First-Ever Civics 101 Reunion for graduates (excellent attendance)
	<ul style="list-style-type: none">• Enhanced communications: live streaming, video creation, social media, Open Town Hall, “Hot Topics” discussions
	<ul style="list-style-type: none">• Community Outreach: neighborhoods, places of worship, schools
	<ul style="list-style-type: none">• Enhanced citizen engagement: roundtables, public information sessions, town hall tours

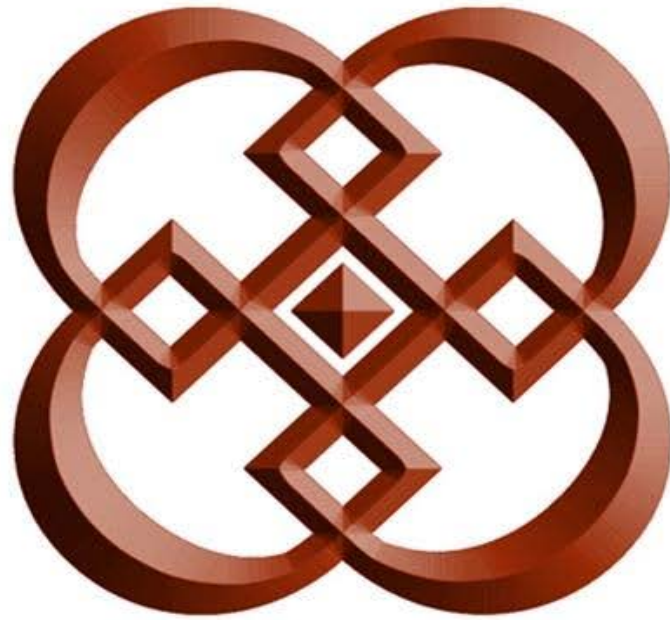


Agenda Title: Public Works Building Update - Public Works Director Doug Wright

Summary: Public Works staff projections and site/ facilities plan

ATTACHMENTS:

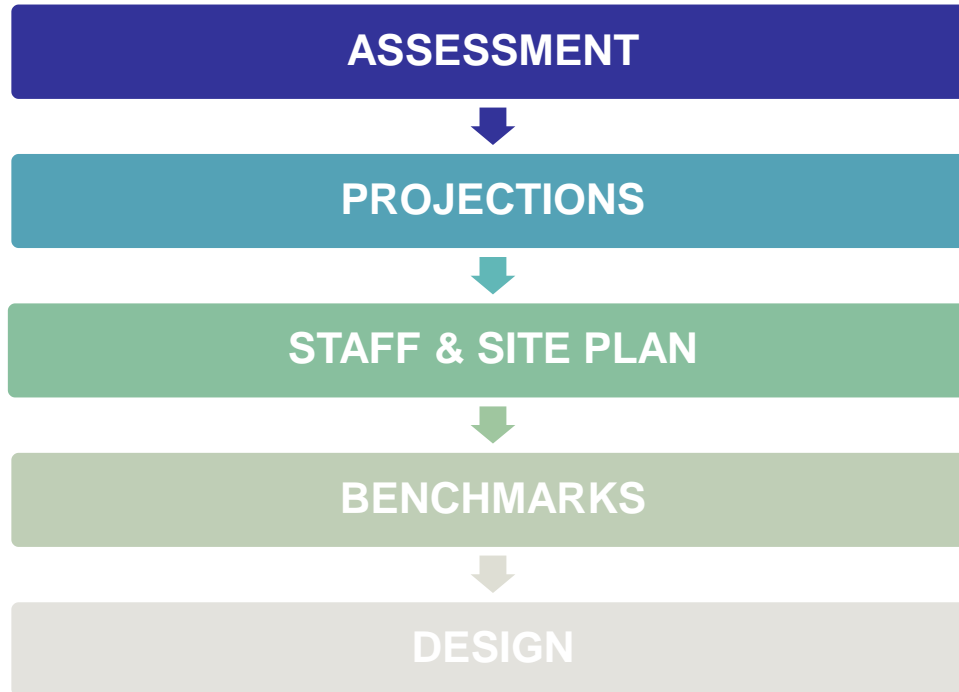
Description	Upload Date	Type
Public Works Facility and Site Presentation	7/10/2017	Cover Memo



The Town *of* Davidson

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PROCESS



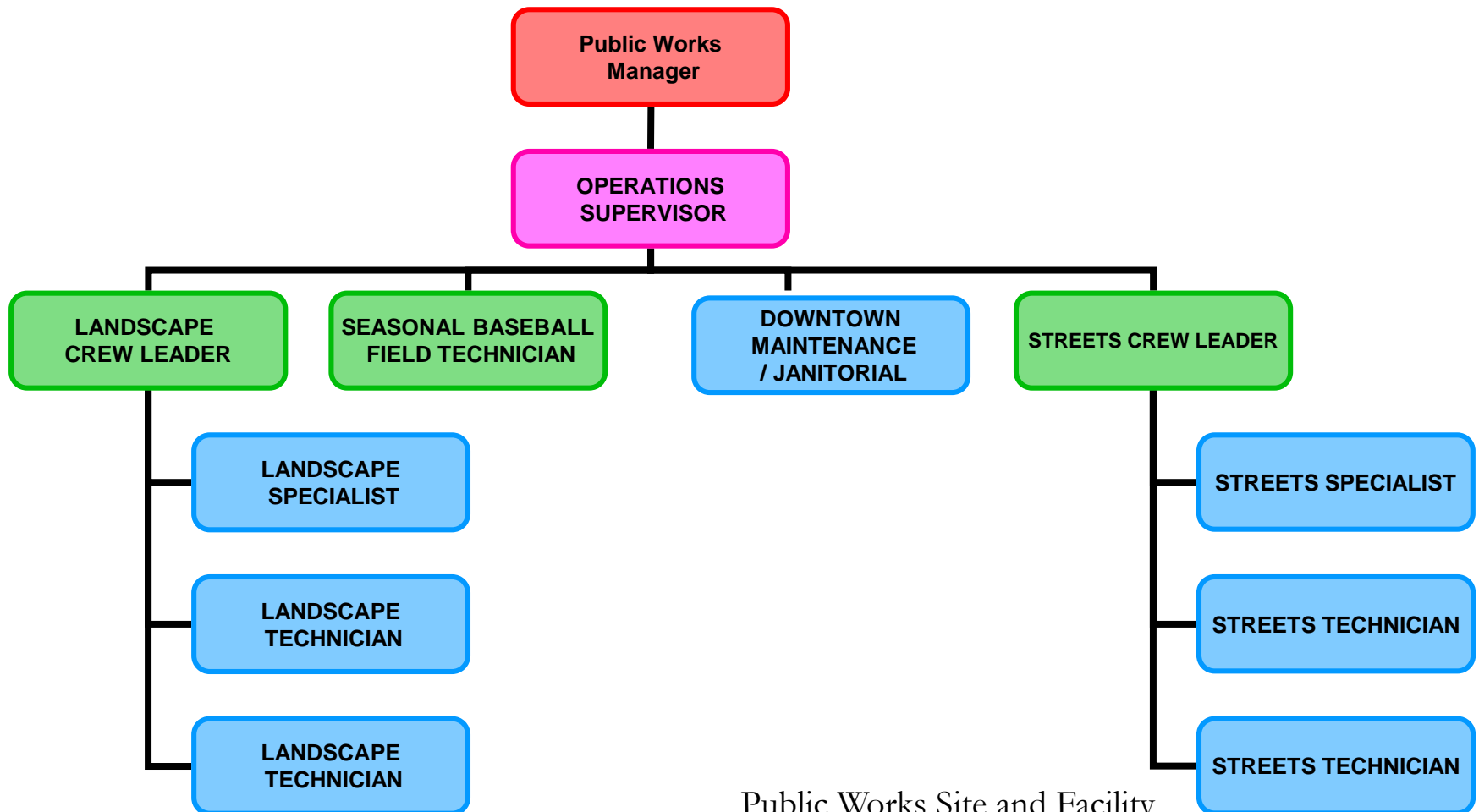
ASSESSMENT

- 2012 CIP Projections
 - 2012 level of service “C” (8 FTE; population 11,690)
 - LOS “C” = 1 employee per 1461 residents
 - Developed LOS “A” and LOS “B” organizational charts
 - Agreed to LOS “B” = 1 employee per 1230 residents
 - LOS “B” Buildout = population 21,000 – 25,000;
18 – 20 employees
 - Space needs projected 18,000 SF



2017

Level of Service B Organization



Public Works Site and Facility
Doug Wright, Public Works Department
July 11, 2017

SITE BENCHMARKS

- Comparison with other Mecklenburg townships suggests that Davidson Public Works site should be around 2 acres at buildout (app. 25,000 residents)
- We are currently utilizing about 1 acre on our current site at West Walnut Street; 2 acres are available on the site

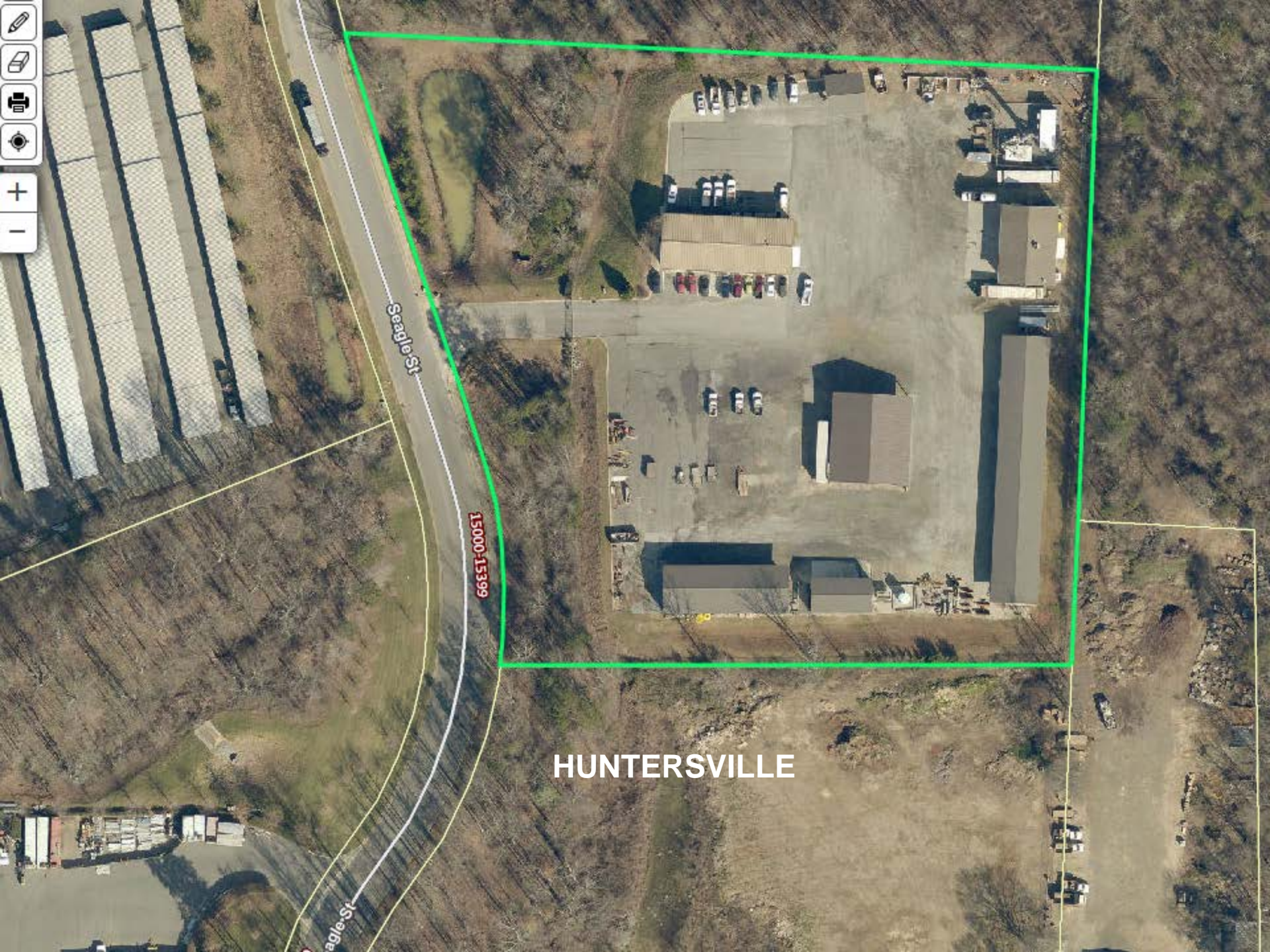


Star Creek Dr

18500-18699

DUKE
POWER

CORNELIUS



Seagle St

15000-15399

HUNTERSVILLE

Seagle St



MATTHEWS

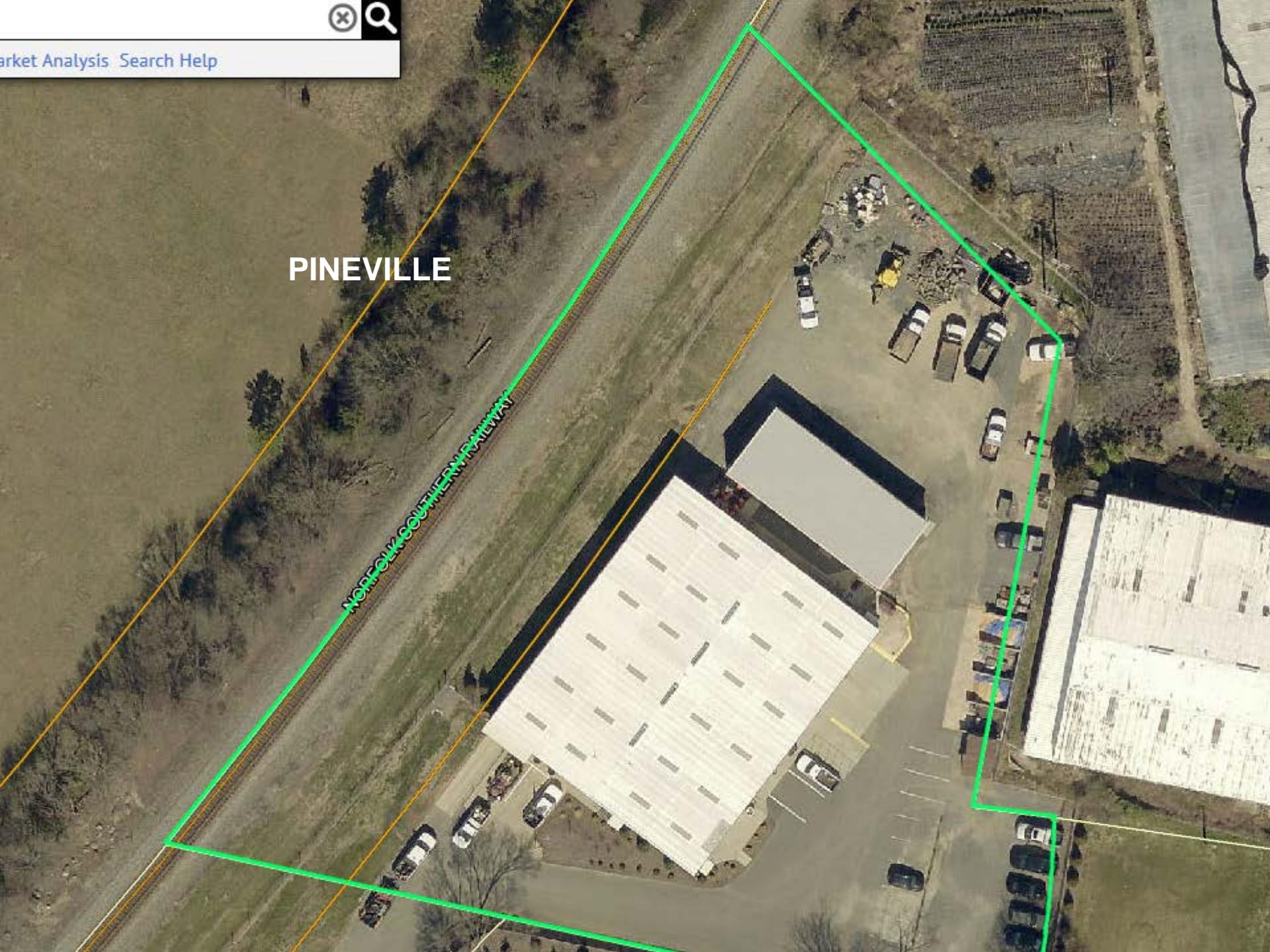


MINT HILL

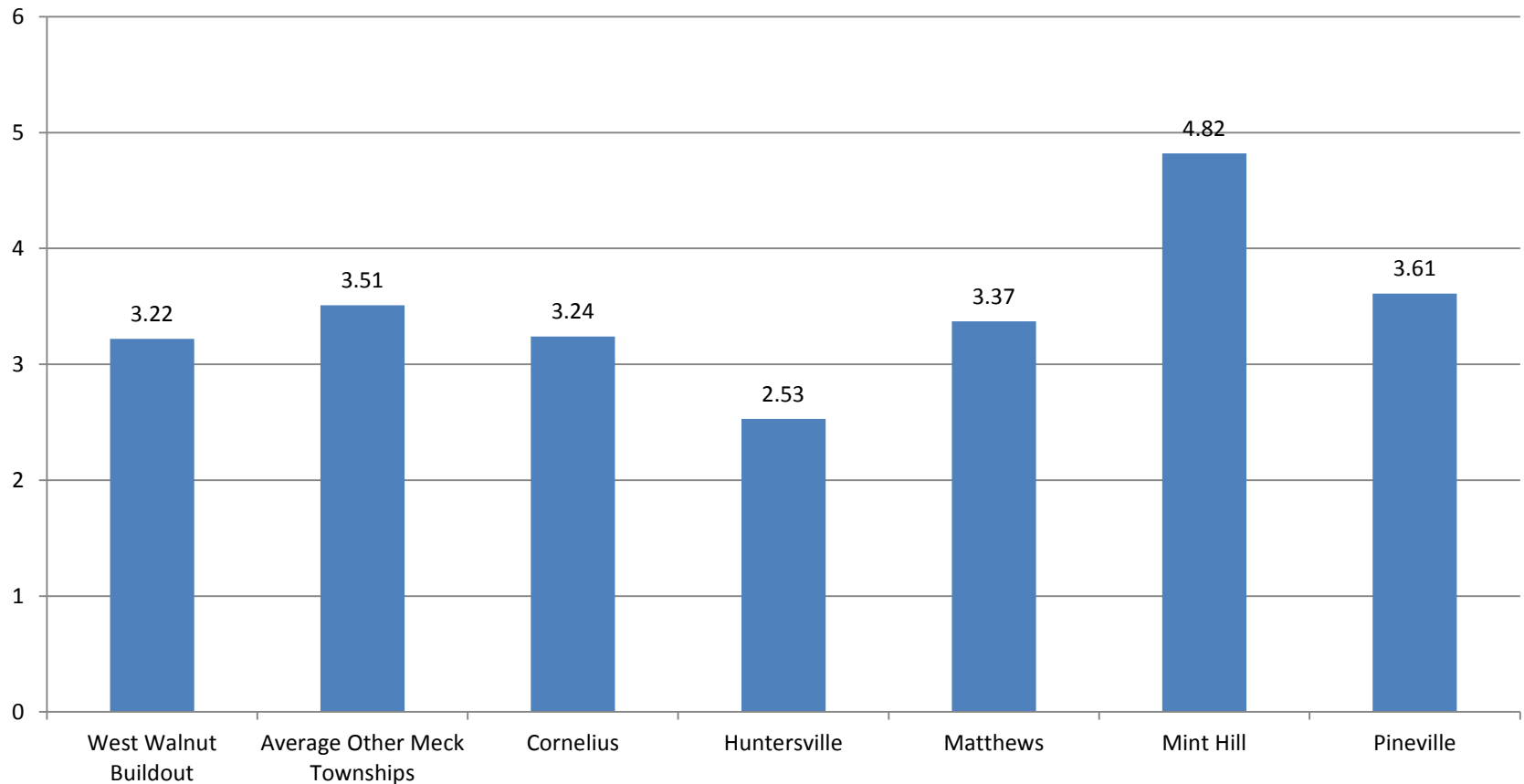
7300-7399
4432-4467
4400-4431
4468-4489
4500-4599
4300-4399
TownView Dr
Mint-Hill Village Ln
7200-7341

