



**TOWN OF WEDDINGTON  
SPECIAL TOWN COUNCIL MEETING  
2015 RETREAT**

February 12 and 13, 2015  
Firethorne Country Club, 1108 Firethorne Club Drive, Marvin, NC 28173

**Thursday, February 12, 2015**

<b>Breakfast Snacks</b>	<b>8:30 – 9:00</b>
<b>Welcome, Introductions, and Setting Context</b>	<b>9:00 – 9:15</b>
Facilitators: Michelle Nance and Jason Wager, Centralina Council of Governments	
<ul style="list-style-type: none"><li>• Agenda review, retreat expectations, and ground rules</li><li>• How will the 2014 retreat vision and the feedback received from pre-retreat interviews guide the next two days?</li></ul>	
<b>Public Safety, Part I</b>	<b>9:15 – 12:30</b>
<ul style="list-style-type: none"><li>• Public Safety Advisory Committee – Chairman Tim Wescott</li><li>• Weddington Deputies – Deputy Louie Rodriquez</li><li>• Providence VFD – Board President Jack Parks and Chief Kenny Schott</li><li>• Stallings VFD – Chief Charlie Porter</li><li>• General Discussion and Questions of VFD Representatives</li><li>• Fire Service – McGrath Report – Mayor Bill Deter</li></ul>	<ul style="list-style-type: none"><li>9:15 – 9:30</li><li>9:30 – 10:00</li><li>10:00 – 10:30</li><li>10:30 – 11:00</li><li>11:00 – 11:30</li><li>11:30 – 12:30</li></ul>
<b>Lunch Break</b>	<b>12:30 – 1:30</b>
Lunch will be provided on-site	
<b>Budget Process and Review</b>	<b>1:30– 3:00</b>
<ul style="list-style-type: none"><li>• Budget Schedule - Leslie Gaylord</li><li>• Five-Year Review of Fund Balance - Leslie Gaylord</li><li>• Review Town Budget Categories - Leslie Gaylord</li><li>• Budget “Wish List” - All</li></ul>	
<b>Break</b>	<b>3:00 – 3:15</b>
<b>Planning and Zoning</b>	<b>3:15 – 4:40</b>
<ul style="list-style-type: none"><li>• Churches – Chairman Dorine Sharp and Vice-Chairman Rob Dow</li><li>• Small Area Plan Update and Discussion – Town Planner Julian Burton</li><li>• Temporary Use Permit Applications - Chairman Dorine Sharp</li><li>• Roles and Responsibilities of Town Council and Planning Board – Mayor Pro Tem Don Titherington</li><li>• Checklist for Conditional Zoning Prior to Going to Planning Board – Mayor Pro Tem Don Titherington</li></ul>	<ul style="list-style-type: none"><li>3:15 – 3:30</li><li>3:30 – 3:45</li><li>3:45 - 4:00</li><li>4:00 – 4:30</li><li>4:30 – 4:40</li></ul>
<b>Wrap Up</b>	<b>4:40– 4:45</b>
Review of accomplishments, preview work for Friday, and closing thoughts	



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<b>Breakfast Snacks</b>	<b>8:30 – 9:00</b>
<b>Welcome and Agenda Review</b>	<b>9:00 – 9:15</b>
<ul style="list-style-type: none"><li>• Agenda Review - Michelle Nance</li></ul>	
<b>Transportation, Part I</b>	<b>9:15 – 10:00</b>
<ul style="list-style-type: none"><li>• Discussion with NCDOT Representative – Mayor Pro Tem Don Titherington and NCDOT Lee Ainsworth</li></ul>	
<b>Union County – Schools / Infrastructure</b>	<b>10:00 – 10:30</b>
<ul style="list-style-type: none"><li>• Discussion with School Board Representative - Mayor Pro Tem Don Titherington</li></ul>	
<b>Break</b>	<b>10:30 – 10:45</b>
<b>Union County - Coordination with Board of Commissioners</b>	<b>10:45 – 11:30</b>
<ul style="list-style-type: none"><li>• Board of Commissioner Richard Helms (Schools, Transportation, Water/Sewer Allocations)</li></ul>	
<b>Public Safety, Part II</b>	<b>11:30 – 12:00</b>
<ul style="list-style-type: none"><li>• Wesley Chapel VFD – Chief Steven McLendon</li></ul>	
<b>Lunch Break</b>	<b>12:00 – 12:30</b>
<b>Transportation, Part II</b>	<b>12:30 – 1:30</b>
<ul style="list-style-type: none"><li>• Rea Road / Providence Road Widening – Councilwoman Barbara Harrison</li><li>• Traffic Impact Analysis Ordinance Process and Procedures Manual – Town Planner Julian Burton</li></ul>	12:30 – 12:45 12:45 – 1:30
<b>Miscellaneous</b>	<b>1:30 – 3:15</b>
<ul style="list-style-type: none"><li>• Expanding Parking at Town Hall – Mayor Bill Deter</li><li>• Town Hall Electrical Work to Accommodate Events – Councilwoman Barbara Harrison</li><li>• Water/Sewer Access for Town Residents – Mayor Bill Deter</li><li>• Change in Fee Schedule to Charge Non-Profits for Signage – Planning Board Chairman Dorine Sharp</li><li>• Voting Districts Review – Town Administrator Amy McCollum</li></ul>	1:30 – 1:45 1:45 – 2:00 2:00 – 2:45 2:45 – 3:05 3:05 – 3:15
<b>Establishing Key Objectives and Actions for 2015-2016</b>	<b>3:15 – 4:00</b>
<b>Wrap Up, Reflections, and Group Photo</b>	<b>4:00 – 4:15</b>

## June update from Public Safety Committee on Retreat Action Items

ACTION ITEMS FROM 2014 RETREAT	CONTACT PERSON(S)	STATUS	Comments/Results of investigation Nov 3, 2014
CERT – send out another notice and reach out to neighboring towns to see if there is an interest to work together	Melchior	<ul style="list-style-type: none"> <li>• Closed for 2014 due to lack of public interest. Will try again in 2015.</li> </ul>	<ul style="list-style-type: none"> <li>• Between the PSC table at the town festival and the additional notice in the Newsletter and TOW Web site , we have had only 6 replies for potential involvement. This item will be closed for 2014 and we will try again next year at the 2015 TOW festival.</li> </ul>
Research appropriate lighting around the roundabout and work with NCDOT on regulations	Melchior	<ul style="list-style-type: none"> <li>• Waiting to see if Town Council wants to pursue further. NCDOT considers this item closed.</li> <li>• Chairman Melchior reported that it gets very dark around the roundabout.</li> <li>• See if NCDOT would be interested in adding additional lighting.</li> <li>• Investigate installing additional lighting on the nearby power poles.</li> </ul>	<ul style="list-style-type: none"> <li>• I contacted NCDOT and they feel the lighting is adequate for this roundabout. If the Town would like to add more lights, they can go thru the same process as they did with adding Street Lights and get the same approvals and quotes in adding lights.</li> <li>• It might not be much work required to extend the existing street lights up to and past the roundabout if that is all that is required to add some additional lighting.</li> <li>• I can work with the Planning person at Town Hall to see what we can do, if they Council would like.</li> </ul>
Work with NCDOT on additional signage at the roundabout	Melchior	<ul style="list-style-type: none"> <li>• NC DOT considers this item closed. They will not add any additional signs.</li> <li>• Chairman Melchior will contact NCDOT to see if additional signage at the roundabout can be added or is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• I contacted NCDOT and they feel the signage is adequate. If fact, they said they added more signs than normal.</li> <li>• I would like to see if the article in the Town Newsletter helped clear up some confusion on how to drive a roundabout before we see if we need to fight this with NCDOT.</li> </ul>
Have NCDOT review the 35 MPH speed limit on Providence Road	Melchior	<ul style="list-style-type: none"> <li>• Waiting for direction from Town Council. PSC does not recommend changing the speed limit.</li> <li>• Chairman Melchior will contact NCDOT on this issue. There was discussion that this item had already been researched in the past by the Committee and NCDOT.</li> </ul>	<ul style="list-style-type: none"> <li>• I contacted NCDOT and they agreed that due to the road widening, a new study should be conducted to see if the speed limit should be increased.</li> <li>• They completed the study and support an increase in the speed limit.</li> <li>• If the town would like the limit increased, all they need do is ask. I have already submitted the official information from NCDOT to Amy for submission to the next Town Council meeting so they can review.</li> </ul>

Investigate fire whistle as early warning	Wescott	<ul style="list-style-type: none"> <li>• PSC committee has prepared a report for your review. Should be part of Nov</li> </ul>	<ul style="list-style-type: none"> <li>• Report completed by Tim Wescott and submitted to Town Council for review.</li> </ul>
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## June update from Public Safety Committee on Retreat Action Items

signal		<p>meeting.</p> <ul style="list-style-type: none"> <li>• Fire Whistle alerts residents of public safety warnings in the area.</li> <li>• Typically residents do not like them.</li> </ul>	
Note certain areas in the Town that may need a street light and the policy from the electric company on costs and installation	PS Committee	<ul style="list-style-type: none"> <li>• Complete</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman Melchior advised that Union Power will install a light but the ongoing cost is approximately \$9.00 a month.</li> <li>• Installation of additional lighting is at the discretion of the Town Council since there are monthly costs involved.</li> <li>• Sets precedent and could get expensive.</li> <li>• Discussed areas in the Town that could benefit from additional lighting such as Twelve Mile Creek Road and Beulah Church Road.</li> </ul>
Contribute newsletter stories each quarter	PS Committee	<ul style="list-style-type: none"> <li>• .Complete</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman Melchior wrote a story to be in the May newsletter regarding how to drive in the roundabout.</li> <li>• Next story – CERT Team for Weddington</li> </ul>
Volunteer at Town Events	PS Committee	<ul style="list-style-type: none"> <li>• Complete</li> </ul>	<ul style="list-style-type: none"> <li>• Public Safety Committee plans to volunteer at the Weddington Festival in September.</li> <li>• August meeting will finalize plans for PSC Table</li> </ul>
Work with deputies on radar schedule	Maxson/Melchior	<ul style="list-style-type: none"> <li>• Traffic study at 12 key points is no underway.</li> <li>• Worksheets have been created and sent to deputies and radar trailer is deployed.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 schedule/worksheets have been created. One for traffic study and one for neighborhood requests. Trailer is now in use for traffic study at 12 designated locations.</li> <li>• Radar sign is still not working correctly. I have notified sign company that 1<sup>st</sup> fix did not work and will need additional recommendations. This is not stopping reporting. We are using the trailer for 12 point traffic study.</li> </ul>
Research metrics (response times/times of calls) to evaluate if schedule changes or	Maxson	<ul style="list-style-type: none"> <li>• Research metrics and response time of calls to evaluate deputies schedules.</li> <li>• Are deputies covering the times with the highest volume of calls?</li> </ul>	<ul style="list-style-type: none"> <li>• No update at this time. Now that traffic study has started , we can focus on coverage.</li> </ul>

## June update from Public Safety Committee on Retreat Action Items

additional staff is needed.			
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**TOWN OF WEDDINGTON  
COMPARISON OF MUNICIPAL VERSUS CONSOLIDATED TAX RATE  
FY2015**

	Municipal Model	Consolidated Model
Tax rate to operate Town (minimum)	1.14	1.74
Tax rate for fire service	3.85	3.09
Total tax rate	4.99	4.83



**TOWN OF WEDDINGTON**  
**TAX RATE ANALYSIS - MUNICIPAL FIRE DISTRICT (STATUS QUO)**  
 (EXCLUDES ANY CAPITAL CONTRIBUTIONS)

ESTIMATED  
 WEDDINGTON  
 ALLOCATION

TAX BASE - WCVFD	\$ 585,676,856
TAX BASE - PROVIDENCE VFD	1,317,138,112
TAX BASE - STALLINGS	104,621,681
<b>TOTAL TAX BASE</b>	<b>\$ 2,007,436,648</b>

BUDGETED EXPENDITURES - WCVFD	\$ 135,985
BUDGETED EXPENDITURES - PVFD	721,250
BUDGETED EXPENDITURES - STALLINGS	36,815
<b>TOTAL COMBINED EXPENDITURES</b>	<b>894,050</b>
LESS: OTHER REVENUE SOURCES	
PVFD OTHER**	121,712
<b>TOTAL OTHER</b>	<b>121,712</b>
NET EXPENDITURES TO BE FUNDED THROUGH AD VALOREM TAXES	\$ 772,338
<b>TAX RATE NEEDED</b>	<b>3.85</b>

**OTHER REVENUE	PVFD
MECKLENBURG COUNTY	48,000
UNION COUNTY FIRE FEES & SUBSIDY	34,592
MEDIC EMS REIMBURSEMENT	12,500
CHRISTMAS & NEWSLETTER FUNDRAISING	12,000
INTEREST INCOME	620
DONATIONS	5,000
TAX REFUNDS	9,000
	<u>121,712</u>



**TOWN OF WEDDINGTON  
CONSOLIDATED FIRE SERVICE  
TAX RATE ANALYSIS  
(EXCLUDES TERRITORY SERVICED BY STALLINGS VFD)**

**FY2015**

**CURRENT DISTRICT**

TAX BASE - WCVFD DISTRICT	4,706,428,819.00
ESTIMATED TAX BASE - TOWN OF WEDDINGTON PVFD & WCVFD	1,902,814,967.00
<b>TOTAL</b>	<b>\$ 6,609,243,786.00</b>

**NOTES**

1,363,290.00 Budgeted ad valorem  
534,691.01 Estimated ad valorem @ 2.81 cents

BUDGETED EXPENDITURES - WCVFD DISTRICT	1,776,258.00
AMENDED BUDGETED EXPENDITURES - PVFD	721,250.00
<b>TOTAL COMBINED EXPENDITURES</b>	<b>2,497,508.00</b>
(ASSUMES NO SAVINGS)	
LESS: OTHER REVENUE SOURCES*	
WCVFD OTHER	46,600.00
WCVFD SALES TAX ALLOCATION	233,500.00
PVFD OTHER	87,120.00
<b>TOTAL OTHER</b>	<b>367,220.00</b>
LESS: ESTIMATED ADD'L SALES TAX ALLOCATION FOR INCLUSION OF PVFD BALANCES	90,897.47
NET EXPENDITURES TO BE FUNDED THROUGH AD VALOREM TAXES	2,039,390.53
<b>CALCULATED TAX RATE NEEDED</b>	<b>3.0857</b>

17% % of sales tax to ad valorem revenue

calculated as 17% of PVFD ad valorem revenue

SHORTFALL AT 2.81 CENT TAX RATE (182,193.03)  
(EXPENSE REDUCTIONS NEEDED TO KEEP TAX RATE AT 2.81 CENTS)

May be potentially reduced by motor vehicle ad valorem  
not included as other revenue above  
\$1,363,290 -(4,706,428,819\*.000281) = \$40,784

*OTHER REVENUE	WCVFD	PVFD
MECKLENBURG COUNTY		48,000
MEDIC EMS REIMBURSEMENT		12,500
CHRISTMAS & NEWSLETTER FUNDRAISING		12,000
INTEREST INCOME	5,000	620
DONATIONS	4,000	5,000
RENT/LEASE INCOME	33,600	
TAX REFUNDS	4,000	9,000
	<u>46,600</u>	<u>87,120</u>

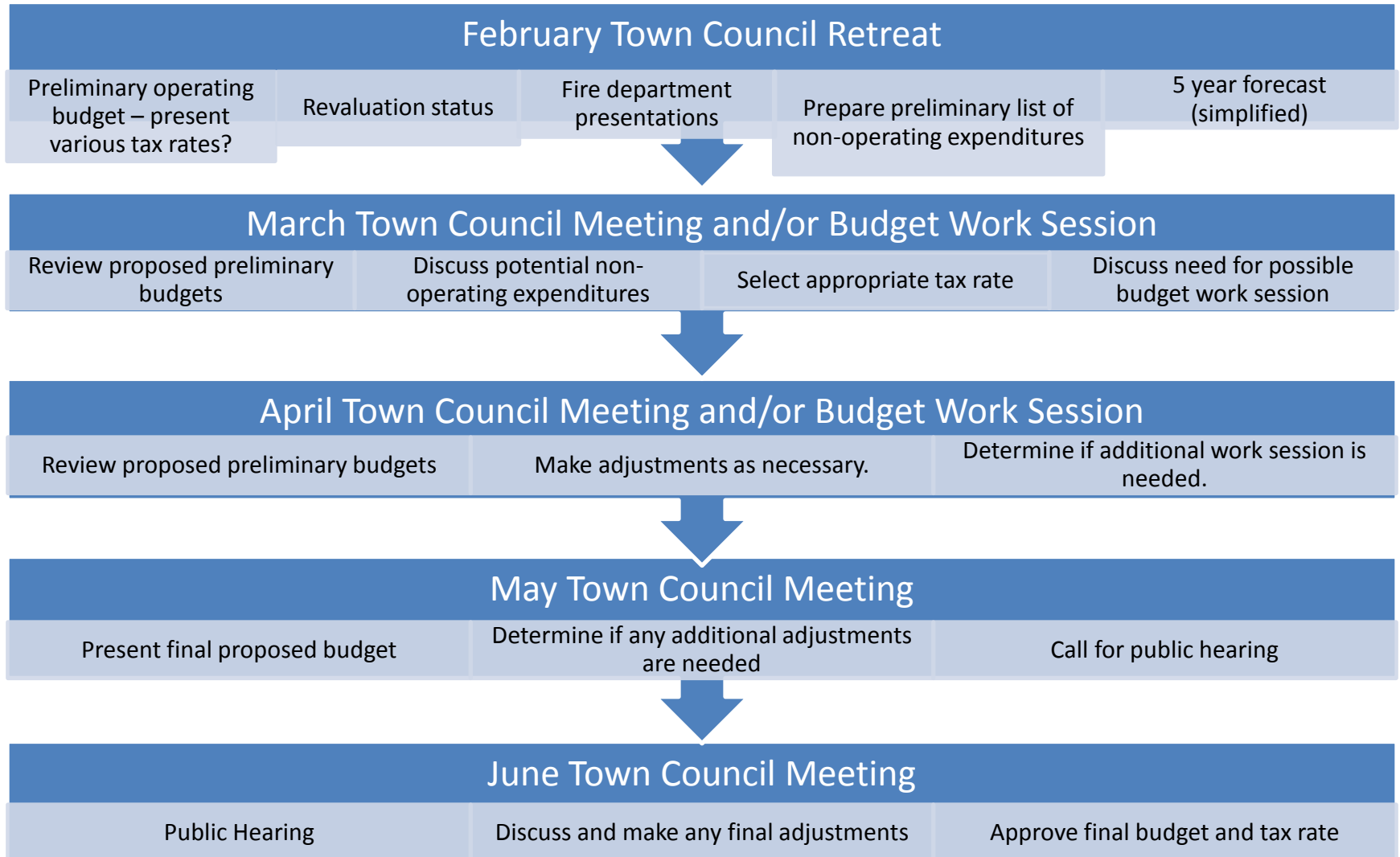
**TOWN OF WEDDINGTON  
 CALCULATION OF TOWN TAX RATE WITHOUT FIRE SERVICE  
 FY2015**

		Calculation of rates including sales tax revenue due to additional fire tax	Calculation of rates excluding sales tax revenue (no additional fire tax)
Tax rate analysis w/o fire	Budgeted total expenditures excluding fire service (General government plus deputies)	1,053,375	1,053,375
	Less: other revenues (franchise, sales & permits/fees)	<u>825,250</u>	<u>703,450</u>
	Ad valorem revenues needed	228,125	349,925
	Tax rate	<b>1.136399</b>	<b>1.743143</b>
	Ad valorem revenues needed w/o subdivision income	330,625	452,425
	Tax rate	<b>1.647001</b>	<b>2.253745</b>

MINIMUM OPERATING TOWN TAX RATE NEEDED IF INCLUDE ADD'L SALES TAX REVENUES FROM FIRE TAX	1.14
OPERATING TOWN TAX RATE NEEDED IF INCLUDE ADD'L SALES TAX REVENUES BUT W/O SUBDIVISION REVENUES	1.65