PINEVILLE

NORTH COUNTRY INDUSTRIAL PARK



Square Feet Per Capita



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Doug Wright, Public Works Department
July 11, 2017

- Future build out = app. 25,000 population
- Average SF per capita for Cornelius, Huntersville, Mint Hill, Matthews, Pineville = 3.51 (does not include Cornelius Parks and Pineville Parks, which will increase the average SF)
- $25,000 \times 3.51 \text{ SF} = 87,840 \text{ SF} = 2.02 \text{ acre}$

CURRENT SITE West Walnut St



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Doug Wright, Public Works Department
July 11, 2017

TOWN OF DAVIDSON
PUBLIC WORKS FACILITY

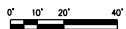
CONCEPTUAL SITE PLAN

DAVIDSON, NORTH CAROLINA

SEA
L

PRELIMINARY -
DO NOT USE
FOR
CONSTRUCTION

SCALE: 1" = 20'

[illegible]

REVISION

DRAWN BY _____
APPROVED BY _____
CHECKED BY _____
DATE _____
TITLE _____

CONCEPTUAL SITE PLAN

PROJECT NO.
50069322

EXH-
B

TOTAL SITE BUDGET

<u>item</u>	<u>square feet</u>	<u>unit cost</u>	<u>extended cost</u>
SITE	2 acres		\$342,700.00
WATER PLANT	3730		\$621,452.00
MAINTENANCE BUILDING 1	4350		\$261,000.00
COMMUNITY BUILDING	4500		\$450,000.00
MAINTENANCE BUILDING 2	3300		\$198,000.00
STORAGE BUILDING	3000		\$40,000.00
Square feet total	18880		
Construction Subtotal			\$1,913,152.00
Building Permits		1.00%	\$19,131.52
Design, Engineering & Testing		12.00%	\$229,578.24
Furniture, Fixtures and Equipment		4.00%	\$76,526.08
Contingency		5.00%	\$95,657.60
Grand Total			\$2,334,045.44

\$123.63 per square foot



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Public Works Site and Facility
Doug Wright, Public Works Department
July 11, 2017

WATER PLANT BUILDING BUDGET

<u>Item</u>	<u>SF</u>	<u>\$ / SF</u>	<u>Extended</u>
Water Works Building	3730	137	\$511,010.00
Bury Electrical Service on site			\$80,000.00
Demo Concrete Structures			\$30,000.00
Subtotal			\$621,010.00
Building Permits		1%	\$6,210.10
Design, Engineering & Testing		12.00%	\$74,521.20
Furniture, Fixtures and Equipment		4.00%	\$24,840.40
Contingency		5.00%	\$31,050.50
Grand Total			\$ 757,632.20



RENOVATE VS. NEW CONSTRUCTION

*The following narrative is offered as a metric for evaluating the probable cost of renovations to the existing Davidson Water Works Building versus an approach that would demolish the existing building and redevelop a new building on site. Based on current market conditions and the following criteria the cost to construct a new building on site is anticipated to be in the range of \$160 - \$170 per Square foot. Assuming the building program remains the same, the building cost would be applied to 3730 SF and yield a **probable cost in the range of \$596,800 – \$634,100.***

This estimate includes the following considerations and assumptions.

- *The Cost/SF basis is adjusted to address the relatively small building program which is commonly accepted practice to offset the loss of economies of scale*
- *The Cost/SF basis is adjusted to ensure the quality of replacement materials is general similar to the original construction. For the purpose of maintenance facility architecture, designing and constructing buildings of solid masonry and durable interior finishes is generally a recommended practice in the industry.*
- *Site costs were not factored into the estimate. At this time, design information regarding necessary site improvements is unavailable. However, this comparison approach assumes that both the renovation approach and the replacement approach would require the same relative order of magnitude regarding associated site improvement costs.*



RENOVATE VS. NEW CONSTRUCTION

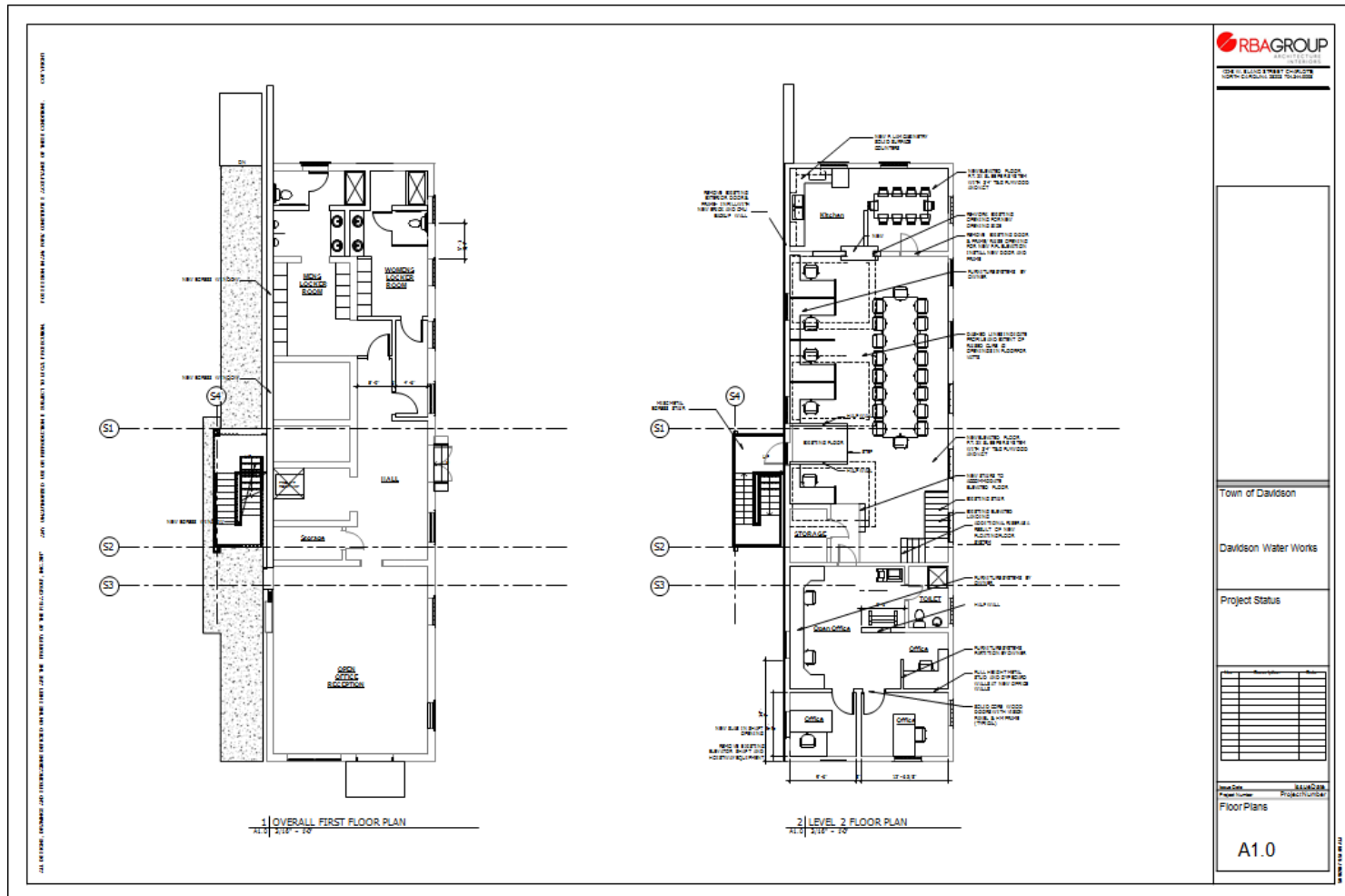
	<u>Renovate Existing Building</u>		<u>Construct New Building</u>	
Construction	\$511,010.00	(\$137 / SF)	\$615,450.00	(\$165 / SF)
Bury Site Electrical	\$80,000.00		\$80,000.00	
Demo Existing Concrete Structures	\$30,000.00		\$30,000.00	
Demo Existing Building	\$0.00		\$32,000.00	
Building Permits	\$6,210.10		\$7,254.50	
Design, Engineering & Testing	\$74,521.20		\$87,054.00	
Furniture, Fixtures, Equipment	\$24,840.40		\$29,018.00	
Contingency	\$31,050.50		\$36,272.50	
TOTAL	\$757,632.20		\$917,049.00	



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Public Works Site and Facility
Doug Wright, Public Works Department
July 11, 2017

FACILITY DESIGN





Public Works Site and Facility
Doug Wright, Public Works Department
July 11, 2017



Public Works Site and Facility
Doug Wright, Public Works Department
July 11, 2017

INTERIM MEASURES

- NEW SITE FENCING \$15,000
- NEW SIDING OLD BUILDINGS \$15,000
- LANDSCAPE BUFFER \$10,000





Agenda Title: Approve Noise Variance Ordinance for Davidson College

Summary: Davidson College is requesting a noise variance ordinance for Homecoming events Sep 15-16, 2017

ATTACHMENTS:

Description	Upload Date	Type
□ Noise Variance Request Letter	6/30/2017	Cover Memo



June 22, 2017

Town of Davidson Board of Commissioners
216 South Main Street
Davidson, NC 28036

Dear Board of Commissioners,

Each fall the college hosts its annual Homecoming celebration. This year Homecoming Weekend will take place on September 15-16, 2017. The program typically begins Friday evening with a social for young alumni in Uptown Charlotte and ends Saturday evening with festivities on campus. While all alumni and their families are invited to the weekend, the attendees are largely young alumni (0-4 years out) and alumni of color. The format of Homecoming has changed over the recent years, however the date is always selected based on the football schedule and typically includes the game, a pre-game tailgate, socials and other smaller events coordinated by campus groups. The number of alumni and their families who travel for this program continues to increase each year.

The main goals of Homecoming Weekend are to build school spirit and connect alumni with the college and each other so they will continue to be advocates for Davidson. This weekend is about enhancing a sense of community among alumni, their families, staff, faculty and broader members of the Davidson community (not just the college). While the football game is a focal point to the weekend, other programs offered include opportunities to network with other alumni, connect with current and former faculty and staff members, meet with staff from the Career Development Center, and time to enjoy the Town of Davidson. Many area hotels, restaurants and businesses offer discounts and work with us to accommodate the increased number of people in town utilizing these venues during the weekend.

Last year during Homecoming the Davidson College Union Board hosted its first Fall Fling and we would like to repeat that event again this year, as it was a tremendous success. The Fall Fling is a late-night party that would be held on Saturday, September 16, 2017. It would take place under a tent and include a cash bar, music and a dance floor as well as a space to continue visiting. The football game starts at 7 p.m. and would roll into the late-night party, scheduled from 10 p.m. - 1 a.m. Just as we did last year at Homecoming, and during Reunion Weekend in June, the late-night event would be held near the Union, under a tent on the grassy area by the old tennis courts. We would hire a cover (wedding) band that would play music for everyone to enjoy. Recognizing this would affect town neighbors, we would plan to notify residents accordingly. We submit this application in hopes of lifting the town noise ordinance for this event on Saturday, September 16.

We appreciate your consideration of this request and would be happy to answer any questions you have.

Sincerely,

A handwritten signature in black ink that reads "Marya Howell".

Marya Howell '91
Director of Alumni Relations
(704) 894-2642
mahowell@davidson.edu



Agenda Title: Approve Contract to Audit Accounts

Summary: Per North Carolina General Statute Section 159-34, the contract with the financial auditor is between the Board and auditor, and therefore must be approved by the Board. The contract under consideration is with the firm of Rowell , Craven and Short, PA to provide an audit, as required by North Carolina Statutes, of the financial statements for the year ended June 30, 2017. The expected cost of the FY2017 audit is \$20,950 (which is within the proposed budget line item). The engagement letter and contract are attached. Local Government Commission Approval is required for all contracts for audit services, following approval by the Board. The audit report is due to the LGC on October 31, 2017.

ATTACHMENTS:

Description	Upload Date	Type
❑ FY 2017 Audit Contract	6/21/2017	Cover Memo
❑ FY 2017 Engagement Letter	6/21/2017	Cover Memo

CONTRACT TO AUDIT ACCOUNTS

TOWN OF DAVIDSON

Of _____
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 30TH day of MAY, 2017

Auditor: ROWELL, CRAVEN & SHORT, PA. Auditor Mailing Address: 7540 MATTHEWS-MINT HILL ROAD

CHARLOTTE, NORTH CAROLINA 28227

Hereinafter referred to as The Auditor

and BOARD OF COMMISSIONERS (Governing Board(s)) of TOWN OF DAVIDSON
(Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning JULY 1, 2016, and ending JUNE 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: OCTOBER 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.)

TOWN OF DAVIDSON

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

TOWN OF DAVIDSON

- FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit \$16,150.00

Preparation of the annual financial Statements \$4,800.00

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 15,712.50

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

ROWELL, CRAVEN & SHORT, PA

Name of Audit Firm

By Ann R. Craven, CPA

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date acraven@rowellcravenshort.com

Email Address of Audit Firm

Governmental Unit Signatures:

TOWN OF DAVIDSON

Name of Primary Government

By John Woods, Mayor

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

** If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Pieter Swart, Finance Director

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

pswart@townofdavidson.org

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.)

TOWN OF DAVIDSON

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit

Preparation of the annual financial Statements

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date

By

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Darrus Cofield at 919-814-4299 darrus.cofield@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



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May 26, 2017

Board of Commissioners
Mr. Pieter Swart, Finance Director
Town of Davidson
216 South Main Street
Davidson, North Carolina 28036

We are pleased to confirm our understanding of the services we are to provide Town of Davidson for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Town of Davidson as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Davidson's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Davidson's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) OPEB
- 3) Budgetary Comparison Schedules
- 4) GASB-required Supplementary Pension Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Davidson's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal and state awards.
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance -Budget and Actual – General Fund
- 3) Statement of Revenues, Expenditures and Changes in Fund Balance -Budget and Actual – Solid Waste Fund
- 4) Statement of Revenues, Expenditures and Changes in Fund Balance -Budget and Actual – Stormwater Fund
- 5) Statement of Revenues, Expenditures and Changes in Fund Balance -Budget and Actual – Capital Projects Funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Town of Davidson and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Davidson's financial statements. Our report will be addressed to the Honorable Mayor and Board of Commissioners of Town of Davidson. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and on compliance and other matters will each include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the government's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Town of Davidson is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts and grant agreements, and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Davidson's compliance with applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Town of Davidson in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements or abuse that we may report.

You are also responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with

our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and locate any documents selected by us for testing.

We will provide copies of our reports to Local Government Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rowell, Craven, and Short, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rowell, Craven, and Short, PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Local Government Commission. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 19, 2017 and to issue our reports no later than October 31, 2017. Ann R. Craven is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rate plus out of pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$20,950. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will

be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Town of Davidson and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,

Rowell, Craven, and Short, PA

RESPONSE:

This letter correctly sets forth the understanding of Town of Davidson.

Management signature: _____
Title: Town Manager
Date: _____

Governance signature: _____
Title: Mayor
Date: _____



**Agenda
Title:**

Approve Davidson Lands Conservancy Exemption (Run for the Green Event)

Summary: Davidson Lands Conservancy (DLC) has long coordinated the community's premier running event with annual Run for the Green. This year, DLC has requested to offer limited beer to age-appropriate race participants on the green. This requires a temporary waiver of the town alcohol ordinance. Town staff review the event application thoroughly and require off-duty officer assistance as appropriate. The event has not previously encountered any problems. Staff recommends approval.

ATTACHMENTS:

	Description	Upload Date	Type
▣	Approve Davidson Lands Conservancy Exemption	6/29/2017	Cover Memo



RESOLUTION 2017-XX
TO EXEMPT THE DAVIDSON LANDS CONSERVANCY RUN FOR THE GREEN FROM
SECTION 54-1 OF THE MUNICIPAL CODE ON SEPTEMBER 16, 2017

WHEREAS, a request has been made to exempt the Davidson Lands Conservancy and flatiron kitchen + Taphouse (DKRG LLC) Run for the Green on September 16, 2017 from Section 54-1 of the Davidson Municipal Code; and

WHEREAS, Section 54-1 (a) of the Town of Davidson Municipal Code states it shall be unlawful for any person to possess an open container of malt beverage or unfortified wine, or to possess or consume fortified wine, spirituous liquor or mixed beverages on property owned and operated by the town; and

WHEREAS, Section 54-1 (f) authorizes the town board of commissioners to exempt outdoor festivals or events of a national, state, or local significance if notice received at minimum of 30 days prior to the event; and

WHEREAS, Section 50-7 (d) authorizes the town board of commissioners to exempt events; and

WHEREAS, a request has been made within said notice requirement; and

WHEREAS, the Run for the Green is an event of local significance for the town bringing economic development to downtown with expected attendance in excess of 900; and

WHEREAS, no public hearing is required to allow the use of the green for the consumption of alcohol and the possible sale of alcohol until 11:00 a.m. on September 16, 2017; and

WHEREAS, staff have taken appropriate measures to ensure downtown business owners' support of the event;

NOW, THEREFORE BE IT RESOLVED that the Town of Davidson Board of Commissioners do hereby conditionally authorize the exemption of the Davidson Lands Conservancy Run for the Green and flatiron kitchen + Taphouse (DKRG LLC) for distribution on September 16, 2017 from Section 54-1 of the Davidson Municipal Code in order to allow the consumption of alcohol on the town maintained green located in front of the Davidson Library contingent upon staff approval of the event.