STANDALONE OPERATING TOWN TAX RATE NEEDED (NO SALES TAX REVENUE FROM ADD'L FIRE TAX)	1.74
STANDALONE OPERATING TOWN TAX RATE NEEDED (NO SALES TAX FROM FIRE TAX & NO SUBDIVISION REV)	2.25

# FY2016 Budget Preparation Timeline



**TOWN OF WEDDINGTON  
ESTIMATED TOWN OPERATING BUDGET  
FY2016**

	<u>FY2014 ACTUAL</u>	<u>\$0.052 Tax FY 2015 BUDGET</u>	<u>AS OF 1/31/15 ACTUAL</u>	<u>PROJECTED 6/30/2015</u>	<u>PRELIMINARY BUDGET FY2016</u>
<b>REVENUE:</b>					
10-3101-110 AD VALOREM TAX - CURRENT	1,000,426.00	990,000.00	989,319.20	1,007,286.38	1,016,914.04
10-3102-110 AD VALOREM TAX - 1ST PRIOR YR	8,433.34	7,000.00	1,997.82	3,497.82	3,500.00
10-3103-110 AD VALOREM TAX - NEXT 8 YRS PRIOR	4,174.96	2,000.00	2,015.55	2,265.55	2,000.00
10-3110-121 AD VALOREM TAX - MOTOR VEH CURRENT	85,427.56	54,000.00	37,463.36	72,000.00	72,000.00
10-3115-180 TAX INTEREST	2,778.07	2,250.00	443.14	2,250.00	2,250.00
10-3231-220 LOCAL OPTION SALES TAX REV - ART 39	274,355.82	275,000.00	127,736.76	285,000.00	285,000.00
10-3322-220 BEER & WINE TAX	42,142.01	38,750.00	0.00	38,750.00	40,000.00
10-3324-220 UTILITY FRANCHISE TAX	414,069.48	400,000.00	211,351.93	422,703.86	425,000.00
10-3340-400 ZONING & PERMIT FEES	35,880.00	25,000.00	27,955.00	36,000.00	10,000.00
10-3350-400 SUBDIVISION FEES	109,680.00	77,500.00	76,890.00	86,890.00	
10-3830-891 MISCELLANEOUS REVENUES	2,405.00	1,500.00	560.00	1,000.00	1,000.00
10-3831-491 INVESTMENT INCOME	6,551.95	7,500.00	2,406.30	5,000.00	5,000.00
<b>TOTAL REVENUE</b>	<u>1,986,324.19</u>	<u>1,880,500.00</u>	<u>1,478,139.06</u>	<u>1,962,643.61</u>	<u>1,862,664.04</u>
<b>GENERAL GOVERNMENT EXPENDITURE:</b>					
10-4110-126 FIRE DEPT SUBSIDIES	758,475.00	752,625.00	535,668.75	752,625.00	
10-4110-127 FIRE DEPT CAPITAL		712,975.00	706,995.28	717,795.00	
10-4110-128 POLICE PROTECTION	242,888.00	243,850.00	181,681.02	243,850.00	243,850.00
10-4110-192 ATTORNEY FEES	140,701.97	125,000.00	50,021.35	125,000.00	125,000.00
10-4110-195 ELECTION EXPENSE	7,673.21	5,000.00	0.00	5,000.00	11,000.00
10-4110-340 EVENTS & PUBLICATIONS	6,168.72	9,000.00	5,824.50	11,649.00	
10-4110-341 WEDDINGTON FESTIVAL	1,466.79	5,000.00	-3,421.06	0.00	
10-4110-342 HOLIDAY/TREE LIGHTING	4,262.57	6,500.00	5,529.01	6,000.00	
10-4110-343 EASTER EGG HUNT	358.54	500.00	0.00	500.00	
10-4110-344 OTHER COMMUNITY EVENTS	136.10	750.00	16.01	750.00	
10-4110-495 OUTSIDE AGENCY FUNDING	3,577.78	3,800.00	3,799.09	3,800.00	
<b>TOTAL GENERAL GOVT EXPENDITURE</b>	<u>1,165,708.68</u>	<u>1,865,000.00</u>	<u>1,486,113.95</u>	<u>1,866,969.00</u>	<u>379,850.00</u>

**TOWN OF WEDDINGTON  
ESTIMATED TOWN OPERATING BUDGET  
FY2016**

	<u>FY2014 ACTUAL</u>	<u>\$0.052 Tax FY 2015 BUDGET</u>	<u>AS OF 1/31/15 ACTUAL</u>	<u>PROJECTED 6/30/2015</u>	<u>PRELIMINARY BUDGET FY2016</u>
ADMINISTRATIVE EXPENDITURE:					
10-4120-121 SALARIES - CLERK	73,707.26	72,500.00	42,442.33	71,258.28	72,500.00
10-4120-123 SALARIES - TAX COLLECTOR	39,752.29	43,500.00	23,982.10	41,112.17	43,500.00
10-4120-124 SALARIES - FINANCE OFFICER	13,966.28	11,525.00	6,003.92	12,653.92	12,000.00
10-4120-125 SALARIES - MAYOR & TOWN COUNCIL	23,450.00	25,200.00	14,700.00	25,200.00	25,200.00
10-4120-181 FICA EXPENSE	11,474.99	12,250.00	6,638.26	11,379.87	12,000.00
10-4120-182 EMPLOYEE RETIREMENT	17,202.94	18,150.00	10,063.22	17,251.23	18,000.00
10-4120-183 EMPLOYEE INSURANCE	21,741.62	23,275.00	13,824.55	23,699.23	25,000.00
10-4120-184 EMPLOYEE LIFE INSURANCE	357.28	375.00	207.76	356.16	400.00
10-4120-185 EMPLOYEE S-T DISABILITY	288.00	300.00	168.00	288.00	300.00
10-4120-191 AUDIT FEES	8,000.00	8,500.00	8,000.00	8,000.00	8,500.00
10-4120-193 CONTRACT LABOR	1,105.00	23,000.00	10,000.00	23,000.00	2,500.00
10-4120-200 OFFICE SUPPLIES - ADMIN	13,964.28	25,500.00	3,006.33	12,500.00	12,500.00
10-4120-210 PLANNING CONFERENCE	2,029.46	2,500.00	186.51	2,500.00	2,500.00
10-4120-321 TELEPHONE - ADMIN	3,203.51	4,000.00	1,358.14	3,500.00	3,500.00
10-4120-325 POSTAGE - ADMIN	2,383.21	4,200.00	948.94	2,500.00	2,500.00
10-4120-331 UTILITIES - ADMIN	3,076.45	4,725.00	1,849.20	4,000.00	4,250.00
10-4120-351 REPAIRS & MAINTENANCE - BUILDING	17,996.89	20,000.00	909.00	15,000.00	5,000.00
10-4120-352 REPAIRS & MAINTENANCE - EQUIPMENT	63,095.74	58,000.00	44,937.61	60,000.00	63,000.00
10-4120-354 REPAIRS & MAINTENANCE - GROUNDS	57,614.80	52,950.00	18,407.00	53,000.00	42,500.00
10-4120-355 REPAIRS & MAINTENANCE - PEST CONTRL	902.00	1,000.00	220.00	1,000.00	1,000.00
10-4120-356 REPAIRS & MAINTENANCE - CUSTODIAL	4,900.00	6,250.00	2,600.00	6,000.00	6,000.00
10-4120-370 ADVERTISING - ADMIN	1,278.59	1,000.00	557.95	1,000.00	1,000.00
10-4120-397 TAX LISTING & TAX COLLECTION FEES	403.02	1,000.00	158.06	1,000.00	1,000.00
10-4120-400 ADMINISTRATIVE:TRAINING	3,690.25	4,100.00	564.00	3,500.00	4,000.00
10-4120-410 ADMINISTRATIVE:TRAVEL	8,260.90	6,500.00	1,154.99	5,000.00	6,000.00
10-4120-450 INSURANCE	11,521.38	12,000.00	16,128.94	13,628.94	15,000.00
10-4120-491 DUES & SUBSCRIPTIONS	16,030.10	18,000.00	13,826.81	18,000.00	18,000.00
10-4120-498 GIFTS & AWARDS	454.93	1,500.00	384.43	1,500.00	1,500.00

**TOWN OF WEDDINGTON  
ESTIMATED TOWN OPERATING BUDGET  
FY2016**

	<u>FY2014 ACTUAL</u>	<u>\$0.052 Tax FY 2015 BUDGET</u>	<u>AS OF 1/31/15 ACTUAL</u>	<u>PROJECTED 6/30/2015</u>	<u>PRELIMINARY BUDGET FY2016</u>
10-4120-499 MISCELLANEOUS	5,081.85	5,000.00	3,479.25	7,000.00	5,000.00
TOTAL ADMINISTRATIVE EXPENDITURE	<u>426,933.02</u>	<u>466,800.00</u>	<u>246,707.30</u>	<u>444,827.81</u>	<u>414,150.00</u>
PLANNING & ZONING EXPENDITURE:					
10-4130-121 SALARIES - ZONING ADMINISTRATOR	60,962.41	55,350.00	31,517.92	55,350.00	55,350.00
10-4130-122 SALARIES - ASST ZONING ADMINISTRATR	2,768.82	2,250.00	1,153.73	2,250.00	2,250.00
10-4130-123 SALARIES - RECEPTIONIST	20,001.11	24,150.00	12,024.58	24,150.00	24,150.00
10-4130-124 SALARIES - PLANNING BOARD	15,750.00	5,200.00	2,725.00	5,200.00	5,200.00
10-4130-125 SALARIES - SIGN REMOVAL	4,753.13	5,000.00	1,773.98	4,000.00	4,000.00
10-4130-181 FICA EXPENSE - P&Z	7,982.27	9,100.00	3,763.53	7,500.00	7,500.00
10-4130-182 EMPLOYEE RETIREMENT - P&Z	12,274.69	12,000.00	6,605.72	12,000.00	12,500.00
10-4130-183 EMPLOYEE INSURANCE	20,876.37	25,000.00	13,898.50	25,000.00	27,000.00
10-4130-184 EMPLOYEE LIFE INSURANCE	224.84	300.00	143.08	300.00	300.00
10-4130-185 EMPLOYEE S-T DISABILITY	120.00	150.00	84.00	150.00	150.00
10-4130-193 CONSULTING	17,256.62	10,000.00	1,006.19	10,000.00	10,000.00
10-4130-194 CONSULTING - COG	7,420.00	14,250.00	0.00	14,250.00	14,250.00
10-4130-200 OFFICE SUPPLIES - PLANNING & ZONING	5,638.63	5,000.00	2,884.88	5,000.00	5,000.00
10-4130-201 ZONING SPECIFIC OFFICE SUPPLIES	7,967.16	2,500.00	0.00	2,500.00	2,500.00
10-4130-215 HISTORIC PRESERVATION		3,000.00	717.02	1,250.00	
10-4130-220 TRANSPORTATION & IMPROVEMENTS	9,000.00	0.00			
10-4130-321 TELEPHONE - PLANNING & ZONING	3,203.58	4,000.00	1,358.12	3,500.00	3,500.00
10-4130-325 POSTAGE - PLANNING & ZONING	2,256.72	4,200.00	-529.86	2,500.00	2,500.00
10-4130-331 UTILITIES - PLANNING & ZONING	3,101.61	4,725.00	1,849.26	4,000.00	4,250.00
10-4130-370 ADVERTISING - PLANNING & ZONING	1,020.41	1,000.00	339.15	1,000.00	1,000.00
TOTAL PLANNING & ZONING EXPENDITURE	<u>202,578.37</u>	<u>187,175.00</u>	<u>81,314.80</u>	<u>179,900.00</u>	<u>181,400.00</u>
TOTAL EXPENDITURES	<u>1,795,220.07</u>	<u>2,518,975.00</u>	<u>1,814,136.05</u>	<u>2,491,696.81</u>	<u>975,400.00</u>
NET REVENUES/(EXPENDITURES)	<u>191,104.12</u>	<u>-638,475.01</u>	<u>-335,997.00</u>	<u>-529,053.20</u>	<u>887,264.03</u>

**TOWN OF WEDDINGTON  
NON-OPERATING EXPENDITURES**

		<b>Approved FY2015 @ 5.2 cents</b>	<b>Proposed FY2016</b>
<u>Proposed non-recurring revenues</u>			
Zoning & Permit Fees		10,000.00	
Subdivision Fees			
	Currently in discussions	62,500.00	
	Future unidentified	10,000.00	
 <u>Proposed non-operating expenditures to be funded</u>			
PVFD		573,825.00	573,825.00
	Audit fees	6,000.00	6,000.00
	Fire station purchase (578,327+70753+48000+15895)	712,975.00	
WCVFD		124,800.00	135,985.00
	Estimated increase for additional territory	11,185.00	
Stallings VFD		48,000.00	36,815.00
	Estimated decrease for territory transfer to WCVFD	(11,185.00)	
Police	Estimated Increase in contract price (1.5%)	2,850.00	3,500.00
	Laptop	1,000.00	
Public Safety	CERT training materials	1,500.00	
	Other	500.00	500.00
Attorney	Litigation	30,000.00	
Outside agency	Urban forester	3,800.00	3,800.00
Publications	Newsletter (publish 6 times versus 4)	3,000.00	
Parks & Rec	Easter Egg Hunt	500.00	750.00
	Festival -- upfront money	3,500.00	3,500.00
	Festival -- net	1,500.00	1,500.00
	Historic committee	500.00	1,000.00
	Tree lighting	6,500.00	6,500.00
	Litter sweeps	250.00	250.00
	Litter sweep signs and vests (one-time)	500.00	
	Fencing & signs		500.00
Office supplies	Street banners	6,500.00	6,500.00
Gifts & Awards	Pins, tshirts, sweatshirts, etc.		2,000.00
Grounds maintenance	Landscape upgrades		5,000.00
	Mulch		7,500.00
	Medians landscaping	10,000.00	
	Winter maintenance & mulching (every other year)	1,950.00	
	Roundabout lighting/landscaping	5,000.00	
Building	Garage renovation	5,000.00	

**TOWN OF WEDDINGTON  
NON-OPERATING EXPENDITURES**

		<b>Approved FY2015 @ 5.2 cents</b>	<b>Proposed FY2016</b>
Maintenance	Renovation of deputies office	5,000.00	
	Minor repairs		2,000.00
Technology	Website design	8,000.00	
	Upgraded recording software for new laptop	1,945.00	
Consulting/	Historian - expense stipends	2,500.00	
Contract Labor	Code Enforcement	11,250.00	5,000.00
	Retreat mediator	1,500.00	1,500.00
	Fire consultant	10,000.00	
Salary adj	COLA/Merit/Bonus/Taxes/Benefits - 3%	6,500.00	
	Planning board	(12,300.00)	
Contingency	Fund Balance Reimbursement		
<b>Total cost of non-operating expenditures</b>		<u>1,584,345.00</u>	<u>803,925.00</u>

**FUND BALANCE ASSIGNMENTS**

Capital Projects			
Fire Service		\$200,000	\$300,000
Town Hall -- Buildings		\$30,000	\$45,000
Town Hall -- Sidewalks		\$6,000	\$9,000



# **Policy Recommendations for the Weddington Town Center**

**Town Center Committee**

**DRAFT**  
**1/22/2015**

**[NOTE: The recommendations below include some Town Council  
comments and suggestions shown in italics]**

# **SECTION 1: INTRODUCTION AND BACKGROUND INFORMATION**

## **I. INTRODUCTION**

The 2013 Land Use Plan (LUP) contains Goals, Policies, and Strategies providing a community vision and a framework to guide growth and development in Weddington. In creating the LUP, the Town of Weddington took a number of steps to incorporate meaningful public input into the planning process. Public input took the form of public workshops, public meetings, and a community-wide survey. This input was fundamental to the creation of the LUP, and the Town of Weddington currently uses the LUP as the basis for all policy decisions related to planning and development.

The LUP addresses commercial development specifically, and the Future Land Use Map designates one specific area for “future business” in Weddington. Therefore, any commercial development should be limited to this particular area (34 acres total; 18 acres largely undeveloped), referred to unofficially as the “Town Center.” However, there remains a need to adapt the zoning ordinance and further regulate commercial development in order to better implement the Goals described within the LUP. Therefore, on August 11<sup>th</sup>, 2014, the Town Council appointed the Town Center Committee (TCC) to guide the planning process and to further implement the vision of the citizens, defined within the LUP.

## **II. PLANNING PROCESS**

The TCC has met four times, and discussed ways in which to further implement Goals from the LUP. The TCC has concluded that an Overlay District would be an effective means of creating an attractive, accessible, and unified Town Center, while helping to contain development within the Town Center. In order to create a foundation for the Overlay District, the TCC identified Goals, Policies, and Strategies from the LUP, and provided new recommendations specific to the Town Center. These recommendations, described below, have been presented to key stakeholders and the Planning Board for feedback and additional input. At this stage, the TCC is seeking feedback from the Town Council on the overarching recommendations described in this document. With Council feedback and support, the TCC will then use the finalized recommendations as a guide to create a new Overlay District within the existing zoning ordinance.

The TCC also looked at two plans created by consultants in the past. The Urban Land Institute (ULI) created a conceptual town center plan and a technical assistance program report in 2005 based on stakeholder interviews. In 2009 HadenStanziale presented several plan alternatives to the Town Council. Both of these plans incorporated higher density housing in the northeastern section of the Town Center. The recommendations included in this report focus solely on commercial development and they encourage a unified core, and services designed for Weddington Residents and built at an appropriate scale.

### **III. WHAT IS AN OVERLAY DISTRICT?**

An overlay district is superimposed over conventional zoning districts, and applies to one physical area. The boundary of the proposed overlay district for the Town Center will be Weddington Corners, Town Hall, and three adjacent properties (Treske, Spittle, and Matthews). All parcels included in the Town Center are already designated future business on the Future Land Use Map. The Overlay District will provide additional regulations specific to the Town Center, and will supersede the underlying zoning district whenever there is a conflict between any two policies. An overlay district does not have to be comprehensive, and development will be required to meet the regulations of the underlying zoning district for anything that the overlay district does not address.

## SECTION 2: LUP GOALS/POLICIES AND RECOMMENDATIONS

### Access and Connectivity

- I. **“Land Use; Policy 10:** Minimize the number of street curb cuts to avoid traffic congestion and ensure public safety.”
  1. Create shared access points to the entire Town Center.
    - i. Prevent any new access points from Providence Rd. into the Town Center
    - ii. Restrict Weddington-Matthews Rd to one new shared access point.  
*(Perhaps we should limit Weddington-Matthews to one access point total, and allow the developers to decide if they wish to utilize the existing access road, or if they would want to construct a new access point somewhere else along Weddington-Matthews Road)*
    - iii. Restrict proposed Collector Rd (LARTP) to one shared access point.
  2. Require new developments within the Town Center to create internal roadway connections to adjacent parcels within the Town Center to create a unified and connected development, and minimize the need for curb cuts from thoroughfares.  
*(Who will be responsible for sidewalk maintenance?)*
  3. Propose that the Town Council extend lease agreement for existing access road providing access from Weddington-Matthews Rd. *(Could we simply sell or give the access road to the shopping center?)*
  
- II. **“Public Facilities and Services; Policy 6:** Require that roads be designed and constructed to provide a high level of safety and attractiveness. Road design shall consider the safety of pedestrians, bicyclists and motorists, as well as the character of the neighborhood through which the road travels.”
  1. Require all developments to build pedestrian pathways and connect the pathways to the rest of the development in order to create a pedestrian-friendly Town Center.
  2. Require sidewalks around the outside of the Town Center to encourage sidewalk connectivity with surrounding development.
  3. Require clearly identifiable crosswalks to allow all pedestrians to safely cross parking lots and interior streets.
  4. Encourage pedestrian activity by requiring street trees and decorative street lighting to provide shade during the day, and safety at night.