ADOPTED THIS 11th DAY OF July, 2017.

Attest:

John M. Woods
Mayor

Carmen Clemsic
Town Clerk



Agenda Title: Approve Regular Meeting Minutes from June 6, 2017
Approve Regular Meeting Minutes from June 13, 2017

Summary: June Meeting Minutes

ATTACHMENTS:

Description	Upload Date	Type
❏ Draft 2017-06-06 Minutes (1st Tue)	7/6/2017	Cover Memo
❏ Draft 2017-06-13 Minutes (2nd Tue)	7/6/2017	Cover Memo



College Town. Lake Town. *Your Town.*

June 6 2017

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

The Town of Davidson Board of Commissioners held regularly scheduled meeting on Tuesday, June 6, 2017 at the Davidson Library – 119 South Main Street, Davidson, NC 28036. Mayor Woods called the meeting to order at 4:00 p.m. Present were Mayor John Woods and Commissioners, Anderson, Cashion, Fuller, Jenest and Graham. Staff included Town Manager Jamie Justice.

The board discussed the following topics: The affordable housing for Veterans project, Public art for manholes at the Kincaid trails, Beaty Street Property, Public Facilities, Police cameras and the possibility of making a North Main Street Historic District.

The meeting adjourned at 5:15 p.m.

John M. Woods
Mayor

Attest:

Carmen Clemsic
Town Clerk



June 13, 2017

**WORK SESSION
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

There was no work session held.

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

The Town of Davidson Board of Commissioners held its regularly scheduled pre-meeting on Tuesday, June 13, 2017 in the Town Hall Board Room. Present were Mayor John Woods and Commissioners Stacey Anderson, Jim Fuller, Rodney Graham and Brian Jenest. Commissioner Beth Cashion was absent. Town Manager Jamie Justice, Town Attorney Cindy Reid, Assistant Town Manager Dawn Blobaum, Finance Director Pieter Swart, Planning Director Jason Burdette, Senior Planner Trey Akers, Economic Development Manager Kim Fleming, Human Resources Manager Heather James, Police Chief Jeanne Miller, Fire Chief Bo Fitzgerald, Health and Wellness Manager Leslie Willis, Public Works Director Doug Wright and Town Clerk Carmen Clemsic were also present.

Mayor Woods called the meeting to order at 6:05 p.m.

- **Announcements**

Public Information Officer Cristina Shaul

Mayor John Woods read a proclamation recognizing Chief Jeanne Miller for her outstanding service to the Town of Davidson. Assistant Town Manager Dawn Blobaum, Commissioners Brian Jenest and Rodney Graham also presented Chief Jeanne Miller with retirement gifts.

- **Changes to the Agenda**

Town Manager Jamie Justice announced that the Beaty Street Proposal agenda item would be moved to a meeting at a date to be determined.

- **Public Comments**

The public comment period was opened at 6:25 p.m. and three citizens spoke. The Public Comment portion of the meeting was closed at 6:34 p.m.

- **Public Hearing**

Planning Director Jason Burdette provided an overview of the proposed Davidson Planning Ordinance miscellaneous text amendment. Public hearing opened at 6:45 p.m. and closed at 7:01 p.m. with one citizen comment.

Public hearing budget and economic development. Opened at 7:13 p.m. and closed at 7:14 with one citizen comment.

- **Consent Agenda**

The following items were on the consent agenda:

Consider Approval of Budget Amendments:

BA 2017-18 Provides for the expenditure of down payment assistance for 2 homebuyers in Davidson.

BA 2017-19 Provides for the expenditure of Affordable Housing Fund Balance to fund a required erosion control plan.

BA 2017-20 Provides for the expenditure of prior years' Powell Bill Funds and Fund Balance for a road resurfacing project.

BA 2017-22 Amends the Public Facilities Capital Project Ordinance for transfer of General Fund budget for future debt service.

Approve May Meeting Minutes:

First Tuesday Minutes from May 2, 2017

Second Tuesday Agenda Minutes from May 9, 2017

Coffee Chat Minutes from May 15, 2017

Fourth Tuesday Agenda Minutes from May 23, 2017

Approve Lake Norman Transportation Commission Agreement

Approve Resolution 2013-13 – Declaring and Authorizing the Disposal of Surplus Property

Approve Resolution 2013-14 – Declaring and Authorizing the Sale of Surplus Property

Direct Planning Board to Make a Recommendation within 30 Days on the Proposed Davidson Planning Ordinance Text Amendments

Approve Appointments for MI-Connection Board of Directors:

Larson Jaenicke – July 1, 2017-June 30, 2019

Brett Ellis - July 1, 2017-June 30, 2019

Bob Guth - July 1, 2017-June 30, 2019

Commissioner Graham made the motion to approve the consent agenda. The motion passed unanimously.

- **New Business**

Consider approval of a \$50,000 contribution to Davidson Housing Coalition. The Davidson Housing Coalition is working on a building project for veterans, and has requested the Town's support through the Affordable Housing Fund.

Commissioner Fuller motioned to approve the contribution to the Davidson Housing Coalition the motion passed unanimously.

- **Old Business**

Town Manager Jamie Justice provided a public facilities update and the options the Town is considering.

Finance Director Piet Swart provided a summary of the General Obligation Bonds process. Consider approval of three (3) resolutions:

Resolution 1 - Advertisement of Intent to apply to the LGC

Resolution 2 - Directing Finance Officer to make application to the LGC

Resolution 3 - Making certain statements of fact

Commissioner Anderson motioned to approve the three (3) resolutions; Resolution 1 - Advertisement of Intent to apply to the LGC, Resolution 2 - Directing Finance Officer to make application to the LGC, Resolution 3 - Making certain statements of fact. The motion passed unanimously.

Consider Approval of Ordinance 2017-9: Helmandollar Map Amendment

Commissioner Anderson made the motion to approve the Helmandollar map amendment. The motion passed unanimously.

Consider Approval of Consistency Statement for Hellmandollar Map Amendment

Commissioner Jenest made the motion to approve the Consistency Statement for Helmandollar Map Amendment. The motion passed unanimously.

Consider Approval of Ordinance 2017-08: FY2018 Budget; FY2018 Fee Schedule; and FY2018-22 CIP - Finance Director Piet Swart

Commissioner Anderson made the motion to approve Ordinance 2017-08: FY2018 Budget; FY2018 Fee Schedule; and FY2018-22 CIP. The motion passed unanimously.

Town Manager Jamie Justice provided information on the proposed Police Department Cameras and asked the board to consider approval of Budget Amendment: Police Department Cameras.

Commissioner Fuller made the motion to approve Budget Amendment 2017-21 for the Police Department Cameras. The motion passed unanimously.

- **Adjourn**

The meeting adjourned at 7:46 p.m.

John M. Woods,
Mayor

Attest:

Carmen Clemsic
Town Clerk



Agenda Consider Approval of Budget Amendments
Title: BA 2018-01 - The purchase of the 228 Sloan Street property (originally approved in FY 2017) was moved to FY2018.
BA 2018-02 - Allows for the approved budget ordinance allocation to the Arts Project Fund to be recognized in the project fund.
BA 2018-03 - The Town has been awarded and additional \$65,000 in HOMES down payment assistance by Mecklenburg County.
BA 2018-04 - Provides down payment assistance for one home from Affordable Housing payments in lieu.

Summary: The budget amendments for consideration are as follows:
BA 2018-01 - The purchase of the 228 Sloan Street property (originally approved in FY 2017) was moved to FY2018.
BA 2018-02 - Allows for the approved budget ordinance allocation to the Arts Project Fund to be recognized in the project fund.
BA 2018-03 - The Town has been awarded and additional \$65,000 in HOMES down payment assistance by Mecklenburg County.
BA 2018-04 - Provides down payment assistance for one home from Affordable Housing payments in lieu.

ATTACHMENTS:

Description	Upload Date	Type
❑ BA2018-01	7/6/2017	Cover Memo
❑ BA2018-02	7/6/2017	Cover Memo
❑ BA2018-03	7/6/2017	Cover Memo
❑ BA2018-04	7/6/2017	Cover Memo

AMENDMENT TO THE BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Davidson, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-00-4190-570	C/O Land		\$ 60,000.00

Budgeted expenditures will cover the cost to purchase the property located at 228 Sloan Street in Davidson

Section 2: To amend the General Fund, the estimated revenues are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-00-3990-980	Fund Balance Appropriated		\$ 60,000.00

These funds are from Unassigned Fund Balance

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 11th day of July, 2017

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Davidson, North Carolina, that the following amendment be made to the Capital Project Ordinance for the Arts Project Fund:

Section 1: To amend the General Fund, the estimated revenues are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
34-00-2970-000	Contribution From General Fund		\$ 40,200

The Town's FY 2018 Budget Ordinance provided a contribution to the Arts Project Fund

Section 2: To amend the General Fund, the expenditure appropriations are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
34-00-6140-440	Contract Services		\$ 40,200

This amendment provides additional expense authority for the Arts Project Fund

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 11th day of July, 2017

AMENDMENT TO THE BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Davidson, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the Affordable Housing Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
52-40-4920-498	Down Payment Assistance		\$ 65,000.00

Payments will be made to assist two low and moderate income households purchasing housing in the Town with their down payments.

Section 2: To amend the Affordable Housing Fund, the estimated revenues are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
52-40-3492-770	Home Consortium Contributions		\$ 65,000.00

The Town will receive down payment assistance from the City of Charlotte - HOME Consortium program of up to \$65,000 during fiscal year 17-18.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 11th day of July, 2017

AMENDMENT TO THE BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Davidson, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the Affordable Housing Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
52-40-4920-498	Down Payment Assistance		\$ 7,000.00

Payment will be made to assist a low or moderate income household purchase housing in the Town with their down payment.

Section 2: To amend the General Fund, the estimated revenues are to be changed as follows:

<u>Acct. No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
52-40-2990-000	Fund Balance, Affordable housing		\$ 7,000.00

The Town will assist a home buyers at \$7,000 from Payment-In-Lieu funds.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 11th day of July, 2107



Agenda Title: Consider Approving Recommendations for Non-Profit Funding Allocations - Marty Metzker, Chairman Livability Board

Summary: The town historically has provided limited funding to local non-profits. This year, the Board of Commissioners asked the Livability Board to review the applications submitted and make recommendations for allocation of \$50,000 appropriated for contributions to non-profits.

ATTACHMENTS:

Description		Upload Date	Type
❏	Consider Approving Recommendations for Non-Profit Funding Allocations	6/29/2017	Cover Memo
	Consider Approving Recommendations for Non-Profit Funding Allocations History	6/29/2017	Cover Memo



MEMORANDUM

TO: Mayor Woods and Board of Commissioners

FROM: Marty Metzker, Chair, Livability Board

DATE: July 11, 2017

RE: Recommended Town of Davidson funding for local non-profits

The Davidson Livability Board met June 20, 2017 and voted unanimously (7-0) to recommend that the \$50,000 appropriated for local non-profits in the Town of Davidson's FY17-18 operating budget be allocated accordingly:

Ada Jenkins Center for Families and Career Development Inc.	\$12,500
Davidson Cornelius Child Development Center	\$6,750
Davidson Housing Coalition	\$12,500
Davidson Lands Conservancy	\$9,750
Davidson Learns	\$1,000
Davidson Village Network	\$3,000
E2D	\$2,000
LaunchLKN (formerly PiES)	\$2,000
Music @ St. Albans	\$500

The Livability Board makes this recommendation with the following notes:

- Arts & Science Council: funded through other line item in Town of Davidson operating budget.
- Police Officer Relief Fund: not considered for funding after consulting with management.

Please find attached a history of funding allocated to local non-profits annually since FY12-13.

The Livability Board appreciates the crucial work of our community's many non-profits and looks forward to working to develop more specific criteria for funding in future years.

Non-Profit Funding History											
	FY2012-2013		FY2013-2014		FY2014-2015		FY2015-2016		FY2016-2017		
Name	Requested	Funded	Requested	Funded	Requested	Funded	Requested	Funded	Requested	Recommended by Livability Board	Funded
Ada Jenkins	\$20,000	\$14,286	\$20,000	\$13,000	\$20,000	\$13,000	\$20,000	\$11,000	\$20,000	\$12,500	\$12,500
Davidson Cornelius Child Development Center	\$15,000	\$7,143	\$15,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Davidson Green School	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Davidson Community Players	\$0	\$0	\$10,000	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0
Davidson Housing Coalition	\$15,000	\$10,714	\$15,000	\$11,000	\$20,000	\$11,000	\$15,000	\$12,500	\$20,000	\$16,000	\$16,000
Davidson Lands Conservancy	\$10,000	\$7,143	\$10,000	\$8,000	\$8,000	\$8,000	\$10,000	\$8,000	\$10,000	\$10,000	\$10,000
DavidsonLearns	\$0	\$0	\$1,000	\$1,000	\$2,000	\$2,000	\$0	\$0	\$2,000	\$1,000	\$1,000
Davidson LifeLine	\$0	\$0	\$0	\$0	\$460	\$500	\$10,000	\$5,000	\$10,000	\$7,500	\$7,500
Davidson Village Network	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
E2D			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LaunchLKN (formerly PiES)	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$2,500	\$2,000	\$12,720	\$2,000	\$2,000
Music @StAlbans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police Officer Relief Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$0
Total	\$60,000	\$39,286	\$73,000	\$40,000	\$54,960	\$35,500	\$58,500	\$39,500	\$75,720	\$50,000	\$50,000



Agenda Title: Consider Approval of Ordinance 2017-10: Miscellaneous Text Amendments - Planning Director Jason Burdette

Summary: The proposed text changes to the Town of Davidson Planning Ordinance (DPO) are being undertaken to provide necessary clarifications and correct inadvertent omissions/errors since the DPO was approved by the Board of Commissioners and came into effect on May 1, 2015. The text amendments include an update to the Transportation Impact Analysis (TIA) ordinance.

ATTACHMENTS:

	Description	Upload Date	Type
▣	Ordinance 2017-10: Miscellaneous Text Amendments	7/11/2017	Ordinance
▣	Miscellaneous Text Amendments - Staff Analysis	7/11/2017	Backup Material
▣	Miscellaneous Text Amendments - Presentation	7/6/2017	Presentation



ORDINANCE 2017-10 MISCELLANEOUS TEXT AMENDMENTS

TOWN OF DAVIDSON BOARD OF COMMISSIONERS (the “Town Board”) adopts the following text amendments to the **Davidson Planning Ordinance (DPO)**. The listed changes below are being undertaken to provide necessary clarifications, correct inadvertent omissions, and to address inconsistencies with statewide legislation passed since the DPO was approved by the Board of Commissioners and came into effect on May 1, 2015. Proposals are organized by page number.

PROPOSED TEXT CHANGES				
PAGE	SECTION	TITLE	ISSUE	PROPOSED ACTION
SECTION 2 – PLANNING AREAS				
2-3	2.1.3	PERMITTED USES	Parks + Open Space need to be identified as allowable uses in all Planning Areas.	Modify 2.1.3 to include Parks + Open Space as an explicit category of Permitted Uses.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: 2.1.3.H Park & Open Space Uses [NEW]: Parks and open spaces are permitted in all Planning Areas. Park types and open space must conform to the requirements listed in Section 7.	
2-13	2.2.2	VILLAGE COMMERCE BUILDING TYPES TABLE 2-5	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Village Commerce max. Building height to 4 stories.
TEXT CHANGES			Old Text: Storefront: 5 Stories Max. New Text: Storefront: 4 Stories Max.	
2-13	2.2.2.D.2	VILLAGE COMMERCE OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Village Commerce requirements to feature a proportional amount of required open space.

TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Commerce Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-17	2.2.3	VILLAGE EDGE BUILDING TYPES TABLE 2-8	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Village Edge max. Building height to 3 stories.
TEXT CHANGES			<p>Old Text: Workplace, Storefront: 4 Stories Max.</p> <p>New Text: Workplace, Storefront: 3 Stories Max.</p>	
2-17	2.2.3.D.2	VILLAGE EDGE OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Village Edge requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Edge Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-21	2.2.4.D.2	VILLAGE INFILL OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Village Infill requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Infill Planning Area: Required % of Development - Min. 10%, Max. N/A</p>	
2-26	2.2.5.D.2	CENTRAL BUSINESS DISTRICT OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Central Business District requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Central Business District Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-32	2.2.6.E	LAKESHORE SHORELINE BUFFER REQUIREMENTS	The Central Business District and Village Infill Planning Areas currently require shoreline preservation and public access as part of development, but these	Revise the DPO to include shoreline preservation and public access standards as part of the Lakeshore Planning Area requirements.

			standards were inadvertently omitted from the Lakeshore Planning Area text.	
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: The following are additional development standard(s) in the Lakeshore Planning Area: New development along the lake shall retain 100 percent of the lake shoreline for public use. The existing vegetation within this area shall be preserved. This area may be dedicated to the Town for general public use. Refer to Section 17 - Watershed Overlay District for restrictions on pervious surface in the shoreline buffer area.	
2-35	2.2.7	NEIGHBORHOOD CENTER 1 BUILDING TYPES TABLE 2-22	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Neighborhood Center 1 max. Building height to 3 stories.
TEXT CHANGES			Old Text: Live/Work, Storefront, Institutional, Workplace: 4 Stories Max. New Text: Townhouse, Multifamily, Live/Work, Storefront, Institutional, Workplace: 3 Stories or 46 Feet Max.	
2-45	2.2.9	NEIGHBORHOOD SERVICES BUILDING TYPES TABLE 2-30	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Neighborhood Services max. Building height to 3 stories.
TEXT CHANGES			Old Text: Live/Work, Storefront: 4 Stories Max. New Text: Live/Work, Storefront: 3 Stories or 42 Feet Max.	
2-45	2.2.9.D.2	NEIGHBORHOOD SERVICES OPEN SPACE	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Neighborhood Services requirements to feature a proportional amount of required open space.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: The following table establishes the required open space for Neighborhood Services Planning Area: Required % of Development - Min. 5%, Max. N/A	
SECTION 4 – SITE & BUILDING DESIGN STANDARDS				
4-3	4.3.1.D	FENCES, HEDGES, & GARDEN WALLS	The DPO needs to be revised to clarify:	Revise the typographical error and list the fence standards for properties in the Scenic Byway Overlay

			<ol style="list-style-type: none"> 1. That fences should be 2/3 not 1/3 solid (this is a typographical error); 2. The allowed fence heights for properties in the Scenic Byway Overlay District. 	District. Additionally, reorganize the section to include titled/numbered sub-sections: All Planning Areas; Scenic Byway Overlay District; and, Retaining Walls.
TEXT CHANGES			<p>Old Text: Fences, hedges, and/or garden walls located... for purposes of fencing, hedges, and garden walls...The maximum height of retaining walls...</p> <p>New Text:</p> <ol style="list-style-type: none"> 1. All Planning Areas: Fences, hedges, and/or garden walls located...shall be no more than two-thirds solid...for purposes of fencing, hedges, and garden walls. 2. Scenic Byway Overlay District: For parcels subject to the split-rail fence standards within the Scenic Byway Overlay District, fences shall be constructed with a top of rail height not to exceed 48 - 52 inches. Supporting posts may extend an additional six to eight inches above the top of rail, but may not exceed 58 inches total. Agricultural or equestrian-related exceptions may be permitted by the Planning Director. 3. Retaining Walls: The maximum height... 	
4-6	4.4.1.A.3	BUILDING HEIGHT	The DPO does not clearly define the extent of height measurements to top of building in regards to parapets, which should not be included in the measurements.	Add "parapet" to list 3a. Building Elements, describing features that are not included in building height measurements.
TEXT CHANGES			<p>Old Text: Unless specifically stated elsewhere in this ordinance, the height requirements established in this ordinance shall not apply to:</p> <p>a. Building elements (such as church spires, belfries, cupolas, domes, etc.) which are not intended for human occupancy;</p> <p>New Text: Unless specifically stated elsewhere in this ordinance, the height requirements established in this ordinance shall not apply to:</p> <p>a. Building elements (such as church spires, belfries, cupolas, domes, parapets, etc.) which are not intended for human occupancy;</p>	
4-7	4.4.1.C.2.D	FAÇADE ARTICULATION	In order for the building height to be treated equally across projects, the DPO must clarify that parapets should be proportional to the height of the building.	Add language clarifying that parapets must be designed to be congruent with the overall building design.
TEXT CHANGES			Old Text: 2d. Stepped parapets.	