## Design

- I. **“Land Use; Goal 1:** To ensure that all new development takes place in a manner that conserves open space and scenic views”
  1. Require new developments to use shared parking to make more efficient use of space, and allow for more open space, development, and landscaping.
  2. Require an environmental survey in addition to the Conditional Zoning application to identify trees and other natural features for preservation.
  
- II. **“Community Design and Image; Policy 9:** Use regulatory and non-regulatory incentives to encourage good design. Maintain development standards and regulations that provide adequate flexibility to respond to changing conditions and needs in the community”
  1. Provide an attractive development from the thoroughfares by requiring buildings on the outside of the Town Center and interior parking.
  2. Encourage building design that can be reused by multiple future uses.
  3. Create design standards for both the front and rear of the buildings so structures are attractive from the thoroughfare, and from the interior of the Town Center. *(Where will the commercial businesses put trash, and get access for deliveries and pick ups?)*
  4. Create new architectural design standards specific to the Town Center. *(Who will establish new architectural standards for the Town Center?)*
  5. Create new sign regulations for shared access points for the Town Center to create consistent entrance design.

## Infrastructure

- I. **“Public Facilities and Services; Policy 2:** Require transportation, water, wastewater and drainage system improvements to be constructed concurrent with new development and that provide adequate capacity to meet demands from existing and new users.”
  1. Require all new development to connect to an existing sewer system unless a certified engineering study proves that such a connection would be unreasonable. If the study shows capacity within the existing private sewer system, then policy should require a suitable lease agreement and maintenance agreement with the owner of the sewer system for use of the system. *(Has this been agreed to? Is it legal to require developers to connect to sewer?)*

2. Require the construction of a shared stormwater pond if a certain percentage (majority) of the Town Center is developed by one owner/developer. This stormwater pond should serve all of the parcels included in new development, and policy should also encourage an agreement between any new development and the existing development at Weddington Corners for construction of a pond designed to serve the entire Town Center.
3. A shared stormwater pond on any one parcel may be used to meet a portion of open space requirements for that parcel.
4. If the Town of Weddington should decide to make a public investment in a regional stormwater pond, then all new development will be required to coordinate their stormwater management plan with the regional pond.

## **Community Space**

The community-wide survey showed that Weddington Residents favored greenways, restaurants, and a passive park. All three of these amenities should be incorporated or encouraged within the Overlay District.

### **“Improve Quality of Life:**

- 56.5% greenways (Ranked 1)
- 53 % Restaurants (sit-down) (Ranked 2)
- 34.2% Passive Park with pavilion and stage (Ranked 4)”

1. Require 10% open space for each parcel developed, and require an additional 10% dedication for central shared open space.

## **FLEXIBILITY FOR ONE LARGE DEVELOPMENT**

The Overlay District is designed to create a unified town center out of separate development projects. However, the entire 18 acres could be developed simultaneously by one developer. One major project could allow for development to meet the intent of the Overlay District, while not meeting every specific requirement as stated the ordinance. Therefore, the Overlay District should include a concession that gives the Town Council additional flexibility on the Overlay District policy if a proposed development is larger than a certain percentage of the Town Center’s gross acreage.

## Temporary Use Permits

The Planning Board issues temporary use permits for special events as a Conditional Use which is a quasi-judicial process in which testimony is taken.

Some special events also have to get a mass gathering permit from Union County if the event will have more than 200 people attending and last for 6 hours or more.

I thought it might be helpful for us to examine what Union County requires, and possibly adopt some of the regulations that they have for our TUP's for those events which will not go through the mass gathering permit process.

Suggested additions to our checklist: that are on the Union County checklist:

Written plan for fire prevention and control, if applicable.

Written plans for dealing with emergency situations.

Written plan for the provision of medical care.

Possible actions:

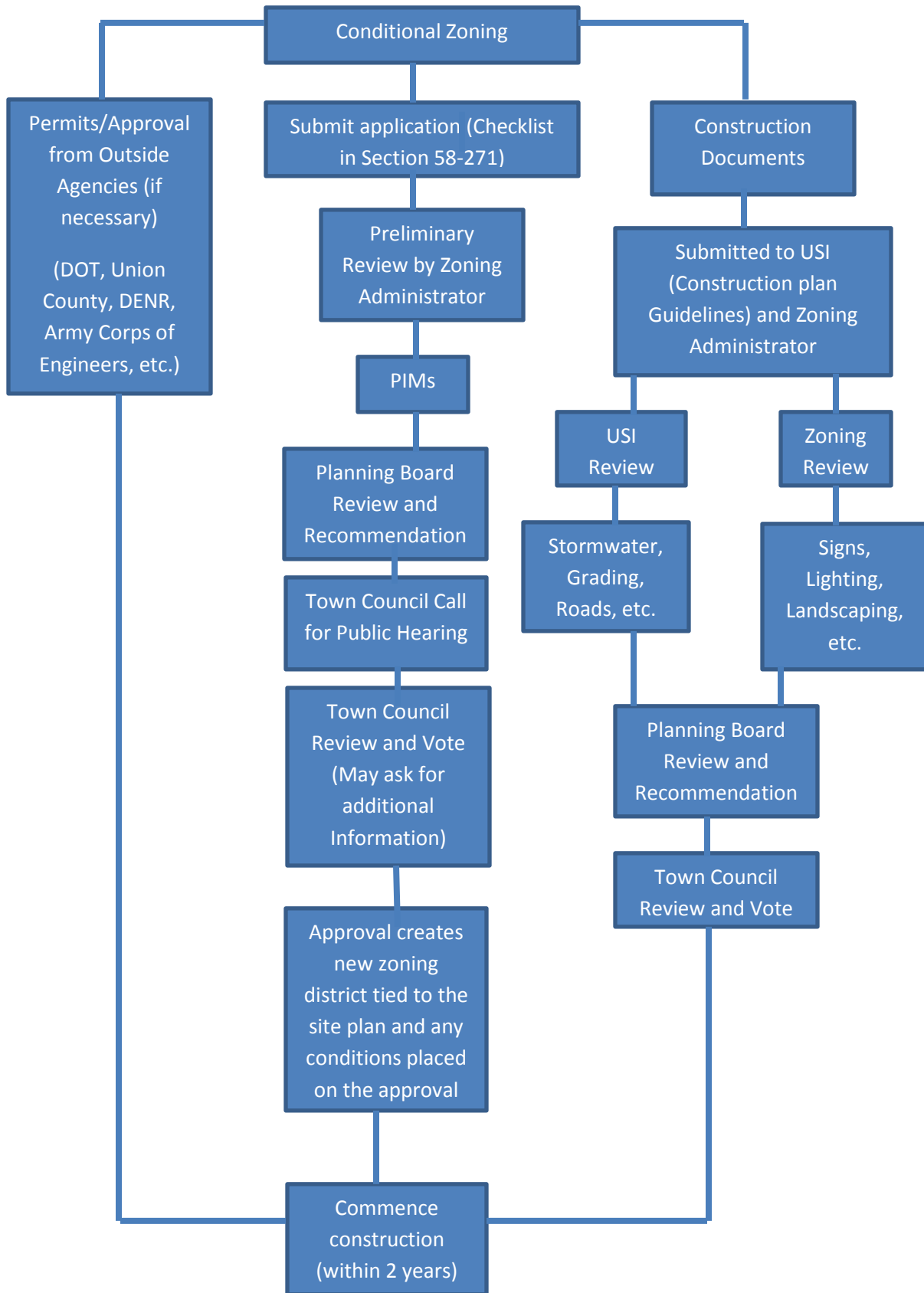
The Planning Board to review our current check list and use the Union County list to update our TUP checklist and require a copy of the application for the mass gathering permit to be included, if applicable.

Should the Town Council be the deciding body for TUP's that are large, i.e. require a mass gathering permit?





**Conditional Zoning Application Flow Chart (DRAFT 2/10/2015)**



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# TOWN OF W E D D I N G T O N

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## Summary of Changes made to TIA Ordinance and Process and Procedures Manual

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The packet contains draft copies of the Traffic Impact Analysis Ordinance, and the supplementary Process and Procedures Manual, both of which are modeled after the Town of Huntersville. Staff re-formatted both documents, made general changes, and incorporated Planning Board comments into the versions included in the Retreat Packet.

### **Process and Procedures Manual**

The main changes in the Process and Procedures Manual align the overall TIA process with our subdivision and conditional zoning submittal process.

### **TIA Ordinance**

#### *Level of Service*

Level of Service is a term used to describe prevailing conditions and their effect on traffic. Broadly interpreted, the Levels of Service concept denotes any one of differing combinations of operating conditions which may occur as a roadway is accommodating various traffic volumes. Level of Service is a qualitative measure of the effect of such factors as travel speed, travel time, traffic interruptions, freedom to maneuver, safety, driving comfort, and convenience. Six Levels of Service, A through F, have been defined by the 1965 Highway Capacity Manual, published by the Transportation Research Board.

The Town of Huntersville uses Intersection Capacity Utilization (ICU) Methodology to calculate LOS. It directly relates to traffic demand and available capacity for key intersection movements regardless of present signal timing. The result of summing the requirements of the conflicting key movements plus an allowance for clearance times is expressed as a decimal fraction. The ICU decimal fraction (percentage) can be translated to a Level of Service as shown below:

NCDOT uses the Highway Capacity Manual to calculate LOS, which uses seconds of delay per vehicle as the benchmark. The general definitions for each LOS grade will be similar to those calculated using ICU. Justin has recommended that we use Highway Capacity Manual as the required methodology in our ordinance so that it aligns with DOT.

Huntersville determined an acceptable base LOS for each zoning district, and required mitigation if developments lowered the LOS from the adopted LOS grade. However, Huntersville has more defined zoning districts than Weddington, and likely has more contrast between different zoning districts than Weddington. Therefore, Staff proposes that the Town require the developer to calculate the background LOS (existing), and then require the developer to mitigate any impacts if the development is shown to lower the LOS from the background grade. Justin Carroll indicated

that it would be fair to simplify the process for Weddington, but said that LOS levels A-C are all considered acceptable. Therefore, he recommended that we only require mitigation if the LOS levels are below a C. For example, Justin would recommend that we do not require mitigation if an intersection drops from an A to a B.

### *Impact Area*

Staff proposed a similar change to Section IV, which deals with Impact Area. Again, Huntersville has more land uses and types of development than Weddington, and they define the impact area differently for each type of development. Staff proposes a simpler approach for Weddington, as shown in Section IV in your packet, and includes a general definition that would apply to the entire Town. Justin Carroll stated that he thinks this approach would be acceptable.

### **Conclusion (Next Steps)**

Staff will note any comments from the Retreat, and will send a revised draft of the documents to Justin Carroll for a more formal review. Following Justin's review, the documents will be sent to Anthony Fox before going back to the Planning Board for a recommendation to the Council. The Council will then call for a public hearing to consider and/or adopt the ordinance. The ordinance could be adopted as early as April or May.

# **Traffic Impact Analysis (TIA)**

## **Process and Procedures Manual**

### **Introduction**

The purpose of this manual is to guide implementation of Appendix C, “Traffic Impact Analysis (TIA) Ordinance”, of the Town of Weddington Zoning Ordinance. This manual contains processes, procedures, design requirements, and guidelines for the preparation of TIAs. This manual also details the interaction between Town staff, the applicant, traffic consultants, and the requirements for the certification and re-certification of qualified traffic consultants who prepare TIAs, as required, for development proposals in the Town of Weddington.

**Index**

I.TIA Preparation and Process

II.TIA Analysis Guidelines and Standards

III.TIA Report Requirements

IV. Consultant Pre-qualification and Re-qualification process

## **I. TIA Preparation and Process**

The TIA ordinance is administered by the Planning Board and the Town Council, in coordination with Planning staff. The Town may coordinate with NCDOT or other governmental agencies or Town hired consultants as needed in this process. The TIA prepared is intended to satisfy the requirements of the Town's TIA Ordinance. Additional traffic studies may be required by NCDOT or other governmental agencies. It is recommended that the applicant contact NCDOT, and surrounding communities if the development has a site access that would fall within one of these jurisdictions.

It is recommended that the TIA consultant be present at the TIA scoping meeting, Public Hearing, Planning Board Meeting, and Town Council meeting should questions about the study arise.

The TIA preparation and review process is outlined below:

### **Step 1. Determination of Need for TIA**

The applicant shall submit a general site plan including the number of lots, roadways, and access points to Town Staff. If the applicant is applying for a major subdivision, both conventional and conservation, then the general site plan shall be submitted prior to a formal Sketch Plan submittal, outlined in Section 46-42 of the Weddington Zoning Ordinance. If the applicant is applying for a conditional rezoning, then the applicant shall submit the general site plan prior to submitting the application for a conditional rezoning (Section 58-271).

Based upon the proposed land use and development intensity information provided by the applicant, Town staff, in coordination with the Traffic Consultant, will determine whether the proposed development is expected to generate enough peak hour trips (50 or more), or daily trips (500 or more) to require a TIA. The Town will notify the applicant if a TIA will be needed.

The point of contact for coordination of need for a TIA and administration shall be the Zoning Administrator/Town Planner. Additional information regarding TIA is located in the Town of Weddington Zoning Ordinance.

### **Step 2. Applicant Selection and Retaining of TIA Consultant**

Should a TIA be required, the Applicant shall select and retain the services of a qualified TIA consultant. The TIA consultant shall be a licensed professional engineer in the state of North Carolina.

### **Step 3. TIA Pre-Scoping Package and Scoping Meeting**

If Town Staff determines that a TIA is necessary, A TIA pre-scoping package and scoping meeting shall be completed prior to the preparation of a draft TIA. The TIA consultant shall contact Town staff to request a date/time for a TIA scoping meeting.

The TIA consultant shall assemble the following information (pre-scoping package) and submit it to the Town a minimum of 5 business days prior to the scheduled TIA scoping meeting.

- Site Plan (to scale)
- Vicinity map
- Draft trip generation table for the proposed land uses and intensities including internal capture, transit capture (if any), and pass-by calculations
- Draft trip distribution and assignment (separate trip distributions are needed for residential, retail, and office land uses.)
- Proposed historical growth rate
- Proposed build year
- Phasing plan (if phasing of the analysis is desired. This can be added after the full build analysis is completed if desired.)
- List/Map of study area intersections in accordance with Appendix C.

The Town shall provide the list of approved developments and any approved but not yet constructed transportation facility projects to be included in the study.

Upon completion of a scoping meeting, Town staff will notify the applicant and TIA consultant in writing if additional information is needed to complete the TIA scoping process or if the TIA scoping process is complete. Town will forward the meeting date, time, and location to NCDOT, should they want to attend.

Once TIA scoping is complete, preparation of the draft TIA can begin. The TIA shall be completed in accordance with this TIA Manual.

#### **Step 4. Submission and Review of Draft TIA**

The draft TIA will be submitted in conjunction with the Sketch Plan for major subdivisions, and will be submitted prior to formal submittal of the conditional zoning application for conditional rezonings.

Upon submission of a draft TIA (2 hard copies, 1 electronic (PDF) copy) by the consultant to the Town Planning Department, Town staff and the Traffic Consultant will review the TIA within 30 days of submission. Comments (if any) shall be forwarded to the consultant and the applicant for discussion. If no comments are forwarded by the Town within 30 days of submission, the TIA is deemed acceptable and consultant shall submit final sealed copies to the Town. Revised draft TIA's may be needed depending on the level of comments submitted by the Town. The Town will notify the consultant if a revised draft TIA will be needed.

A meeting between Town staff, the applicant, and the TIA consultant may be needed or requested by the applicant to discuss the draft TIA.

#### **Step 5. Final TIA**

Once all comments by the Town have been addressed by the consultant and applicant, copies of the final sealed TIA (2 hard copies and 1 electronic (PDF) copy) shall be submitted to the Town. The final TIA will be submitted in conjunction with the Preliminary Plat for major subdivisions, and in conjunction with

the conditional zoning application for conditional rezonings. Based on the final TIA, a list of required transportation mitigation improvements shall be prepared and included as part of any submitted development plans.

## II. TIA Analysis Guidelines and Standards

### Analysis Methodology

The TIA shall be completed using the latest Highway Capacity Manual methodology.

### Trip Generation

- The trip generation for the site shall utilize the equation for the land use if available unless otherwise approved by the Zoning Administrator in Coordination with the Traffic Consultant.
- Internal capture trip reductions should be limited to the MX Zoning designation.
- Internal capture trip reductions shall be applied before the pass-by trip reduction is taken.
- Transit capture trip reductions if applicable should be based on ITE's most recent Trip Generation Handbook and approved by the Town Transportation Engineer.
- Transit capture trip reductions shall be applied before the pass-by trip reduction is taken.
- Pass-by percentages should only be applied to land uses with an ITE land use code in the 800's or 900's.
- Pass-by trip reductions will be limited to 10 percent of the adjacent street traffic unless otherwise approved by the Town Transportation Engineer.
- Pass-by percentages should come from the ITE Trip Generation Handbook.

### Turn Lane Storage Lengths

- Determination of turn lane storage lengths for signalized intersections shall be based on the Synchro 95th percentile queue lengths.
- Determination of turn lane storage lengths for unsignalized intersections shall be based on the Warrant for Left and Right-Turn lanes graph published by the North Carolina Department of Transportation (graph attached).
- Recommended storage lengths should be rounded to the nearest 25 feet with a minimum of 100 feet for a right- or left-turn lane.

### Other Guidelines

- A peak hour factor of 0.88 should be used unless traffic count data indicate that the peak hour factor is higher.
- When analyzing school traffic, a peak hour factor of 0.50 should be used on intersection approaches where 50 percent or more of the traffic on the approach is attributable to school traffic.
- It is recommended that peak hour factors be calculated by approach.
- Ideal saturation flow rate shall equal 1900 vphpl.

**Comment [JB1]:** Is weddington higher than other towns? no bus riding



- Traffic volumes along corridors should be balanced up to account for variations in the counts. Balancing should be balanced with no loss of volume between intersections which have no driveways between them and within 5 percent where a sufficient number/type of driveways exist between the study intersections.
- The AM Peak (7-9) and the PM Peak (4-6) periods will be included for all studies unless otherwise specified by the Town Transportation Engineer. Count times for school developments will be based on the proposed school hours.
- Traffic analysis should be completed using Synchro 7 software. Roundabout analysis should be completed using aaSidra software.
- A SimTraffic simulation should be completed at a minimum when 95th percentile queues indicate that traffic will spill over across adjacent public street intersection (in or out of the study area). The simulation should be seeded long enough so that traffic can traverse through the entire network (a minimum of 10 minutes is recommended). The simulation should record for an entire 60 minute period.
- Existing lane widths shall be noted in the field notes and included in the traffic analysis.
- Preparation of a signal warrant analysis will be needed for all proposed signalized intersections.

#### Analysis of New Intersections (new site access drive or new public street)

- The baseline for unsignalized intersection HCM at build-out shall be the same as the baseline for the zoning district as listed in Appendix C.
- Unsignalized Access locations at project build-out shall be mitigated (if needed) to obtain the baseline for the zoning district as listed in Appendix C. If the proposed access intersection fails with the addition of a right-turn lane, a left-turn lane, and a through lane in each direction, a review of restriction of access shall be completed.
- Recommendation of turn lanes at unsignalized intersections shall be based on the thresholds depicted in the Warrant for Left and Right-Turn lanes graph published by the North Carolina Department of Transportation (graph attached).
- Preparation of a signal warrant analysis will be needed for all proposed signalized intersections.