			New Text: 2d. Stepped parapets. Parapets shall be proportional to the height of the building.	
SECTION 6 – SUBDIVISION & INFRASTRUCTURE STANDARDS				
6-18	6.8.1.A	SIDEWALKS REQUIRED LOCATION	The DPO must clarify when and where sidewalk construction is required as part of the development process.	Revise the introduction to 6.8.1.A to indicate when and where sidewalk construction is required as part of the building permit process.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: Except as provided for in this ordinance, all development requiring building permit approval shall provide sidewalk facilities along the property frontage in accordance with this ordinance. This does not apply to the following: - Existing residential or non-residential development construction affecting less than 50% of the building; - Permits for: Accessory structures; detached garages; demolition work; residential or non-residential interior work; pools; or, retaining walls.	
6-22	6.10	TRANSPORTATION IMPACT ANALYSIS	The BOC recommended the exploration of targeted changes to the Town’s TIA requirements to ensure accurate analysis and broader applicability.	Revise the TIA requirements to require analysis to occur during months when schools are in session, and to require all projects to meet and discuss transportation improvements related to each proposal.
			Old Text: N/A [Various] New Text: See Exhibit B at the end of this document.	
SECTION 7 – PARKS & OPEN SPACE				
7-2	7.2	PARKS & OPEN SPACE DEDICATION & CONSERVATION REQUIREMENTS	The DPO does not currently stipulate to what types of development proposals open space requirements apply.	Revise the text to indicate which specific development types must meet the open space requirements.
			Old Text: Any person developing and/or subdividing property for residential purposes shall be subject to the park dedication and open space conservation requirements as follows: New Text: All development except Single-Family Detached Houses and Duplexes shall be subject to the following park dedication and open space conservation requirements. Note: All lots approved as part of Individual Building, Master Plan, or Conditional Master Plan processes are governed by the open space requirements specified therein. For exempt subdivisions, all applicable ordinance requirements apply.	

7-6	7.4.2	TYPES OF PARKS & PUBLIC SPACES	New open space requirements proposed for 7/11/17 mean that certain types of open space are desired in certain planning areas (i.e. plazas or squares in more urban areas).	Provide a chart indicating what types of open/park spaces must be used to meet the min. open space requirements for each planning area.
			Old Text: N/A [Does Not Exist]	
			New Text: See Exhibit A at the end of this document.	
7-7	7.4.B.E	PLAZA REQUIREMENTS	The DPO is not clear on whether space dedicated to outdoor/café seating can contribute to open space/plaza requirements.	Include language clarifying that outdoor/café seating can contribute to but not satisfy the entirety of plaza requirements.
TEXT CHANGES			Old Text: Plazas shall provide an appropriate amount of seating, as determined by the Planning Director. New Text: Plazas shall provide an appropriate amount of seating, as determined by the Planning Director. A portion of outdoor café seating areas may contribute to meeting this requirement.	
SECTION 8 – PARKING				
8-8	8.5.B.4	PARKING STANDARDS LOTS MORE THAN 60 FEET IN WIDTH	Item 4. states that the criteria do not apply to RPA properties, which is not accurate.	Remove Item 4.
TEXT CHANGES			Old Text: The requirements above shall not apply to Detached Home building types in the rural and rural reserve planning area. New Text: N/A [Removed]	
8-12	8.7	DRIVEWAYS	An independent Driveway Permit is referenced but is not defined and does not exist in Section 14; rather, driveway permits are handled as Building Permits.	Revise the text to refer to the Building Permit process.
TEXT CHANGES			Old Text: ...or as an independent Driveway Permit according to the procedures outlined in Section 14. New Text: ...or as an independent Building Permit according to the procedures outlined in Section 14.	
SECTION 14 – ADMINISTRATION & PROCEDURES				
14-23	14.13	BUILDING PERMITS	The DPO must clarify that sidewalk construction is required as part of the building permit process.	Revise the introduction to 14.13 indicate when and where sidewalk construction is required as part of the building permit process.
TEXT CHANGES			Old Text: The Town of Davidson needs to approve building permit applications whenever a building, sign or	

			<p>other structure (except as otherwise provided in this ordinance) shall be erected, moved, extended, or enlarged or structurally altered, as per Section 14.</p> <p>New Text: ...as per Section 14. Except as provided for in this ordinance, all development requiring building permit approval shall provide any required facilities along the property frontage in accordance with this ordinance. See Section 6 for further information.</p>	
14-33	14.15.9	FINAL PLAT	Plats are being submitted without any/clear statement of purpose.	Modify Final Plat documentation criteria to require a Purpose Statement on each Final Plat explaining the purpose of the plat and/or RTAP.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: 1. PURPOSE: In the Notes section, list the purpose of the plat as the first note. For example, the purpose should state:</p>	
14-34	14.15.9.F	FINAL PLAT	Lots hosting affordable housing units must be shown on the Final Plat, which is stated in 5.2.B.3 but is not mentioned in the documentation requirements for Final Plats.	List affordable unit lot identification as a requirement of Final Plat documents.
TEXT CHANGES			<p>Old Text: F. Site Details: The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills, and areas dedicated to public purpose with notes stating their purposes.</p> <p>New Text: F. Site Details: ...lot addresses, lots designated for affordable units, building setback lines...</p>	

EXHIBITS

- **Exhibit A:** Table 7-1: Park Types Permitted to Count Towards Minimum Open Space Requirement
- **Exhibit B:** Draft Transportation Impact Analysis Changes

EXHIBIT B: DRAFT TRANSPORTATION IMPACT ANALYSIS CHANGES

TRANSPORTATION IMPACT ANALYSIS (TIA) - Proposed Draft Changes, June 2017

6.10.1 APPLICABILITY

Development Threshold: A Transportation Impact Analysis (TIA) is required for all development applications that meet or exceed any of the following thresholds:

SINGLE FAMILY RESIDENTIAL LOTS*	MULTI-FAMILY RESIDENTIAL UNITS**	SCHOOLS	COMMERCIAL
50	50	All new and expansions of existing facilities	10,000 SF
* Applies to detached house building types (See Section 2)			
** Applies to all residential units in buildings other than detached house building types (See Section 2)			

A Transportation Impact Analysis (TIA) will also be required if:

- The proposed development would increase the town's population by one percent or greater (based upon current US Census data and average household size);
- The proposed development expects to create one hundred (100) or more peak hour vehicle trips and/or five hundred (500) or more daily vehicle trips;
- The proposed development includes driveways connecting to existing roadways with a level of service of E or F.

All other developments may be required by the Planning Director to provide a TIA.

A draft TIA must be completed and submitted to the town thirty (30) days prior to any public input session and/or required public meeting.

A. TRANSPORTATION REVIEW MEETING

All projects of twenty (20) or more lots and/or twenty (20) dwelling units and/or all nonresidential projects of any size are required to attend a transportation review meeting with the Planning Director. The applicant shall assemble the following information (pre-scoping package) and submit it to the Town a minimum of ten (10) business days prior to the scheduled transportation review meeting. If necessary, NCDOT will be included in the transportation review meeting.

All pre-review submittal packages shall include the following items (as applicable):

1. Site Plan (to scale) shall include:
 - a. Parking count and any carpool or rideshare parking spaces
 - b. Location and number of bicycle parking spaces
 - c. Location of any transit stops (within 500ft of project site)
 - d. Sidewalks, greenways, and/or multi-use paths
 - e. Adjoining parcels (listing their parcel ID and planning areas)
 - f. Location of any existing stub outs and/or ROW preserved for connections (Including roads, greenways, multi-use paths, and sidewalks) on site and on all adjoining parcels

- g. Proposed driveway locations and dimensions
- 2. Vicinity map (See Section 14)
- 3. Construction timeline
- 4. List/Map of study area intersections in accordance with Section 6 of the Davidson Planning Ordinance
- 5. Location of existing and proposed bicycle and pedestrian facilities
- 6. Location of existing and proposed transit facilities and routes
- 7. Location and count of parking (vehicular and bicycle) within ¼ mile of project site.
- 8. Transportation Demand Management (TDM) policies to be included as part of project.
Ref: (<https://ops.fhwa.dot.gov/tdm/>)
- 9. Draft trip generation table for the proposed land uses and intensities.
 - a. The Planning Director may require the inclusion of internal capture, transit capture (if any), and pass-by calculations. The applicant will be notified no later than 48 hours before the scheduled scoping meeting if this information is required.
 - b. The Planning Director may require a draft trip distribution and assignment (separate trip distributions are needed for each land use proposed) The applicant will be notified no later than 48 hours before scheduled scoping meeting if this information is required.

*The Town has a list of approved vendors that are able to provide trip generation calculations by request. All work must be paid for by the applicant.
- 10. Development phasing plan

The Town shall provide the applicant a list of approved developments within the study area, and any approved/funded (but not yet constructed) transportation facility projects to be included in the TIA.

B. TIA DETERMINATION

Upon completion of a review meeting, Town staff will provide the applicant a transportation review determination in writing. Additional information may be required.

If the review determines that a TIA is required, preparation of the draft TIA will begin. A transportation consultant shall be selected from the Town's pre-approved list of on-call consultants. The town, TIA consultant, and applicant will confirm the TIA scope through a Memorandum of Understanding.

C. ALTERNATIVES TO TIA

If the proposed development schematic design produces between one and 50 lots and/or between one and 50 dwelling units, and/or a new commercial structure of less than 10,000 square feet, the developer shall choose one of the following:

- 1. A Transportation Impact Analysis as described in this section; or
- 2. A contribution to the implementation of the Connectivity and Traffic Calming Plan. The contribution will directly correlate with the number of proposed units/lots/square footage/daily trips. All developments will pay the same price for dwelling units in each range.
 - a. *For example, if a development is 21 units, then you would pay \$500 for 20 units and \$400 for the next 1 unit making the total contribution \$10,400 for a 21-unit development.*

DWELLING UNITS	FEE
< 20 du	\$500
21 - 40 du	\$400
41 - 50 du	\$300

New commercial developments less than 10,000 square feet and/or expansions of existing structures shall pay \$1 per additional/new conditioned square footage towards the implementation of the Connectivity and Traffic Calming Plan.

6.10.2 TRANSPORTATION IMPACT ANALYSIS REQUIREMENTS

4. Traffic Counts Timeframe: Traffic counts must be conducted when Davidson College and CMS schools are in session. Traffic counts conducted during holidays, school breaks, or during inclement weather will not be considered as valid counts and will be rejected by Town Staff.

6.10.2.C.b. The trip generation counts shall be taken between 6 to 9 AM and 4 to 7 PM to verify a local, more accurate trip rate. If a school is within one quarter mile (.25) of the project site, then the PM counts shall be taken from 2 to 7pm; and [continue existing DPO text].

Adopted on the 11th of July 2017.

Attest:

Carmen Clemsic
Town Clerk

John M. Woods
Mayor



MEMO

Date: July 11, 2017
 To: Town Board
 From: Jason Burdette, Planning Director
 Re: Davidson Planning Ordinance Miscellaneous Proposed Text Amendments, Staff Analysis

1. TEXT AMENDMENTS

TEXT CHANGES – PROPOSED AMENDMENTS

The following is a list of proposed text changes to the Town of Davidson Planning Ordinance (DPO). The listed changes are being undertaken to provide necessary clarifications and correct inadvertent omissions/errors since the DPO was approved by the Board of Commissioners and came into effect on May 1, 2015. Proposals are organized by page number.

PROPOSED TEXT CHANGES				
PAGE	SECTION	TITLE	ISSUE	PROPOSED ACTION
SECTION 2 – PLANNING AREAS				
2-3	2.1.3	PERMITTED USES	Parks + Open Space need to be identified as allowable uses in all Planning Areas.	Modify 2.1.3 to include Parks + Open Space as an explicit category of Permitted Uses.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: 2.1.3.H Park & Open Space Uses [NEW]: Parks and open spaces are permitted in all Planning Areas. Park types and open space must conform to the requirements listed in Section 7.	
2-13	2.2.2	VILLAGE COMMERCE BUILDING TYPES TABLE 2-5	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Village Commerce max. Building height to 4 stories.
TEXT CHANGES			Old Text: Storefront: 5 Stories Max. New Text: Storefront: 4 Stories Max.	
2-13	2.2.2.D.2	VILLAGE COMMERCE	The BOC expressed the need to consider whether	Modify the Village Commerce requirements to

		OPEN SPACE REQUIREMENTS	open space requirements were appropriate for all Planning Areas.	feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Commerce Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-17	2.2.3	VILLAGE EDGE BUILDING TYPES TABLE 2-8	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Village Edge max. Building height to 3 stories.
TEXT CHANGES			<p>Old Text: Workplace, Storefront: 4 Stories Max.</p> <p>New Text: Workplace, Storefront: 3 Stories Max.</p>	
2-17	2.2.3.D.2	VILLAGE EDGE OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Village Edge requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Edge Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-21	2.2.4.D.2	VILLAGE INFILL OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Village Infill requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Village Infill Planning Area: Required % of Development - Min. 10%, Max. N/A</p>	
2-26	2.2.5.D.2	CENTRAL BUSINESS DISTRICT OPEN SPACE REQUIREMENTS	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Central Business District requirements to feature a proportional amount of required open space.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: The following table establishes the required open space for the Central Business District Planning Area: Required % of Development - Min. 5%, Max. N/A</p>	
2-32	2.2.6.E	LAKESHORE	The Central Business District and Village Infill Planning Areas currently require	Revise the DPO to include shoreline preservation and public access standards as

		SHORELINE BUFFER REQUIREMENTS	shoreline preservation and public access as part of development, but these standards were inadvertently omitted from the Lakeshore Planning Area text.	part of the Lakeshore Planning Area requirements.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: The following are additional development standard(s) in the Lakeshore Planning Area: New development along the lake shall retain 100 percent of the lake shoreline for public use. The existing vegetation within this area shall be preserved. This area may be dedicated to the Town for general public use. Refer to Section 17 - Watershed Overlay District for restrictions on pervious surface in the shoreline buffer area.	
2-35	2.2.7	NEIGHBORHOOD CENTER 1 BUILDING TYPES TABLE 2-22	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Neighborhood Center 1 max. Building height to 3 stories or 46 Feet Maximum.
TEXT CHANGES			Old Text: Live/Work, Storefront, Institutional, Workplace: 4 Stories Max. New Text: Townhouse, Multifamily, Live/Work, Storefront, Institutional, Workplace: 3 Stories or 46 Feet Max.	
2-45	2.2.9	NEIGHBORHOOD SERVICES BUILDING TYPES TABLE 2-30	The BOC expressed the need for transitions in building height between commercial areas and residential areas to be examined, and emphasized that multi-story transitions should be lessened.	Reduce Neighborhood Services max. Building height to 3 stories or 42 Feet Maximum.
TEXT CHANGES			Old Text: Live/Work, Storefront: 4 Stories Max. New Text: Live/Work, Storefront: 3 Stories or 42 Feet Max.	
2-45	2.2.9.D.2	NEIGHBORHOOD SERVICES OPEN SPACE	The BOC expressed the need to consider whether open space requirements were appropriate for all Planning Areas.	Modify the Neighborhood Services requirements to feature a proportional amount of required open space.
TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: The following table establishes the required open space for Neighborhood Services Planning Area: Required % of Development - Min. 5%, Max. N/A	
SECTION 4 – SITE & BUILDING DESIGN STANDARDS				

4-3	4.3.1.D	FENCES, HEDGES, & GARDEN WALLS	<p>The DPO needs to be revised to clarify:</p> <ol style="list-style-type: none"> 1. That fences should be 2/3 not 1/3 solid (this is a typographical error); 2. The allowed fence heights for properties in the Scenic Byway Overlay District. 	<p>Revise the typographical error and list the fence standards for properties in the Scenic Byway Overlay District. Additionally, reorganize the section to include titled/numbered sub-sections: All Planning Areas; Scenic Byway Overlay District; and, Retaining Walls.</p>
TEXT CHANGES			<p>Old Text: Fences, hedges, and/or garden walls located... for purposes of fencing, hedges, and garden walls...The maximum height of retaining walls...</p> <p>New Text:</p> <ol style="list-style-type: none"> 1. All Planning Areas: Fences, hedges, and/or garden walls located...shall be no more than two-thirds solid...for purposes of fencing, hedges, and garden walls. 2. Scenic Byway Overlay District: For parcels subject to the split-rail fence standards within the Scenic Byway Overlay District, fences shall be constructed with a top of rail height not to exceed 48 - 52 inches. Supporting posts may extend an additional six to eight inches above the top of rail, but may not exceed 58 inches total. Agricultural or equestrian-related exceptions may be permitted by the Planning Director. 3. Retaining Walls: The maximum height... 	
4-6	4.4.1.A.3	BUILDING HEIGHT	<p>The DPO does not clearly define the extent of height measurements to top of building in regards to parapets, which should not be included in the measurements.</p>	<p>Add "parapet" to list 3a. Building Elements, describing features that are not included in building height measurements.</p>
TEXT CHANGES			<p>Old Text: Unless specifically stated elsewhere in this ordinance, the height requirements established in this ordinance shall not apply to:</p> <ol style="list-style-type: none"> a. Building elements (such as church spires, belfries, cupolas, domes, etc.) which are not intended for human occupancy; <p>New Text: Unless specifically stated elsewhere in this ordinance, the height requirements established in this ordinance shall not apply to:</p> <ol style="list-style-type: none"> a. Building elements (such as church spires, belfries, cupolas, domes, parapets, etc.) which are not intended for human occupancy; 	
4-7	4.4.1.C.2.D	FAÇADE ARTICULATION	<p>In order for the building height to be treated equally across projects, the DPO must clarify that parapets</p>	<p>Add language clarifying that parapets must be designed to be congruent with the overall building design.</p>

			should be proportional to the height of the building.	
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TEXT CHANGES			Old Text: N/A [Does Not Exist] New Text: Except as provided for in this ordinance, all development requiring building permit approval shall provide sidewalk facilities along the property frontage in accordance with this ordinance. This does not apply to the following: <ul style="list-style-type: none">- Existing residential or non-residential development construction affecting less than 50% of the building;- Permits for: Accessory structures; detached garages; demolition work; residential or non-residential interior work; pools; or, retaining walls.	
6-22	6.10	TRANSPORTATION IMPACT ANALYSIS	The BOC recommended the exploration of targeted changes to the Town’s TIA requirements to ensure accurate analysis and broader applicability.	Revise the TIA requirements to require analysis to occur during months when schools are in session, and to require all projects to meet and discuss transportation improvements related to each proposal.
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SECTION 7 – PARKS & OPEN SPACE				
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			Old Text: Any person developing and/or subdividing property for residential purposes shall be subject to the park dedication and open space conservation requirements as follows: New Text: All development except Single-Family Detached Houses and Duplexes shall be subject to the following park dedication and open space conservation requirements. Note: All lots approved as part of Individual Building, Master Plan, or Conditional Master Plan processes are	

			governed by the open space requirements specified therein. For exempt subdivisions, all applicable ordinance requirements apply.	
7-6	7.4.2	TYPES OF PARKS & PUBLIC SPACES	New open space requirements proposed for 7/11/17 mean that certain types of open space are desired in certain planning areas (i.e. plazas or squares in more urban areas).	Provide a chart indicating what types of open/park spaces must be used to meet the min. open space requirements for each planning area.
			Old Text: N/A [Does Not Exist] New Text: See Exhibit A at the end of this document.	
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TEXT CHANGES			Old Text: Plazas shall provide an appropriate amount of seating, as determined by the Planning Director. New Text: Plazas shall provide an appropriate amount of seating, as determined by the Planning Director. A portion of outdoor café seating areas may contribute to meeting this requirement.	
SECTION 8 – PARKING				
8-8	8.5.B.4	PARKING STANDARDS LOTS MORE THAN 60 FEET IN WIDTH	Item 4. states that the criteria do not apply to RPA properties, which is not accurate.	Remove Item 4.
TEXT CHANGES			Old Text: The requirements above shall not apply to Detached Home building types in the rural and rural reserve planning area. New Text: N/A [Removed]	
8-12	8.7	DRIVEWAYS	An independent Driveway Permit is referenced but is not defined and does not exist in Section 14; rather, driveway permits are handled as Building Permits.	Revise the text to refer to the Building Permit process.
TEXT CHANGES			Old Text: ...or as an independent Driveway Permit according to the procedures outlined in Section 14. New Text: ...or as an independent Building Permit according to the procedures outlined in Section 14.	
SECTION 14 – ADMINISTRATION & PROCEDURES				
14-23	14.13	BUILDING PERMITS	The DPO must clarify that sidewalk construction is	Revise the introduction to 14.13 indicate when and where sidewalk construction

			required as part of the building permit process.	is required as part of the building permit process.
TEXT CHANGES			<p>Old Text: The Town of Davidson needs to approve building permit applications whenever a building, sign or other structure (except as otherwise provided in this ordinance) shall be erected, moved, extended, or enlarged or structurally altered, as per Section 14.</p> <p>New Text: ...as per Section 14. Except as provided for in this ordinance, all development requiring building permit approval shall provide any required facilities along the property frontage in accordance with this ordinance. See Section 6 for further information.</p>	
14-33	14.15.9	FINAL PLAT	Plats are being submitted without any/clear statement of purpose.	Modify Final Plat documentation criteria to require a Purpose Statement on each Final Plat explaining the purpose of the plat and/or RTAP.
TEXT CHANGES			<p>Old Text: N/A [Does Not Exist]</p> <p>New Text: 1. PURPOSE: In the Notes section, list the purpose of the plat as the first note. For example, the purpose should state:</p>	
14-34	14.15.9.F	FINAL PLAT	Lots hosting affordable housing units must be shown on the Final Plat, which is stated in 5.2.B.3 but is not mentioned in the documentation requirements for Final Plats.	List affordable unit lot identification as a requirement of Final Plat documents.
TEXT CHANGES			<p>Old Text: F. Site Details: The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills, and areas dedicated to public purpose with notes stating their purposes.</p> <p>New Text: F. Site Details: ...lot addresses, lots designated for affordable units, building setback lines...</p>	

3. PUBLIC PLANS AND POLICIES

The proposed text changes are consistent with the existing policy and ordinance frameworks adopted by the town. Most changes involve the improvement or clarification of text, or the inclusion of items inadvertently missed in the drafting of the original ordinance. All proposed changes meet the requirements set forth in Davidson Planning Ordinance 1.5.1 Implementation of Adopted Plans & Policies: “Any amendments to, or actions pursuant to, this ordinance should be consistent with these adopted plans and policies, as amended.”

4. PLANNING BOARD RECOMMENDATION

At their June 26, 2017 meeting the Planning Board reviewed and discussed the proposed text amendments for the second time. After a presentation by staff, members asked how funds collected through the Transportation Impact Analysis payment-in-lieu process would be spent (i.e. as described in Resolution 2017-16 being considered by the Board of Commissioners on July 11, 2017). Members also discussed the proposed open space values for the Village Commerce, Village Edge, Central Business District, Neighborhood Services, and Village Infill Planning Areas. Ultimately, the Planning Board voted to approve the text the amendments as written with a recommendation that the open space values in the Village Commerce, Village Edge, Central Business District, and Neighborhood Services Planning Areas be increased to 10% minimum.

5. STAFF RECOMMENDATION

The proposed changes aim to: 1. Provide additional clarification pertaining to words or phrases utilized in the ordinance text; and, 2. Include in the ordinance items inadvertently missed in the drafting of the original ordinance or subsequent amendments. Specific explanations are provided in the table above. These changes are recommended for approval in order to accurately reflect the adopted Planning Area standards for each parcel.

6. EXHIBITS

- **Exhibit A:** Table 7-1: Park Types Permitted to Count Towards Minimum Open Space Requirement
- **Exhibit B:** Draft Transportation Impact Analysis Changes

7.4.2: PARK & PUBLIC SPACE TYPES PERMITTED TO COUNT TOWARDS MINIMUM OPEN SPACE REQUIREMENT

See below for a list of required Park/Public Space Types in select Planning Areas. Parks/Public Spaces are a subset of the total open space requirements and not additional requirements. For example, in the Neighborhood Center I Planning Area 10 percent of a project's total site area must be open space, and five percent of that total open space must be one of the identified park/public space types (i.e. Plaza, Square/Green, or Pedestrian Passageway).

TABLE 7-1 PARK & PUBLIC SPACE TYPE REQUIREMENTS										
PLANNING AREA	TOTAL OPEN SPACE REQUIRED (MIN.)	PARKS/PUBLIC SPACE REQUIRED	NEIGHBORHOOD PARK	PLAZA	SQUARE/GREEN	CLOSE	PLAYGROUND	COMMUNITY GARDEN	PEDESTRIAN PASSAGEWAY	GREENWAY
Village Commerce	5%	5%	*	X	X	-	-	-	X	*
Village Edge	5%	5%	*	X	X	-	-	-	X	*
Village Infill	10%	5%	*	X	X	-	X	X	X	*
Central Business District	5%	5%	*	X	X	-	-	-	X	*
Neighborhood Services	5%	5%	*	X	X	-	-	-	X	*
Lakeshore	5%	5%	*	X	X	-	X	-	X	*
Neighborhood Center I	10%	5%	*	X	X	-	-	-	X	*
Neighborhood Center II	10%	5%	*	X	X	-	-	-	X	*
Neighborhood General	20%	5%	*	X	X	-	X	X	-	*
Neighborhood Edge	45%	5%	*	-	X	-	X	X	-	*

*As required per ordinance.

EXHIBIT B: DRAFT TRANSPORTATION IMPACT ANALYSIS CHANGES

TRANSPORTATION IMPACT ANALYSIS (TIA) - Proposed Draft Changes, June 2017

6.10.1 APPLICABILITY

Development Threshold: A Transportation Impact Analysis (TIA) is required for all development applications that meet or exceed any of the following thresholds:

SINGLE FAMILY RESIDENTIAL LOTS*	MULTI-FAMILY RESIDENTIAL UNITS**	SCHOOLS	COMMERCIAL
50	50	All new and expansions of existing facilities	10,000 SF
* Applies to detached house building types (See Section 2)			
** Applies to all residential units in buildings other than detached house building types (See Section 2)			

A Transportation Impact Analysis (TIA) will also be required if:

- The proposed development would increase the town's population by one percent or greater (based upon current US Census data and average household size);
- The proposed development expects to create one hundred (100) or more peak hour vehicle trips and/or five hundred (500) or more daily vehicle trips;
- The proposed development includes driveways connecting to existing roadways with a level of service of E or F.

All other developments may be required by the Planning Director to provide a TIA.

A draft TIA must be completed and submitted to the town thirty (30) days prior to any public input session and/or required public meeting.

A. TRANSPORTATION REVIEW MEETING

All projects of twenty (20) or more lots and/or twenty (20) dwelling units and/or all nonresidential projects of any size are required to attend a transportation review meeting with the Planning Director. The applicant shall assemble the following information (pre-scoping package) and submit it to the Town a minimum of ten (10) business days prior to the scheduled transportation review meeting. If necessary, NCDOT will be included in the transportation review meeting.

All pre-review submittal packages shall include the following items (as applicable):

1. Site Plan (to scale) shall include:
 - a. Parking count and any carpool or rideshare parking spaces
 - b. Location and number of bicycle parking spaces
 - c. Location of any transit stops (within 500ft of project site)
 - d. Sidewalks, greenways, and/or multi-use paths
 - e. Adjoining parcels (listing their parcel ID and planning areas)
 - f. Location of any existing stub outs and/or ROW preserved for connections (Including roads, greenways, multi-use paths, and sidewalks) on site and on all adjoining parcels

- g. Proposed driveway locations and dimensions
- 2. Vicinity map (See Section 14)
- 3. Construction timeline
- 4. List/Map of study area intersections in accordance with Section 6 of the Davidson Planning Ordinance
- 5. Location of existing and proposed bicycle and pedestrian facilities
- 6. Location of existing and proposed transit facilities and routes
- 7. Location and count of parking (vehicular and bicycle) within ¼ mile of project site.
- 8. Transportation Demand Management (TDM) policies to be included as part of project.
Ref: (<https://ops.fhwa.dot.gov/tdm/>)
- 9. Draft trip generation table for the proposed land uses and intensities.
 - a. The Planning Director may require the inclusion of internal capture, transit capture (if any), and pass-by calculations. The applicant will be notified no later than 48 hours before the scheduled scoping meeting if this information is required.
 - b. The Planning Director may require a draft trip distribution and assignment (separate trip distributions are needed for each land use proposed) The applicant will be notified no later than 48 hours before scheduled scoping meeting if this information is required.

*The Town has a list of approved vendors that are able to provide trip generation calculations by request. All work must be paid for by the applicant.
- 10. Development phasing plan

The Town shall provide the applicant a list of approved developments within the study area, and any approved/funded (but not yet constructed) transportation facility projects to be included in the TIA.

B. TIA DETERMINATION

Upon completion of a review meeting, Town staff will provide the applicant a transportation review determination in writing. Additional information may be required.

If the review determines that a TIA is required, preparation of the draft TIA will begin. A transportation consultant shall be selected from the Town's pre-approved list of on-call consultants. The town, TIA consultant, and applicant will confirm the TIA scope through a Memorandum of Understanding.

C. ALTERNATIVES TO TIA

If the proposed development schematic design produces between one and 50 lots and/or between one and 50 dwelling units, and/or a new commercial structure of less than 10,000 square feet, the developer shall choose one of the following:

- 1. A Transportation Impact Analysis as described in this section; or
- 2. A contribution to the implementation of the Connectivity and Traffic Calming Plan. The contribution will directly correlate with the number of proposed units/lots/square footage/daily trips. All developments will pay the same price for dwelling units in each range.
 - a. *For example, if a development is 21 units, then you would pay \$500 for 20 units and \$400 for the next 1 unit making the total contribution \$10,400 for a 21-unit development.*

DWELLING UNITS	FEE
< 20 du	\$500
21 - 40 du	\$400
41 - 50 du	\$300

New commercial developments less than 10,000 square feet and/or expansions of existing structures shall pay \$1 per additional/new conditioned square footage towards the implementation of the Connectivity and Traffic Calming Plan.

6.10.2 TRANSPORTATION IMPACT ANALYSIS REQUIREMENTS

4. Traffic Counts Timeframe: Traffic counts must be conducted when Davidson College and CMS schools are in session. Traffic counts conducted during holidays, school breaks, or during inclement weather will not be considered as valid counts and will be rejected by Town Staff.

6.10.2.C.b. The trip generation counts shall be taken between 6 to 9 AM and 4 to 7 PM to verify a local, more accurate trip rate. If a school is within one quarter mile (.25) of the project site, then the PM counts shall be taken from 2 to 7pm; and [continue existing DPO text].

DAVIDSON PLANNING ORDINANCE PROPOSED TEXT AMENDMENTS



College Town. Lake Town. *Your Town.*

DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

TEXT AMENDMENTS - OVERVIEW

TOPICS COVERED

1. **Overview**
2. **Text Amendments Purpose**
3. **Proposed Amendments Highlights**
 - Building & Infrastructure
 - Final Plat Documentation
 - Open Space Types/Requirements
 - Transportation Impact Analysis
4. **Questions/Discussion**



TEXT AMENDMENTS

PURPOSE

1. Clarify Standards:

- Correct Inadvertent Omissions
- Address Inconsistencies
- Improve Predictability

2. Promote Davidson's Principles

- Achieve High-Quality Development
- Improve Quality of Life



TEXT AMENDMENTS

HIGHLIGHTS

- **SECTION 2: PLANNING AREAS**

- Permitted Uses: Parks + Open Space Allowed Everywhere
- Building Height: Reduce by One Story - Village Commerce/Edge, NS, NC1*
- Open Space: Est. Reqs. for Village Commerce/Edge/Infill, CBD, NS*

- **SECTION 4: BUILDING & SITE DESIGN STANDARDS**

- Fencing: Correct Transparency Req., Est. Scenic Byway Overlay Standards
- Building Height Measurement: Clarify how Parapet Features Considered

- **SECTION 6: SUBDIVISION & INFRASTRUCTURE STANDARDS**

- Sidewalk Construction: Clearly Tied to Building Permit
- Transportation Impact Analysis*
 - Require Transportation Review Meeting
 - Analysis Includes Schools' Peak

**Greater detail on ensuing slides*



TEXT AMENDMENTS

HIGHLIGHTS

- **SECTION 7: PARKS & OPEN SPACE**
 - Plaza Requirements: Café Seating Allowed to Contribute
 - Park Types & Public Spaces: Required Types Based on Planning Area*
- **SECTION 8: PARKING & DRIVEWAYS**
 - Driveways Handled via Building Permit
- **SECTION 14: ADMINISTRATION & PROCEDURES**
 - Final Plat Documentation: Include Purpose Statement, Identify Affordable Lots

**Greater detail on ensuing slides*



TEXT AMENDMENTS

BUILDING HEIGHT

PLANNING AREA	CURRENT MAX. HT.	PROPOSED MAX. HT.
VILLAGE COMMERCE	5 STORIES	4 STORIES
VILLAGE EDGE	4 STORIES	3 STORIES
NEIGHBORHOOD SERVICES	4 STORIES	3 STORIES*
NEIGHBORHOOD CENTER 1	4 STORIES	3 STORIES*

**Alternative Metric Considerations: Neighborhood Services: 3 Stories or 42' Linear Height; for Neighborhood Center 1: 3 Stories or 46' Linear Height*



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DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

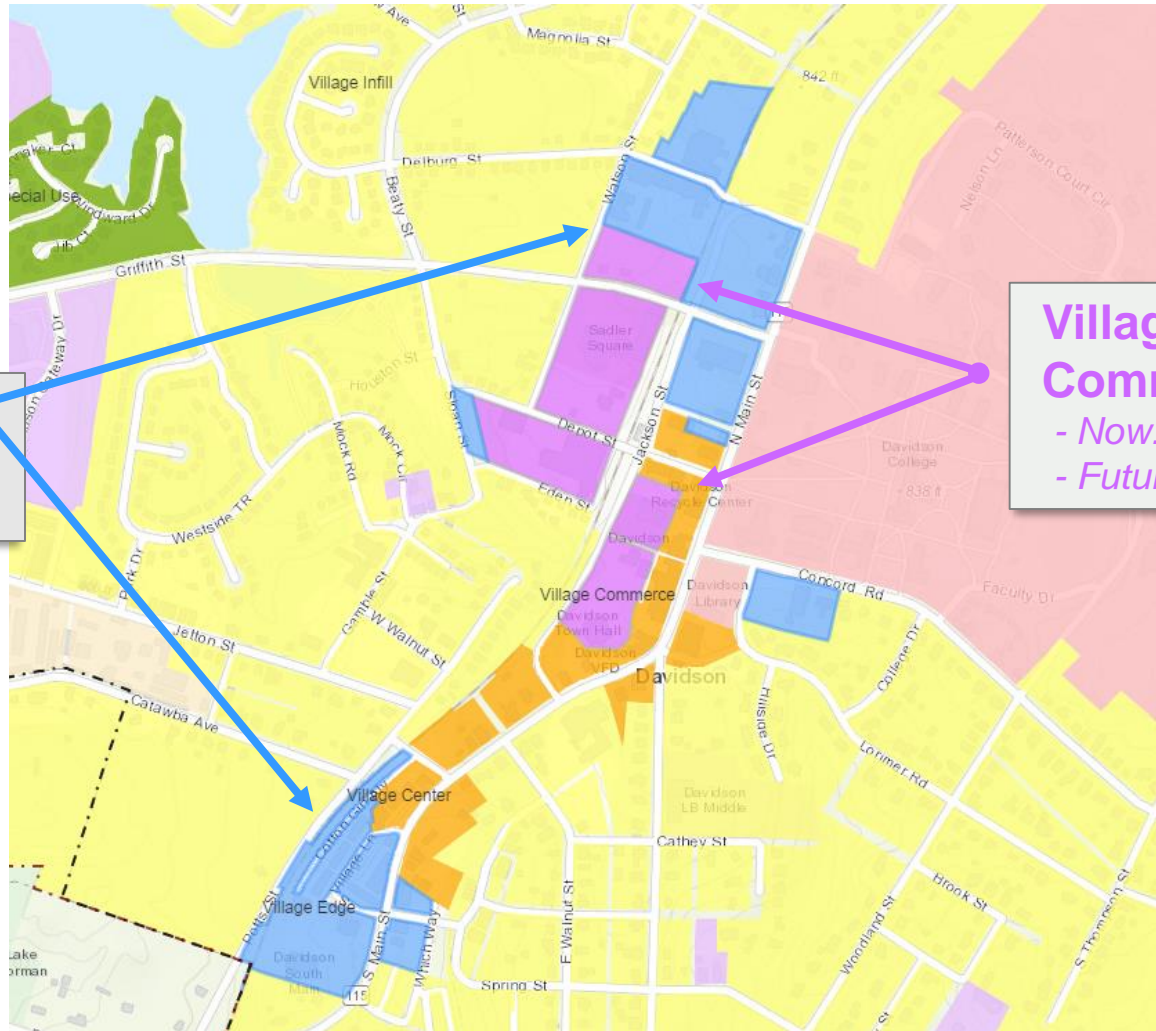
BUILDING HEIGHT REDUCTIONS

Village Edge

- Now: 4 Story Max.
- Future: 3 Story Max.