### **III. TIA Report Requirements**

#### **Report Content**

- The Synchro Lanes, Volumes, Timings reports shall be provided for all analysis scenarios for all intersections.
- All figures shall be numbered.
- Existing laneage and Recommended laneage figures shall:
  - Show a separate arrow for each exclusive lane
  - Existing laneage shall be shown as a different arrow type than proposed lanes
  - Show the distance between existing and proposed intersections
  - Show existing and/or proposed storage lengths
  - Unsignalized intersections shall indicate which approaches are stop or yield controlled

- Signalized intersections shall be indicated
- Identify all streets by name. Also include a route number if street is a US or NC route.
- Include a north arrow
- Include a legend
- The site location shall be generally indicated
- The following traffic volume figures shall be included at a minimum:
  - Existing traffic volumes: AM(PM)
  - Future Background AM traffic volumes: existing AM(historical growth){approved development volumes}[AM Total]
  - Future Background PM traffic volumes: existing PM(historical growth traffic){approved development volumes}[PM total]
  - Future Build-out AM traffic volumes: background AM total(net new sitetraffic){pass-by}[AM total]
  - Future Build-out PM traffic volumes: background PM total(net new sitetraffic){pass-by}[PM total]
- Figures depicting each of the approved developments site trip assignment shall be included in the Appendix.
- Field notes shall be included in the Appendix.
- Study scoping documents shall be included in the Appendix.
- Synchro reports shall be organized in the Appendix by analysis scenario then by peak period. For Example the 2011 Background AM Peak analysis for all intersections should be grouped separate from the 2011 Background PM Peak analysis.
- Signal timing plans (if available) should be included in the Appendix.
- Internal capture calculations shall be included in the Appendix.
- Traffic count data shall be included in the Appendix of the report and provided in electronic Excel format.
- Photos of the intersections from the site visit may be included.
- A table of contents, list of figures, and list of tables shall be included in the front of the report.
- The name of the development shall be included in the header or footer of each page of the report.
- Existing study intersections shall be called out in the report as signalized or unsignalized.
- Analysis results (HCM% with corresponding LOS grade) shall be summarized in table format by intersection. Level-of-Service results for existing, future background, future build-out, and future build-out mitigated (if needed) shall be included in one table. A summary table listing all intersections may be included as well.

## **Report Outline**

### **1. Executive Summary**

- Site location
- Development description

- Recommendations

## 2. Introduction

- Site location
- Development description
- Type of studies undertaken (impacts, signal warrant, sight distance, etc.)

## 3. Existing Conditions

- Study area intersections
- Description of roads
- Traffic counts including location, date, and time of counts (including figure)
- Existing land uses for site and adjacent area
- Site location figure and vicinity map figure

## 4. Future Conditions

- Historical growth rate
- Description of proposed public projects (figure may be needed)
- Description of proposed private development and associated improvements (figure may be needed)
- Future background traffic volumes (including figures)

## 5. Proposed Site

- Description of development
- Site plan figure
- Trip generation discussion including table
- Trip distribution and assignment discussion (including figure)
- Proposed site access
- Phasing (if applicable)
- Future build-out traffic volumes

## 6. Capacity Analysis

- Methodology discussion including
  - Listing of Town level-of-service (LOS) and intersection capacity utilization (ICU) guidelines for determination of mitigation thresholds.
  - Discussion of storage length determination methodology.
- Analysis results by intersection
  - Table of results are to show the LOS and ICU for each study intersection for all scenarios. For example, the 2009 existing, 2014 background, 2014 build-out, and 2014 build-out improved (if needed) would all be in the same table.
  - Listing and/or discussion of the recommended improvements including storage lengths.

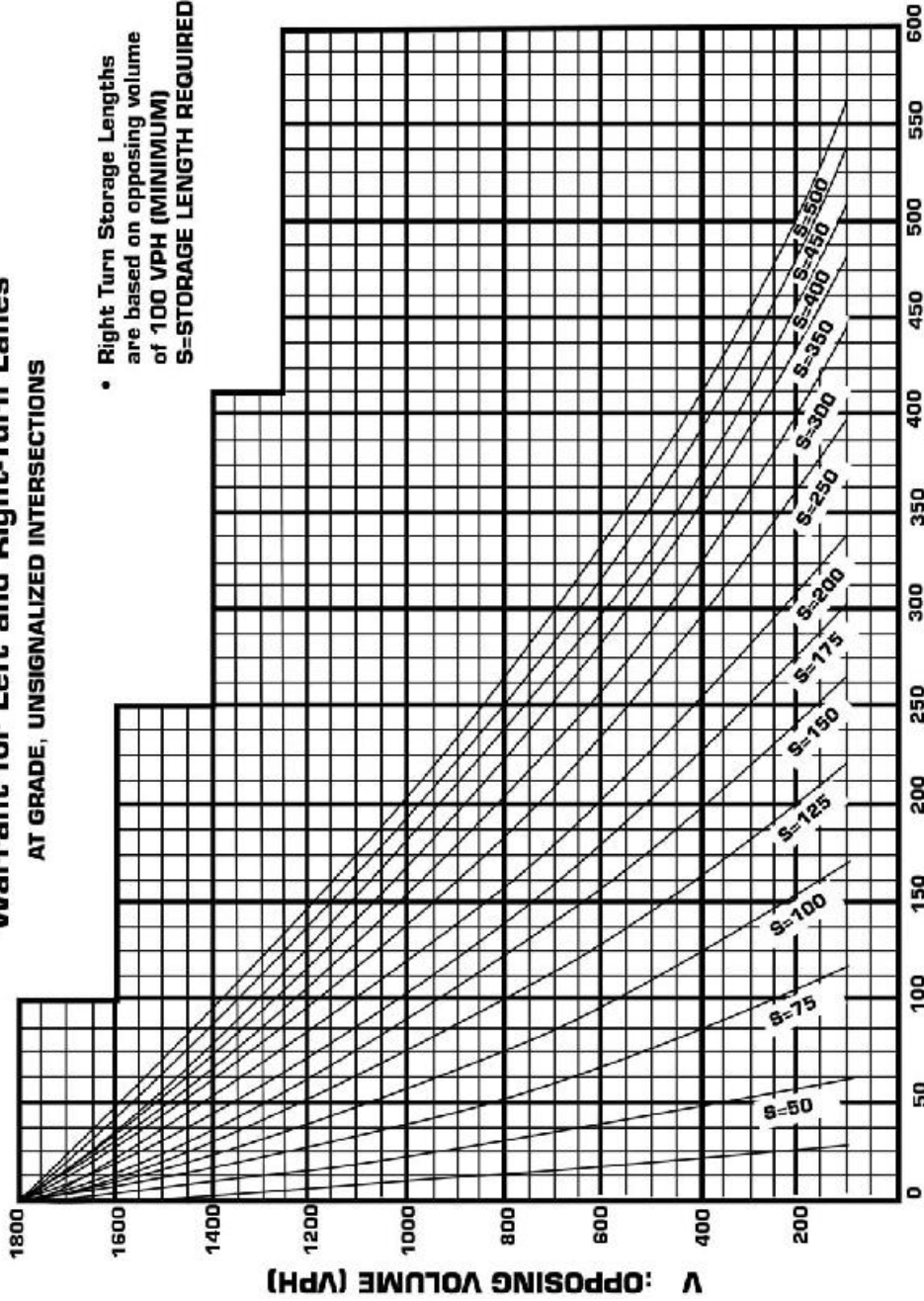
## 7.Recommendations

- List of recommended improvements
- Recommended laneage figure

# Warrant for Left and Right-Turn Lanes

## AT GRADE, UNSIGNALIZED INTERSECTIONS

- Right Turn Storage Lengths are based on opposing volume of 100 VPH (MINIMUM)
- S=STORAGE LENGTH REQUIRED



Note: Where adjacent signalization may provide opportunities for gaps in the traffic stream a reduction in the above storage values can be considered on a case by case basis.

V: LEFT TURNING VOLUME (VPH)  
 V<sub>R</sub>: RIGHT TURNING VOLUME (VPH)



## **APPENDIX C – Traffic Impact Analysis Ordinance**

### **I. Overview**

The adequacy of service levels for local, private, and state road intersections that serve or are affected by a proposed project shall be determined in accordance with the provisions of this Article. A Traffic Impact Analysis (TIA) required by this Article will be prepared by a qualified traffic engineering consultant retained by the Applicant and reviewed and approved by the Town of Weddington. All requirements and recommendations resulting from the TIA must be coordinated with and approved by NCDOT.

### **II. Applicability TIA Fees**

#### ***A. Generally.***

- 1) Except as provided in subsections (3) through (7) below, a TIA is required for any major subdivision, or conditional rezoning, or portion thereof, which is expected to create fifty (50) or more peak hour vehicle trips or 500 or more daily vehicle trips. Daily trips are those occurring on peak days on the roadway adjacent to the proposed development, based on the current edition of the ITE (Institute of Transportation Engineers) Trip Generation Manual, with the exception of the public and private schools which will be based on the NCDOT's most recent MSTA School Traffic Calculator. Alternative trip generation rates/equations for non standard uses may be utilized subject to Town approval. A "Determination of Need" for a TIA shall be made by the Town in accordance with the trip generation standards set forth in subsection II.A.1 (See the Town of Weddington TIA Process and Procedures Manual for additional information.).
- 2) The determination of the number of trips generated also shall take into account pass-by trips, internal trip capture for MX projects (e.g., roadway and/or pedestrian connectivity) and any proposed transportation demand management system where adequate guarantees are provided by the applicant to the Town, which ensure the proposed demand management system will function as proposed for the life of the project.
- 3) For redevelopment projects, including changes of use, trip generation thresholds shall be defined as the number of net new trips anticipated to be generated by the proposed development over and above the number of trips generated by the current use of the site.
- 4) No TIA shall be required for special events, which either are temporary in nature, consistent with the Town Zoning Ordinance, or which generate trips that meet or exceed the thresholds set forth in (1), but which do not occur during the peak hours of the roadways adjacent to the proposed development.
- 5) Nothing herein shall prohibit the Town from requiring on-site or off-site improvements necessary to address traffic safety concerns created by a proposed development, regardless of whether the thresholds set forth above have been met.

6) The provisions of this Article shall not be interpreted or deemed to affect any rights that have vested prior to the effective date of this Article, nor shall any provision of this Article be applied to a specific property or applicant in a manner that would result in a taking of property.

7) The provisions of this Article shall not apply to any development proposal that was part of a conditional zoning plan or subdivision plan submitted prior to the effective date of this Article.