Village Commerce

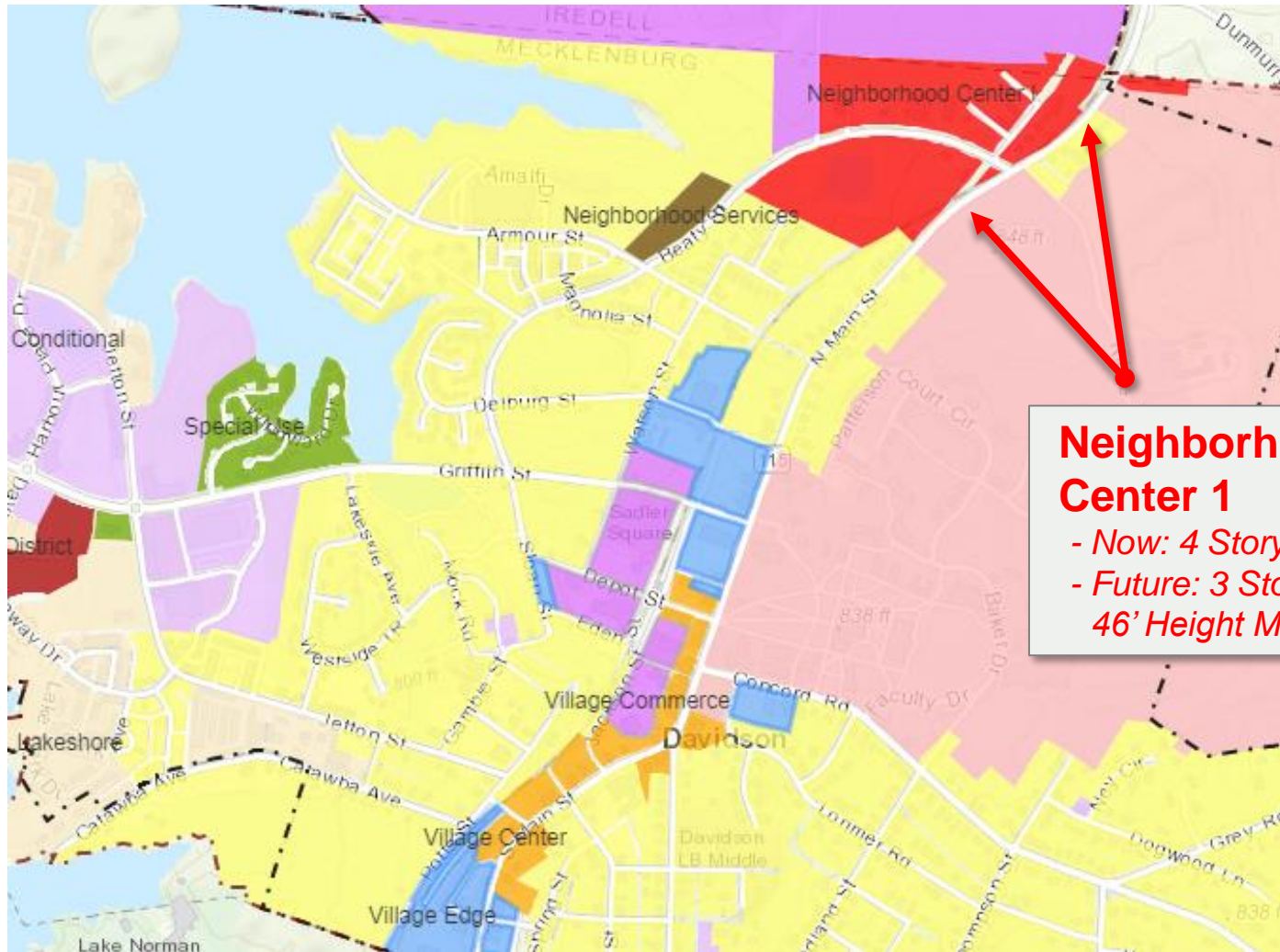
- Now: 5 Story Max.
- Future: 4 Story Max.



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Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

BUILDING HEIGHT REDUCTION



Neighborhood Center 1

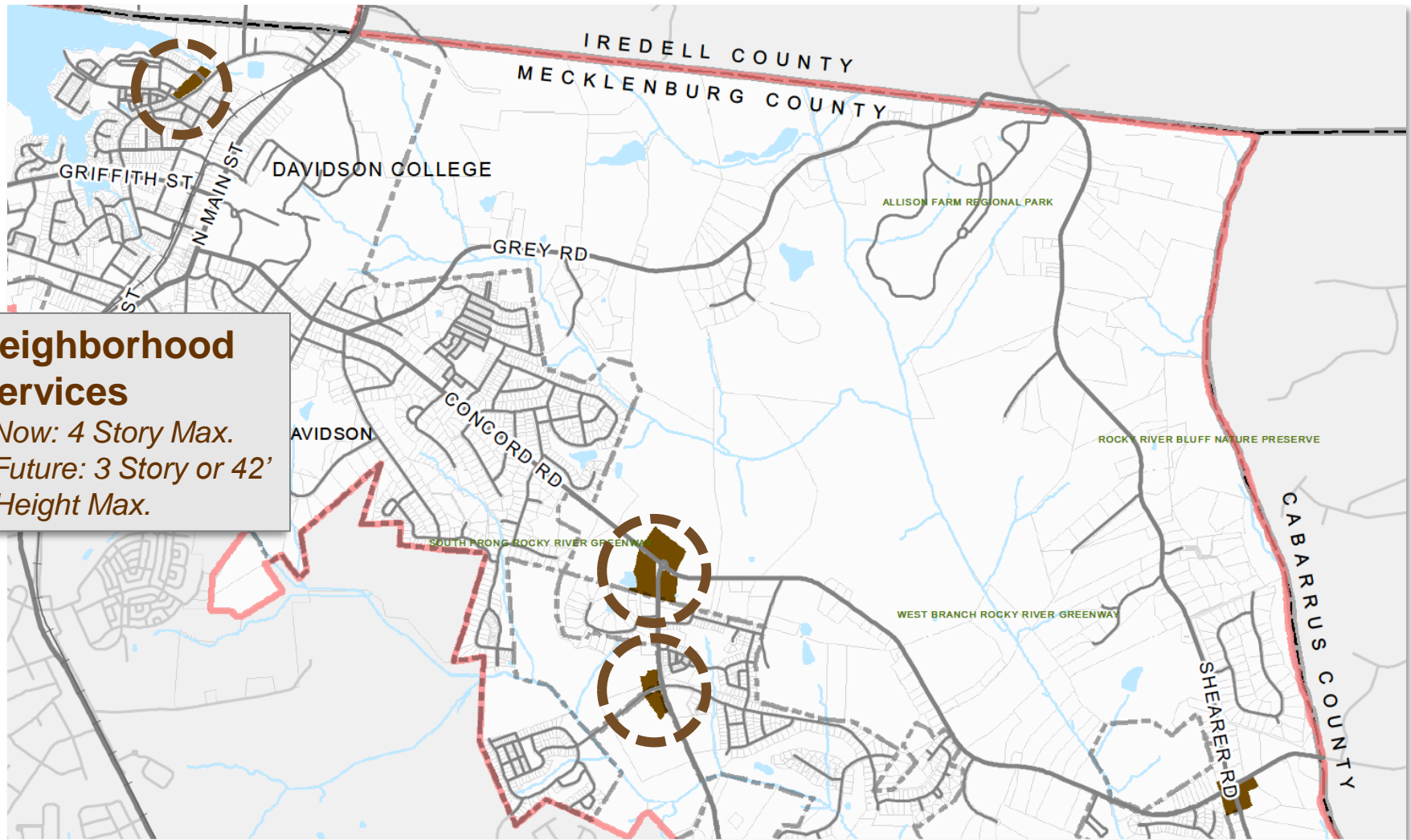
- Now: 4 Story Max.
- Future: 3 Story or 46' Height Max.



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DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

BUILDING HEIGHT REDUCTIONS



Neighborhood Services

- Now: 4 Story Max.
- Future: 3 Story or 42' Height Max.



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DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

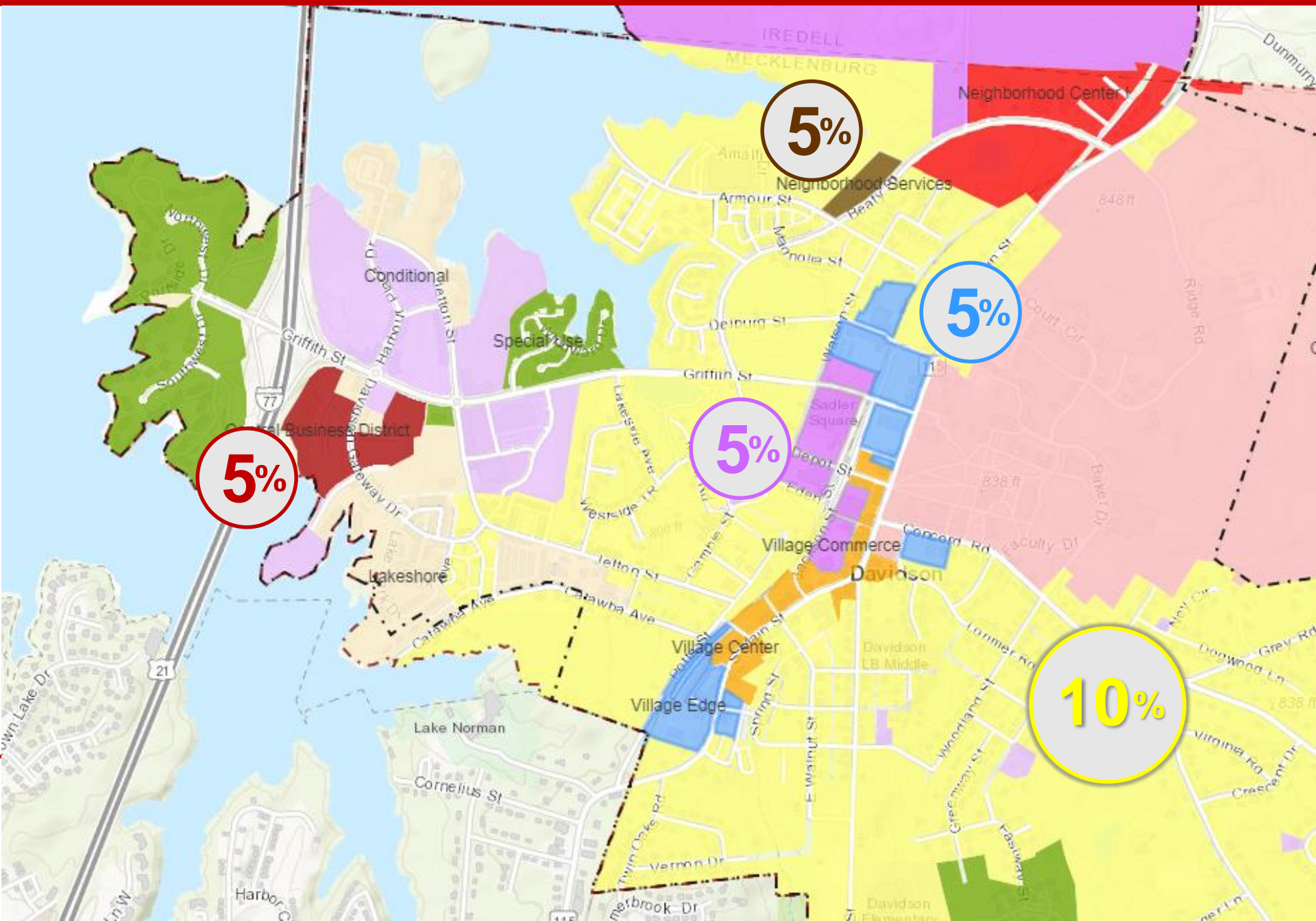
TEXT AMENDMENTS

OPEN SPACE

PLANNING AREA	CURRENT OS REQ'D	PROPOSED OS REQ'D
VILLAGE COMMERCE	0%	5%
VILLAGE EDGE	0%	5%
VILLAGE INFILL	0%	10%
CENTRAL BUSINESS DISTRICT	0%	5%
NEIGHBORHOOD SERVICES	0%	5%



OPEN SPACE REQUIREMENTS



PARKS & PUBLIC SPACE – REQUIRED TYPES

7.4.2: PARK & PUBLIC SPACE TYPES PERMITTED TO COUNT TOWARDS MINIMUM OPEN SPACE REQUIREMENT

See below for a list of required Park/Public Space Types in select Planning Areas. Parks/Public Spaces are a subset of the total open space requirements and not additional requirements. For example, in the Neighborhood Center I Planning Area 10 percent of a project's total site area must be open space, and five percent of that total open space must be one of the identified park/public space types (i.e. Plaza, Square/Green, or Pedestrian Passageway).

TABLE 7-1 PARK & PUBLIC SPACE TYPE REQUIREMENTS

PLANNING AREA	TOTAL OPEN SPACE REQUIRED (MIN.)	PARKS/PUBLIC SPACE REQUIRED	NEIGHBORHOOD PARK	PLAZA	SQUARE/GREEN	CLOSE	PLAYGROUND	COMMUNITY GARDEN	PEDESTRIAN PASSAGEWAY	GREENWAY
Village Commerce	5%	5%	*	X	X	-	-	-	X	*
Village Edge	5%	5%	*	X	X	-	-	-	X	*
Village Infill	10%	5%	*	X	X	-	X	X	X	*
Central Business District	5%	5%	*	X	X	-	-	-	X	*
Neighborhood Services	5%	5%	*	X	X	-	-	-	X	*
Lakeshore	5%	5%	*	X	X	-	X	-	X	*
Neighborhood Center I	10%	5%	*	X	X	-	-	-	X	*
Neighborhood Center II	10%	5%	*	X	X	-	-	-	X	*
Neighborhood General	20%	5%	*	X	X	-	X	X	-	*
Neighborhood Edge	45%	5%	*	-	X	-	X	X	-	*

*As required per ordinance.



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DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017

TEXT AMENDMENTS – TRANSPORTATION IMPACT ANALYSIS

CURRENT STANDARDS

- **TIA REQUIRED**

- Residential: 100 Units or More, Commercial: 75,000 SF or More
- Make Required Improvements, or Payment-in-Lieu for Improvements

- **TIA NOT REQUIRED, ALTERNATIVES:**

- Contribution Per Lot [6.10.1.2]
 - Residential: \$350 [25-50 Lots]; \$250 [50-75 Lots]; \$150 [75-99 Lots]
 - Commercial: N/A [Not Permitted]

- **TIMEFRAME**

- N/A [Traffic Counts: Conducted Any Time of Year]



TEXT AMENDMENTS – TRANSPORTATION IMPACT ANALYSIS

KEY CHANGES

- **TRANSPORTATION REVIEW MEETING: TIA REQUIRED?**
 - All Proposals of 20 or More Lots and/or 20 or More Units; All Non-Residential
 - Requires Analysis of Context, Existing Facilities
- **TIA REQUIRED**
 - Thresholds: 50 lots/units; >10,000 SF Commercial; Population (1% Increase); 500 Daily Trips; Connection to road with poor Level of Service
 - Make Required Improvements, or Payment-in-Lieu for Improvements
- **TIA NOT REQUIRED, ALTERNATIVES**
 - Residential: Tiered Contribution Per Lot: \$500 [20 Lots]; \$400 [21-40 Lots]; \$300 [41-50 Lots]
 - Commercial: <10,000 sf [500-1,000 Trips/Day] requires \$1/sf up to 10,000 sf
 - * Landowner retains option to perform TIA
- **TIMEFRAME**
 - Traffic Counts: Conducted During School Year



PLANNING BOARD RECOMMENDATION

SUMMARY

- **Members Discussed:**

- TIA Payment-in-Lieu: How funds would be collected/spent [BOC Resolution].
- Open Space: Whether the proposed 5% was sufficient for VC, VE, CBD, NS.

- **Vote:**

- 9-0 to Approve Text Amendments
- Recommendation: Double open space in VC, VE, CBD, NS from 5% to 10%.



APPROVAL RECOMMENDED



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DPO – Misc. Text Amendments
Board of Commissioners Presentation
Jason Burdette, Planning Director
July 11, 2017



Agenda Title: Consider Approval of the Consistency Statement for the proposed Miscellaneous Text Amendments - Planning Director Jason Burdette

Summary: State statute requires that whenever a governing body adopts map or text amendments, they are required to adopt a consistency statement with respect to the comprehensive plan, or any other adopted plan.

ATTACHMENTS:

Description		Upload Date	Type
□	Consistency Statement for Miscellaneous Text Amendments	7/6/2017	Cover Memo

**TOWN OF DAVIDSON
CONSISTENCY STATEMENT**

SUMMARY OF PETITION

These text amendments propose to correct inadvertent omissions and/or inconsistencies made when drafting the ordinance, provide additional clarification pertaining to words, phrases, and processes utilized in the ordinance text, and ensure compatibility with new statewide legislation passed since the DPO was approved by the Board of Commissioners and came into effect on May 1, 2015.

CONSISTENCY STATEMENT

In the opinion of the Board of Commissioners the Planning Ordinance, as amended and presented to this board for its review and comment, is 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 that are applicable to the Planning Ordinance.

The areas in which the recommended text changes to the Planning Ordinance are consistent with the Davidson Comprehensive Plan and all other officially adopted plans are as follows:

▪ **Consistency with the Davidson Comprehensive Plan:**

1. The proposed changes are consistent by providing decision makers with an accurate understanding of the plan's text components, thereby enabling sound decision-making concerning land use and all plan elements.
 - *The purpose of a comprehensive plan is to guide decision-makers on a wide range of issues, in particular for land use policy, conditional development review, long-term planning initiatives, and capital investment decisions (9).*

Adopted this 11th day of July, 2017.

Signature/Date
John M. Woods
Mayor



Agenda Title: Consider Approval of three Resolutions for Payment-in-Lieu Funds - Planning Director Jason Burdette
Resolution 2017-16 - Use of payments that are made in lieu of providing open space in the Rural Area Plan study area
Resolution 2017-17 - Use of payments that are made as contributions toward the implementation of the connectivity and Traffic Calming Plan
Resolution 2017-18 - Use of payments in lieu of providing required parking spaces in the village parking overlay district

Summary: Consider Approval of three Resolutions for Payment-in-Lieu Funds.

ATTACHMENTS:

Description	Upload Date	Type
❑ Resolution 2017-16	7/6/2017	Cover Memo
❑ Resolution 2017-17	7/6/2017	Cover Memo
❑ Resolution 2017-18	7/6/2017	Cover Memo



RESOLUTION 2017-16

APPROVING THE USE OF PAYMENTS THAT ARE MADE IN LIEU OF PROVIDING OPEN SPACE IN THE RURAL AREA PLAN STUDY AREA

WHEREAS, in 2010, the Town Board of Commissioners adopted the 2010 Davidson Comprehensive Plan;

WHEREAS, the goals and implementation strategy of the 2010 Davidson Comprehensive Plan recommend that the Town of Davidson continue to require open space preservation in the rural area;

WHEREAS, in 2015, the Town Board of Commissioners adopted a new Planning Ordinance that is consistent with the 2010 Davidson Comprehensive Plan and requires preservation of open space;

WHEREAS, in 2016, the Town Board of Commissioners approved the Rural Area Plan that, consistent with the 2010 Comprehensive Plan and 2015 Planning Ordinance, recommended significant open space preservation in the rural area;

WHEREAS, in March 2017, the Town Board of Commissioners approved text amendments, effective July 11, 2017, to the Planning Ordinance that increased the open space requirement for all properties in the Rural Planning Area and provided a payment in lieu option ("Option B open space fees") for 20% of the required open space;

WHEREAS, payments in lieu of providing open space as permitted by Section 7 of the Planning Ordinance, shall be in accordance with the fee schedule adopted by the Board of Commissioners;

WHEREAS, the Board of Commissioners desires to approve the uses of the open space payment in lieu fees made pursuant to Option B.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Commissioners, do hereby declare that

1. Option B open space fees shall be in accordance with the fee schedule adopted by the Board of Commissioners and paid in full prior to the issuance of a certificate of occupancy.
2. Option B open space fees shall be placed in an Open Space Fee Fund and be used by the Town for any of the following activities:
 - Town's purchase of open space within the Rural Area Plan Study Area

- Costs associated with the Town's purchase of open space including, but not limited to, a land survey, real estate appraisal, agent and broker fees, legal fees, insurance, conservation easement, plat and/or deed recordation, and any other land acquisition fees.
- Other activities that are directly related to the assessment, purchase, or maintenance of open space.

3. This Resolution shall become effective immediately upon adoption.

Adopted on the 11th of July 2017.

Attest:

Carmen Clemsic
Town Clerk

John M. Woods
Mayor



RESOLUTION 2017-17

APPROVING THE USE OF PAYMENTS THAT ARE MADE AS CONTRIBUTIONS TOWARD THE IMPLEMENTATION OF THE CONNECTIVITY AND TRAFFIC CALMING PLAN

WHEREAS, in 2004, the Town Board of Commissioners adopted the Connectivity and Traffic Calming Plan;

WHEREAS, in 2010, the Town Board of Commissioners adopted the 2010 Davidson Comprehensive Plan;

WHEREAS, the goals and implementation strategy of the 2010 Davidson Comprehensive Plan recommend building safer streets, planning and constructing intersection improvements to provide for less congested traffic, and funding traffic calming and street connectivity projects;

WHEREAS, in 2015, the Town Board of Commissioners adopted a new Planning Ordinance that is consistent with the 2010 Davidson Comprehensive Plan, and other adopted plans and policies;

WHEREAS, in order to provide safer streets, less congested traffic, and street connectivity, Section 6 of the Davidson Planning Ordinance requires a Transportation Impact Analysis (TIA) for a specific threshold of development;

WHEREAS, for developments that do not meet the threshold for TIA, as defined in the Planning Ordinance, a contribution to the implementation of the Connectivity and Traffic Calming Plan is required and shall be in accordance with the fees outlined in Section 6 of the Planning Ordinance;

WHEREAS, the Board of Commissioners desires to approve the uses of the Connectivity and Traffic Calming Fee.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Commissioners, do hereby declare that

1. Contribution fees shall be in accordance with the fees described in Section 6 of the Davidson Planning Ordinance and paid in full prior to any final play approval.

2. Contribution fees shall be placed in a Connectivity and Traffic Calming Fund and be used by the Town for any of the following activities:
 - Implementation of the Connectivity and Traffic Calming Plan, as amended (including, but not limited to the Davidson Walks & Rolls Plan and the Davidson Mobility Plan)
 - Transportation improvements including, but not limited to, improvements to streets, sidewalks, greenways and/or multiuse paths, bike paths, or bike racks.
 - Creation of pedestrian access or mobility plans.
 - Additional funding for traffic calming and street connectivity projects.
 - Any other transportation related activities.
3. Preference will be given to connectivity and traffic calming projects within one-third mile of project for which fee was paid.
4. This Resolution shall become effective immediately upon adoption.

Adopted on the 11th of July 2017.

Attest:

Carmen Clemsic
Town Clerk

John M. Woods
Mayor



RESOLUTION 2017-18

APPROVING THE USE OF PAYMENTS IN LIEU OF PROVIDING REQUIRED PARKING SPACES IN THE VILLAGE PARKING OVERLAY DISTRICT

WHEREAS, in 2010, the Town Board of Commissioners adopted the 2010 Davidson Comprehensive Plan;

WHEREAS, the goals and implementation strategy of 2010 Davidson Comprehensive Plan recommend that in order to support and encourage retail and civic uses, especially in the downtown area, the Town should monitor parking and vehicle traffic and ensure adequate levels of service;

WHEREAS, the regulations in the Davidson Planning Ordinance were adopted in accordance with the 2010 Davidson Comprehensive Plan, and other adopted plans and policies;

WHEREAS, in order to provide adequate parking in growth areas, the Davidson Planning Ordinance requires permanent off-street parking spaces as set forth in the table details in Section 8;

WHEREAS, Section 2 of the Davidson Planning Ordinance established the Village Parking Overlay District which allows a payment-in-lieu of required onsite parking within the established overlay district;

WHEREAS, payments-in-lieu of parking ("Village Overlay Parking fees"), as permitted by Section 2, shall be in accordance with a fee schedule adopted by the Board of Commissioners for required parking in the District;

WHEREAS, the Board of Commissioners desires to approve the uses of the Village Parking Overlay Parking fees.

NOW, THEREFORE, THE BOARD OF COMMISSONERS RESOLVES:

1. Village Parking Overlay parking fees shall be in accordance with the fee schedule adopted by the Board of Commissioners and paid in full prior to the issuance of a certificate of occupancy.
2. Village Parking Overlay parking fees shall be placed in a Parking Overlay Fee Fund and be used by the Town for any of the following activities:

- Parking studies that identify or make recommendations for parking within one-third mile of the overlay district.
- Acquisition or creation of new parking spaces within one-third mile of overlay district.
- Provision of alternative or improved parking spaces within one-third mile of the overlay district.
- Visitor maps that identify existing parking within one-third mile of the overlay district.
- Other activities that are directly related to new or improved parking within one-third mile of the overlay district.

3. This Resolution shall become effective immediately upon adoption.

Adopted on the 11th day of July 2017.

John M. Woods
Mayor

Attest:

Carmen Clemsic
Town Clerk



Agenda Title: Consider Introduction of three Bond Orders - Finance Director Piet Swart
Bond Order Authorizing the Issuance of \$6,000,000 General Obligation Mobility Bonds
Bond Order Authorizing the Issuance of \$5,000,000 General Obligation Greenway Bonds
Bond Order Authorizing the Issuance of \$4,000,000 General Obligation Parks and Recreation Bonds

Summary: Consideration of introduction of the "Bond Order Authorizing the Issuance of \$6,000,000 General Obligation Mobility Bonds of the Town of Davidson, North Carolina".

Consideration of introduction of the "Bond Order Authorizing the Issuance of \$5,000,000 General Obligation Greenway Bonds of the Town of Davidson, North Carolina".

Consideration of introduction of the "Bond Order Authorizing the Issuance of \$4,000,000 General Obligation Parks and Recreation Bonds of the Town of Davidson, North Carolina".

The Board will consider approval of the bond orders on August 8th to be placed on the November 7, 2017 ballot.

ATTACHMENTS:

Description	Upload Date	Type
❑ Introduction of Bond Orders	7/6/2017	Cover Memo
❑ GO Bond Calendar	7/6/2017	Cover Memo
❑ Potential G.O. Bond Projects	7/6/2017	Cover Memo

Commissioner _____ introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Town Clerk and which was read by title:

BOND ORDER AUTHORIZING THE ISSUANCE OF \$6,000,000 GENERAL OBLIGATION MOBILITY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of constructing, reconstructing, enlarging, extending, widening, paving, resurfacing, grading and improving certain streets, roads, roundabouts, intersections, pedestrian sidewalks and bicycle lanes, including traffic and safety controls, signals, markers, lighting, related landscaping and streetscaping and the cost of any related studies, plans and design related thereto; and the acquisition of land, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Mobility Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Mobility Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Mobility Bonds authorized by this order will be \$6,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Mobility Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

Commissioner _____ introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Town Clerk and which was read by title:

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL OBLIGATION
GREENWAY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of developing and preserving new and existing greenways, public open space and walking trails, including multi-use paths and protected bicycle lanes and the cost of any related landscaping, studies, plans and design related thereto; and the acquisition of land, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Greenway Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Greenway Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Greenway Bonds authorized by this order will be \$5,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Greenway Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

Commissioner _____ introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Town Clerk and which was read by title:

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$4,000,000 GENERAL OBLIGATION
PARKS AND RECREATION BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of infrastructure improvements for various parks and recreation facilities of the Town, including the cost of acquiring, constructing, renovating, expanding and improving various parks and recreation facilities, including constructing, paving, resurfacing, grading and improving certain parking lots related thereto; acquiring land for future parks and recreation facilities; and acquiring any necessary furnishing and equipment, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Parks and Recreation Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Parks and Recreation Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Parks and Recreation Bonds authorized by this order will be \$4,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Parks and Recreation Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

STATE OF NORTH CAROLINA)
)
TOWN OF DAVIDSON)

I, Carmen Clemsic, Town Clerk of the Town of Davidson, North Carolina, *DO HEREBY CERTIFY* the attached to be a true and correct copy of the introduction of the bond orders entitled “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$6,000,000 GENERAL OBLIGATION MOBILITY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA,**” “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL OBLIGATION GREENWAY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA**” and “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$4,000,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA**” by the Board of Commissioners of the Town of Davidson, North Carolina, at the meeting held on July 11, 2017.

(SEAL)

CARMEN CLEMSIC
Town Clerk
Town of Davidson, North Carolina

TOWN OF DAVIDSON
SCHEDULE FOR GENERAL OBLIGATION BOND REFERENDUM
NOVEMBER 7, 2017

- 6/13/17 Board adopts (1) Resolution directing publication of notice of intent to apply to the Local Government Commission (the “LGC”); (2) Resolution authorizing the Finance Director to apply to the LGC; and (3) Resolution making certain findings of fact
- 6/16/17 Publish Notice of Intent in *Newspaper of General Circulation* [have to wait 10 days after publication of Notice of Intent before applying to the LGC]
- 6/27/17 File Application with LGC and prepare Sworn Statement of Debt [receive letter from LGC confirming receipt of Application which must occur before the Bond Orders are introduced]; File Statement of Estimated Interest
- 7/11/17 Board (1) Introduce the Bond Order at the Board Meeting; (2) adopts the Resolution setting a public hearing on the Bond Order on 8/08/17
- 7/15/16 File Notice with Joint Legislative Commission
- by 7/31/17 File Sworn Statement of Debt with the Town Clerk [before public hearing]
- by 7/31/17 Publish Notice of Public Hearing on the Bond Order in *Newspaper of General Circulation* [at least 6 days before public hearing]
- 8/08/17 Board (1) holds public hearings on adoption of the Bond Order; (2) adopts the Bond Order at the conclusion of the public hearing and (3) adopts the Resolution setting a Special Bond Referendum
- 8/09/17 Town Clerk delivers certified copy of the Resolution setting a Special Bond Referendum to the County Board of Elections (Mecklenburg and Iredell)
- 8/11/17 Town publishes Bond Order as adopted in *Newspaper of General Circulation*
- by 9/29/17 Publish first Notice of Special Bond Referendum in *Newspaper of General Circulation* [Not less than fourteen days before last day to register to vote for Bond Referendum]
- by 10/06/17 Publish second Notice of Special Bond Referendum in *Newspaper of General Circulation* [Not less than seven days before last day to register to vote for Bond Referendum]
- 11/07/17 Referendum
- After
11/07/17 Adoption of Certificate of Canvass by the County Board of Elections (Mecklenburg and Iredell)
- Board adopts Resolution Certifying and Declaring Results of Special Bond Referendum
- Publish Statement of Result in *Newspaper of General Circulation*

Prepared by:
Scott Leo, Esq.
Partner
Parker Poe Adams & Bernstein LLP

Examples of Potential General Obligation Bond Projects

		Potential	
		Grant/Other	Net Bond
		Funding	Funding
#1 Mobility	Total Project		
Potts Sloan Beaty Project (PSB)			
PSB Road Corridor	\$ 2,640,000	\$ 2,200,000	\$ 440,000
PSB Multi-use Path Phase 1	\$ 1,167,750		\$ 1,167,750
PSB Multi-use Path Phase 2	\$ 1,316,250		\$ 1,316,250
PSB Pedestrian Safety/Traffic Calming Efforts	\$ 150,000		\$ 150,000
Davidson-Concord/Robert Walker Drive Roundabout	\$ 1,261,164	\$ 1,008,931	\$ 252,233
Exit 30 Roundabout enhancements	\$ 150,000		\$ 150,000
Main Street/Beaty Street Intersection	\$ 2,000,000		\$ 2,000,000
Pine/Concord/Grey intersection	\$ 1,000,000		\$ 1,000,000
Priority Pedestrian&Mobility Projects			
Per Davidson Mobility Plan (FY2018) and Walks and Rolls.			
May include sidewalks, traffic calming, pedestrian safety, bike lanes			
			\$ -
	<u>\$ 9,685,164</u>		<u>\$ 6,476,233</u>
#2 Greenway			
Greenway Construction			
Kincaid Trail	\$ 877,225	\$ 701,780	\$ 175,445
South Main to PSB Corridor Connection	\$ 150,000		\$ 150,000
River Run to Summers Walk	\$ 1,500,000		\$ 1,500,000
Grey Road Multi-use path	\$ 2,000,000		\$ 2,000,000
Priority Greenway Connections			
May include protected bike lanes, Grey Rd to Shearer Road to Fisher Farm to Rocky River Greenway, Davidson Pointe to N.Main Street/Beaty Street Greenway			
	<u>\$ 1,500,000</u>		<u>\$ 1,500,000</u>
Total Greenways	<u>\$ 6,027,225</u>		<u>\$ 5,325,445</u>
#3 Parks			
Bailey Springs Phase 2	\$ 1,600,000		\$ 1,600,000
Neighborhood Parks	\$ 50,000		\$ 50,000
River Run Phase 2/Bradford	\$ 200,000		\$ 200,000
South Street (w/ CMS)	\$ 300,000		\$ 300,000
Ada Jenkins Center (Active Park)	\$ 400,000	\$ 300,000	\$ 100,000
Lakeside and Griffith (active recreation)	\$ 300,000		\$ 300,000
Farmer's Market park improvements (including parking)	\$ 750,000		\$ 750,000
5-year parks maintenance and improvement plan	\$ 1,250,000		\$ 1,250,000
Priority Parks Projects			
May include Bradford Regional Park, Eastside Active Complex and land acquisition			
Total Parks	<u>\$ 4,850,000</u>		<u>\$ 4,550,000</u>
Grand Total			\$ 16,351,678



Agenda Title: Consideration of Resolution 2017-15 - Approval of Bond Order Set Public Hearing - Finance Director Piet Swart

Summary: Resolution 2017-15 sets the public hearing regarding 3 bond orders (Mobility-\$6 million, Greenways-\$5 million, and Parks and Recreation-\$4 million) for August 8, 2017.

ATTACHMENTS:

Description		Upload Date	Type
☐	Resolution 2017-15	7/6/2017	Cover Memo
	Notice of Public Hearing for Publication	7/6/2017	Cover Memo



**RESOLUTION 2017-15
OF THE TOWN OF DAVIDSON, NORTH CAROLINA**

**REGARDING BOND ORDERS AUTHORIZING THE ISSUANCE OF
\$6,000,000 GENERAL OBLIGATION MOBILITY BONDS, \$5,000,000
GENERAL OBLIGATION GREENWAY BONDS AND \$4,000,000 GENERAL
OBLIGATION PARKS AND RECREATION BONDS, SETTING A PUBLIC
HEARING THEREON AND DIRECTING PUBLICATION OF A NOTICE OF
SAID PUBLIC HEARING**

WHEREAS, bond orders entitled:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$6,000,000 GENERAL
OBLIGATION MOBILITY BONDS OF THE TOWN OF DAVIDSON, NORTH
CAROLINA;”

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL
OBLIGATION GREENWAY BONDS OF THE TOWN OF DAVIDSON, NORTH
CAROLINA;” and

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$4,000,000 GENERAL
OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF
DAVIDSON, NORTH CAROLINA;”

have been introduced at a meeting of the Board of Commissioners (the “*Board of Commissioners*”) of the Town of Davidson, North Carolina this 11th day of July, 2017; and

WHEREAS, the Board of Commissioners desires to provide for the holding of a public hearing thereon on August 8, 2017 and the submission of a statement of debt in connection therewith as required by The Local Government Bond Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF DAVIDSON, NORTH CAROLINA that the public hearing on said bond orders will be held on the 8th day of August, 2017 at 6:00 p.m. at 216 South Main Street, Davidson, North Carolina.

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to cause a copy of said bond orders to be published with a notice of such hearing in the form prescribed by law in a newspaper of general circulation in the Town on or before the 2nd day of August, 2017.

BE IT FURTHER RESOLVED that the Finance Director is hereby directed to file prior to publication of the bond orders with the notice of such public hearing, a statement setting forth the debt incurred or to be incurred, the net debt of the Town, the assessed value of property subject to taxation by the Town and the percentage that net debt of the Town bears to the assessed value of property subject to taxation.

NOTICE OF PUBLIC HEARING

BOND ORDER AUTHORIZING THE ISSUANCE OF \$6,000,000 GENERAL OBLIGATION MOBILITY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of constructing, reconstructing, enlarging, extending, widening, paving, resurfacing, grading and improving certain streets, roads, roundabouts, intersections, pedestrian sidewalks and bicycle lanes, including traffic and safety controls, signals, markers, lighting, related landscaping and streetscaping and the cost of any related studies, plans and design related thereto; and the acquisition of land, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Mobility Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Mobility Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Mobility Bonds authorized by this order will be \$6,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Mobility Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

The foregoing bond order has been introduced and a sworn statement of debt has been filed under the Local Government Bond Act showing the appraised value of the Town of Davidson, North Carolina to be \$1,947,425,077 and the net debt thereof, including the proposed bonds, to be \$18,824,298. The finance officer of the Town has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$2,607,300. The estimate is preliminary, is for general informational purposes only, and may differ from the actual interest paid on the bonds. A tax will be levied to pay the principal of and interest on the bonds if they are issued. Anyone who wishes to be heard on the questions of the validity of the bonds and the advisability of issuing the bonds may appear at a public hearing or an adjournment thereof to be held at 216 South Main Street, Davidson, North Carolina, at 6 p.m. on the 8th day of August, 2017.

TOWN OF DAVIDSON, NORTH CAROLINA

/s/ Carmen Clemsic

Town Clerk

Town of Davidson, North Carolina

NOTICE OF PUBLIC HEARING

BOND ORDER AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL OBLIGATION GREENWAY BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of developing and preserving new and existing greenways, public open space and walking trails, including multi-use paths and protected bicycle lanes and the cost of any related landscaping, studies, plans and design related thereto; and the acquisition of land, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Greenway Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Greenway Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Greenway Bonds authorized by this order will be \$5,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Greenway Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

The foregoing bond order has been introduced and a sworn statement of debt has been filed under the Local Government Bond Act showing the appraised value of the Town of Davidson, North Carolina to be \$1,947,425,077 and the net debt thereof, including the proposed bonds, to be \$18,824,298. The finance officer of the Town has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$2,171,450. The estimate is preliminary, is for general informational purposes only, and may differ from the actual interest paid on the bonds. A tax will be levied to pay the principal of and interest on the bonds if they are issued. Anyone who wishes to be heard on the questions of the validity of the bonds and the advisability of issuing the bonds may appear at a public hearing or an adjournment thereof to be held at 216 South Main Street, Davidson, North Carolina, at 6 p.m. on the 8th day of August, 2017.

TOWN OF DAVIDSON, NORTH CAROLINA

/s/ Carmen Clemsic

Town Clerk

Town of Davidson, North Carolina

NOTICE OF PUBLIC HEARING

BOND ORDER AUTHORIZING THE ISSUANCE OF \$4,000,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF DAVIDSON, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Davidson, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of acquiring, constructing, renovating, expanding and improving various parks and recreation facilities, including constructing, paving, resurfacing, grading and improving certain parking lots related thereto; acquiring land for future parks and recreation facilities; and acquiring any necessary furnishing and equipment, rights-of-way in land and easements therefor; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Parks and Recreation Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Davidson, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Parks and Recreation Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Parks and Recreation Bonds authorized by this order will be \$4,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on said General Obligation Parks and Recreation Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2017.

The foregoing bond order has been introduced and a sworn statement of debt has been filed under the Local Government Bond Act showing the appraised value of the Town of Davidson, North Carolina to be \$1,947,425,077 and the net debt thereof, including the proposed bonds, to be \$18,824,298. The finance officer of the Town has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$1,737,950. The estimate is preliminary, is for general informational purposes only, and may differ from the actual interest paid on the bonds. A tax will be levied to pay the principal of and interest on the bonds if they are issued. Anyone who wishes to be heard on the questions of the validity of the bonds and the advisability of issuing the bonds may appear at a public hearing or an adjournment thereof to be held at 216 South Main Street, Davidson, North Carolina, at 6 p.m. on the 8th day of August, 2017.

TOWN OF DAVIDSON, NORTH CAROLINA

/s/ Carmen Clemsic

Town Clerk

Town of Davidson, North Carolina



Agenda Title: Consider Approval of Beaty Street Developer - Assistant Town Manager Dawn Blobaum

Summary: Presentation of a new Luminous/Davidson Development Partners proposal for consideration by the board

ATTACHMENTS:

Description	Upload Date	Type
☐ Beaty St Master Plan	7/7/2017	Cover Memo
☐ July 11 board meeting - Beaty Presentation	7/11/2017	Cover Memo



Development Data

NEIGHBORHOOD CENTER I

Commercial Development

- R1 Street Level Storefront Retail/Restaurant
- R2
- R3
- E1 Educational
- H Hotel

Residential Development

- C1 Multi-Family
- C2 Multi-Family
- C3 Multi-Family
- C4 Multi-Family
- C5 Multi-Family

Parking

- D1 Parking Deck

VILLAGE INFILL

Residential Development

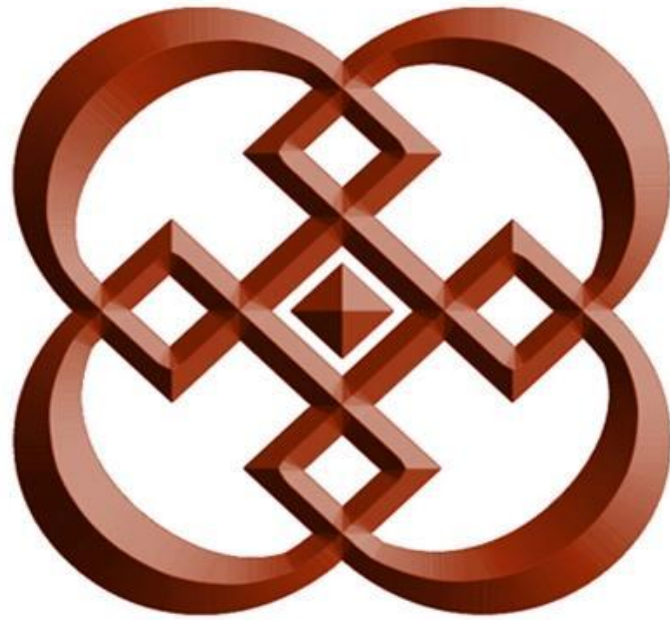
- BC Villas

PARKS & OPEN SPACE

Park 8.2 Acres, Approximate

Neighborhood Center I

Open Space Required: 10% Minimum - 65% Provided
Tree Coverage Preservation: 20% Minimum - 35% Provided
Note: All percentages provided are approximate



The Town *of* Davidson

College Town. Lake Town. *Your Town.*

Beaty Street property



Beaty Street property history

- Purchased approximately 16 acres from the Clontz family in 1985 and 1987.
 - Letters, board minutes, and sales contract referenced use as park land
 - Deed unrestricted
- Adjoining parcels were purchased or given to the town in 1988, 1995, and 2009.

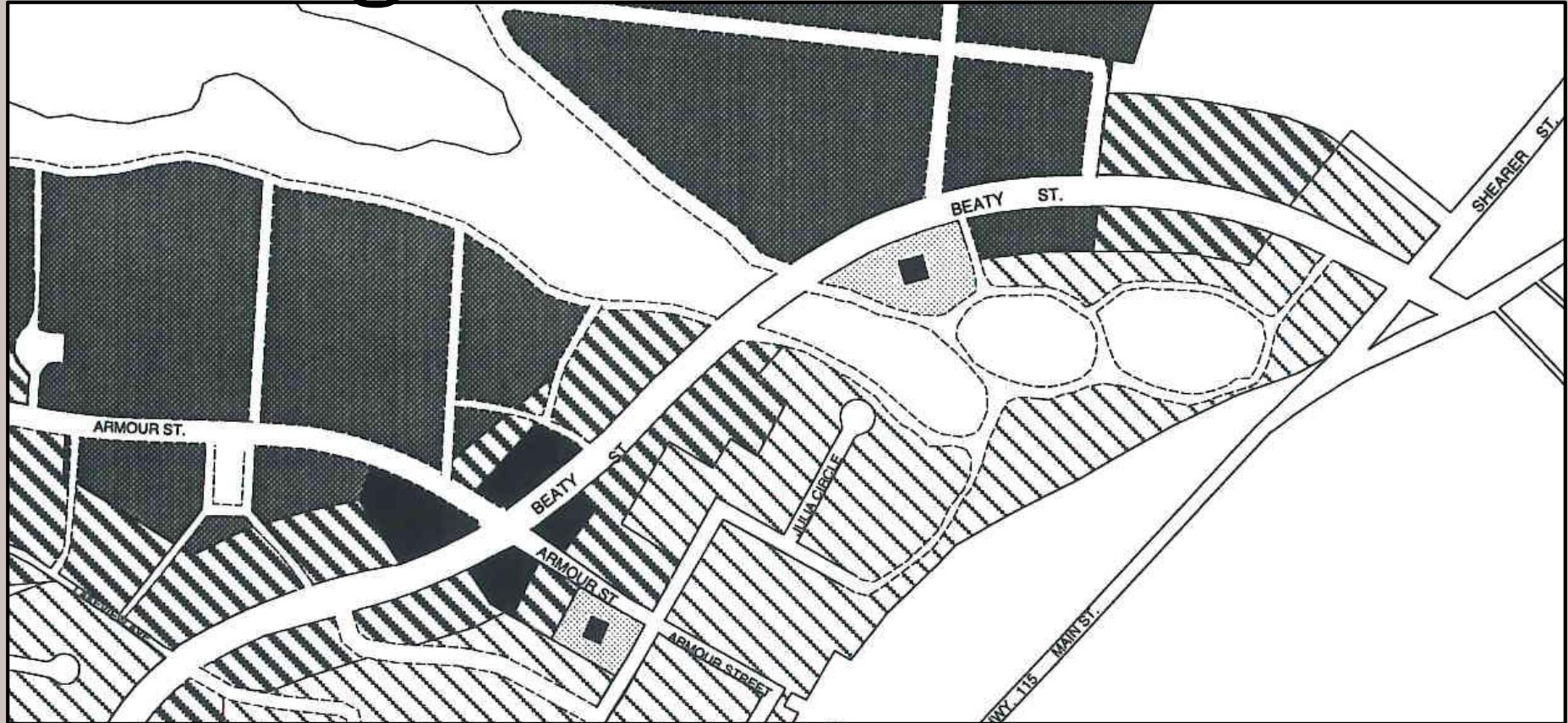


Beaty Street property history

- 1996: Board of commissioners hired Andres Duany to design Beaty Street Neighborhood Plan
- Board approved the completed plan as a guide for development.



Beaty Street Neighborhood Plan 1996



-  Civic
-  Commercial
-  Workplace
-  Neighborhood Center
-  Neighborhood General
-  Open

Beaty Street property history

- 1996/97: RFP issued to developers:
 - Neighborhood park
 - Commercial and residential development according to Beaty Street Neighborhood Plan
 - Affordable housing included
- Development proposals ultimately rejected.



Eco-Industrial Plan 2009



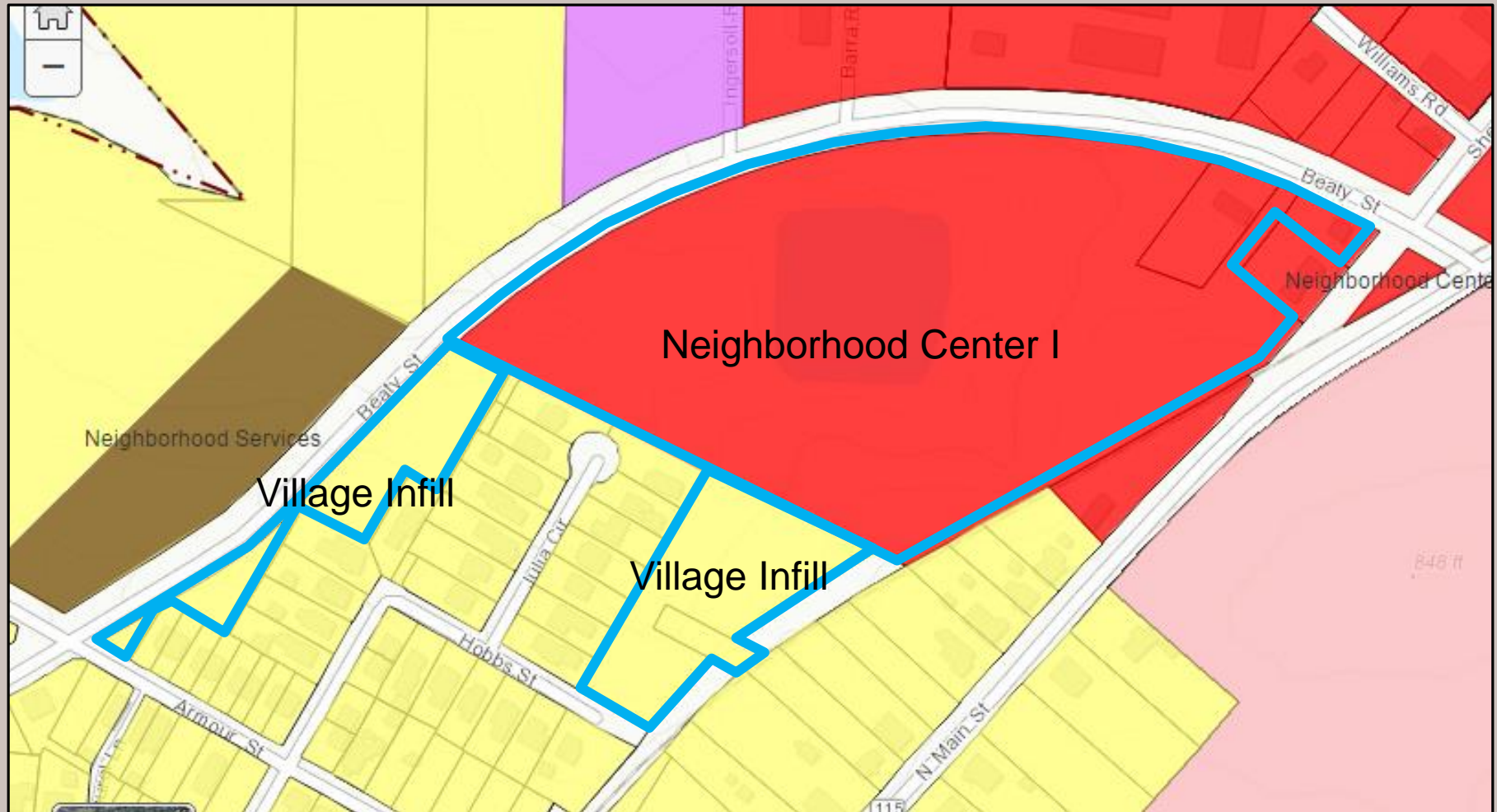
North of Griffith Plan 2009



Station Area Plan 2012



Beaty Street Property Zoning



Neighborhood Center I

- Provide employment opportunities
- Provide commercial and retail services
- Compact development
- Provide off-road pedestrian and bicycle facilities.



Neighborhood Center I

- **Building Types:** Townhouse, Multi-family, Institutional, Workplace, and Storefront
- **Uses:**
 - Residential (multi-family and townhouse)
 - Commercial Services
 - Hotel/Inn/Conference Center
 - Recreation Facility
 - Professional Services
 - Primary and Secondary retail
 - Fire, police stations



Village Infill

- Provides opportunity for infill development surrounding the historic town center.
- Streets, sidewalks and greenways must be interconnected.
- Range of housing types



Village Infill

Building Types: Residential (SF, TH, MF)

Uses:

- Residential
- Family Care Home
- Outdoor recreation facility: tennis court, ball field, outdoor theatre, etc.
- Police, fire, government services



2016 Beaty Street RFP

- April, 2016: Request by board of commissioners to write and issue RFP
- May, 2016: First draft to board at work session
- August, 2016: Issued RFP
- January, 2017: Received six proposals
- February, 2017 Selection committee chose Luminous proposal



Beaty Street Outreach

- HHNA meeting, October, 2016
- Manager's video, August 2016, February 2017, May 2017.
- Discussed at board meetings: February, March, April and May, 2017
- Developer meeting with citizens March 27, 2017



Beaty Street Outreach

- Town message: Summer 2016, Winter 2017
Spring 2017
- Civics 101, Civics 101 Reunion, and
Neighborhood Rep's meetings
- Board of Commissioners' monthly Coffee
Chats.
- Roundtable Discussion May 17, 2017



Luminous concept plan # 1



Luminous concept plan # 2



Luminous concept plan # 3



	Luminous proposal	Modified Luminous proposal
Residential	162, including affordable	138 maximum
Commercial	100 room hotel 28,000 square feet retail	135 maximum room hotel 28,000 square feet retail
Affordable	12.5%: 20 units on site	12.5%: 17 units payment-in-lieu
Parks and open space	6.5 acre park Minimum 50% pervious	8 +/- acre park Minimum 50% pervious
Park amenities	Pond, gazebo, walking trails	Pond, gazebo, walking trails, ½ basketball court on- or off-site, other as determined with public input
Transportation	\$550,000 for Main/Beaty intersection, multi-use path along Beaty, street connection	\$550,000 for Main/Beaty intersection, multi-use path along Beaty, street connection
Purchase price	\$1,650,000	\$1,650,000 includes p.i.l.
Potential ann. tax revenue	\$344,128	\$389,628

Luminous concept plan # 4



Beaty Street Plan

- Job creation
- Walkability, bikability
- Mixed-use neighborhood
- Sustainability
- Sense of community



Process moving forward

- Negotiate purchase contract.
- Upset bid process per NCGS 160A-269.
- Due diligence period – maximum 180 days
- Master plan process, including TIA and public input