***B. Consecutive or Sequential Applications.***

Proposed developments may not be phased or subdivided in piecemeal fashion to avoid application of this Article. Two or more developments represented to be separate developments shall be aggregated and treated as a single development under this Article if the Administrator determines them to be part of a unified plan of development and physically proximate to one another, based on the following factors:

1) There is unified ownership, indicated by the fact that:

a) The same person has retained or shared control of the developments;

b) The same person has ownership or a significant legal or equitable interest in the developments; or

c) There is common management of the developments controlling the form of physical development or disposition of parcels of the development.

d) There is a reasonable closeness in time between the completion of 80 percent or less of one development and the submission to the Town of a development proposal for a subsequent development that is indicative of a common development effort.

e) The voluntary sharing of infrastructure that is indicative of a common development effort or is designated specifically to accommodate the developments.

f) There is a common advertising scheme or promotional plan in effect for the developments.

g) Any information provided by the applicant that the project is not being phased or subdivided to avoid the requirements of this Article.

***C. TIA Submission & Completion Requirement***

Once the Town has made a Determination of Need for a TIA, the applicant may proceed with the TIA study, in accordance with the terms of the most recent version of the Town of Weddington TIA Process and Procedures Manual, as approved by Zoning Administrator and all applicable Zoning Ordinance and Subdivision Ordinance requirements.



### **III. Level of Service Standards; Compliance; Mitigation; Excess Capacity**

#### ***A. Level of Service Standards and Compliance***

1. The applicant must determine the existing Level of Service for all intersections within the Impact Area, as described in Section IV. Unless an applicant mitigates the impacts of the proposed development, as provided in subsection III.C.1, no application subject to the requirements of this Article shall be approved if the level of service for an intersection within the impact area is below the existing LOS or, as a result of the proposed development, is anticipated to be below the existing LOS. This determination shall be based on the most currently accepted ICU methodology.
2. As an alternative to mitigation, the developer may elect to phase the project, reduce its intensity, or delay the project until the LOS standards have been met as a result of a transportation improvement planned by the Town, North Carolina Department of Transportation (NCDOT) or other party.

#### ***B. Mitigation***

1). Where an intersection LOS standard set forth in section has not been met or, as a result of the proposed development, is anticipated to fail, a development application may be approved if the applicant proposes mitigation measures that fully mitigate the transportation impacts of the proposed development on failing intersections within the impact area. For required intersection improvements, mitigation must ensure that the ICU value at each failing intersection within the impact area will not be made worse as a result of the proposed development. Such mitigation measures may include, but are not limited to, the provision or funding of pavement widening, turn lanes, median islands, access controls, or traffic signalization.

Where an increase in the ICU value at any intersection is three percentage points or less, the permit approving authority will not require mitigation. Where the increase in ICU value at any intersection is greater than three percentage points and the ICU value is above the existing level of service, required mitigation shall include improvements that either mitigate the intersection to the background year ICU value.

Furthermore, proposed mitigation measures required may be modified, subject to final approval of the Town Council, in order to substantially achieve the standards, purpose and intent of this ordinance based upon expert opinion provided by the Town Consultant, based upon professional engineering judgment. Mitigation measures shall be consistent with the Design Standards found within the Town of Weddington TIA Process and Procedures Manual.

Mitigation may include participation by the Town or other governmental or private parties and also may include the funding of road improvements planned by other governmental agencies, so that such improvements can be advanced to mitigate the impacts of the proposed development. The nature and type of mitigation should reflect the timing and the availability of needed right-of-way, the existence and timing of other developments within the project area, and other characteristics of the particular needed transportation improvement. However, monetary

mitigation proposed by the applicant may be accepted by the Town Council only where it is shown that such mitigation is a reasonable substitute for actual construction, based on the LOS standards and construction time frames set forth herein.

Proposed mitigation shall be included as a condition of approval or a binding agreement between the applicant and the Town, with the consent, as appropriate, of the NCDOT or other governmental agencies with jurisdiction.

2) Transportation improvements provided through mitigation, pursuant to this Article, shall be completed and available within three (3) years of the approval of the development proposal, unless expressly provided otherwise by the Town Council. Any improvements not completed prior to the issuance of a Certificate of Occupancy, shall be bonded at 115% of the cost of the remaining required improvement(s), as reviewed and approved by the Zoning Administrator following review by the Town Engineer. All necessary right-of-way for identified transportation improvements shall be acquired prior to the issuance of a Certificate of Occupancy.

#### ***D. Excess Capacity***

If a private party or developer chooses to build a transportation facility that provides capacity in excess of that needed to serve the proposed development, the Town and other responsible parties may enter into an agreement to facilitate the participation of subsequent developers, the Town, NCDOT, or other parties in the provision or funding of the transportation improvement.

#### **IV. Impact Area**

The impact area designates the distance from a proposed development within which the TIA analysis is conducted to determine compliance with the LOS standards set forth above. The following impact areas apply to development subject to this Article:

- 1) half-mile radius from the property line, by land use, whichever is less.
- 2) intersections where proposed development contributes seven (7) percent or more of the traffic on any intersection approach during any peak hour.

#### **V. Contents of TIA**

##### ***A. Generally.***

The TIA shall generally follow the guidelines set forth by the ITE transportation impact analysis for site development consistent with the Town of Weddington TIA Process and Procedures Manual, or as required by the Zoning Administrator, and may include, but is not limited to, the following:

- 1) traffic analysis information related to trip generation, peak hour impacts, and other factors evaluated to determine compliance with applicable LOS standards for intersections within the impact area;
- 2) site location map and site layout;
- 3) existing and proposed land uses;
- 4) timing and phasing of the proposed development, by month and year;
- 5) a narrative describing the project, including any special transportation-related impacts or considerations; and
- 6) other information determined by the Town's Traffic Consultant to be necessary in order to determine whether the proposed project complies with the requirements of this Article and the requirements of the ITE guidelines for the preparation of transportation impact analysis for site development.

***B. Demand Measures.***

TIAs shall take into account the following demand factors:

- 1) Existing Traffic Volumes;
- 2) Background traffic, including historical growth traffic and projected trips associated with approved, but unbuilt development(s); and
- 3) The trips to be generated by the proposed development.

***C. Capacity Measures.***

TIAs shall take into account the following existing or anticipated capacity measures:

- 1) Existing road segments and intersections;
- 2) Roadway and intersection improvements planned by the Town, NCDOT, or other party, scheduled to be completed and available within three (3) years of the approval of the development proposal and which either have or are reasonably certain to have all necessary governmental approvals and funding such that these time frames can be met.

***D. Mitigation Measures Needed.***

The TIA shall describe what, if any, transportation facility improvements within the impact area are needed in order for the proposed development to comply with the intersection level of service standards set forth in section III. of this Article.

## **VI. Intergovernmental Coordination**

While the Town coordinates with NCDOT and other appropriate governmental agencies on development proposals, it is the responsibility of the Applicant to contact NCDOT to discuss access and traffic impact issues on state roads.

## **VII. Appeals and variances**

An applicant may seek a variance from the terms of this Article or appeal a determination by the Zoning Administrator made pursuant to the terms of this Article, to the Zoning Board of Adjustment, as provided in Article VIII of the Zoning Ordinance.

## DISCUSSION FROM JULY 2008 TOWN COUNCIL MINUTES

**G. Discussion of Proposed Sign Fee Structure for Non-Profit Organizations.** The Town Council received the following memo from Town Administrator/Planner Gollnitz:

Planning Staff has been asked by a Council member to review the fees charged to non-profit organizations for signage. Currently the Town charges \$25 per application for all temporary sign applications and \$35 for all permanent sign applications. It is being suggested that non-profits complete the necessary paperwork for sign request approval, be issued the proper permit when appropriate, without being charged a fee. All sign requests must meet the standards set in the Weddington Zoning Ordinance.

Staff did a brief survey of other communities in the area regarding whether or not they charge fees to non-profits for signs. We received 25 responses and all but three communities charge non-profits for signs. Several of the communities that do charge, stated that non-profits can request exemption from the fees. Fee waiver is approved only by the respective town board/council in those communities.

Staff requests that the Council discuss this issue and decide on any changes to the current fee schedule.

Attorney Fox - I do not think that non-profit is the key variable. The waiver provides you the ability to evaluate whether or not the non-profit has the inability to pay the fees that you want or require.

Councilmember McKee - I do not see that they would not be able to pay anything. They have to have money to operate on. My example is churches that put out signs during the year for fundraisers, bible schools, etc. They are non-profit. Their funds only come from donations. It is a matter of paying these funds versus using your funds for what you are set up to do which is to serve your community and mission work for our community. When I first heard that there was a charge, I could not understand why a non-profit organization would be charged for something that they do for the betterment of the community.

Councilmember Price - I understand your position but right now the churches and everybody else might not throw up a sign for every little thing if they have to pay \$25.00 to do it. It is not going to break anybody. It is more of an aggravation. Now if all of a sudden all they have to do is fill out paper then five signs are going to be 35 signs a year for every single little thing because there is not a cost. We have gone round and round through the years trying to limit the amount of signs that are here in the Town. I do not know whether that would be opening the door for signs for everything.

Town Administrator/Planner Gollnitz - Temporary signs are not to exceed 30 days and they are to be no larger than 20 square feet. One per lot is allowed. The sign has to be located on the property of the event.

Councilmember Price - What are we talking about – non-profits, schools, churches?

Mayor Anderson - Any 501 (c).

Councilmember Price - How many signs are permitted a year?

Town Administrator/Planner Gollnitz – Approximately six were given for the Weddington Methodist Church. They have four pieces of property and they can put one on each parcel. I would say approximately 20 are given a year.

Councilmember Price - Would that be considered preferential to single them out?

Councilmember McKee - They are preferential already from the IRS all the way down.

Attorney Fox - The concern I have is that non-profits is such a broad category that a review in court may determine that it is not a viable variable because non-profits can have just as much assets as a for profit.

Councilmember Price - We fought so hard to keep signs from being put up on every single parcel.

Mayor Anderson questioned whether the Town Council would like to table this issue to allow the Town Attorney to research.

Councilmember McKee - I do not want to put a lot of time and expense on something that I thought would take five minutes. I think all we need to do is change the Fees Schedule.

Mayor Anderson - Signs are a big issue in the Town.

Councilmember Price - I find it a little amusing that we are worried about \$25.00 for non-profits which probably have larger budgets than most households but we were not concerned with lowering the tax rate for the households.

Councilmember McKee - If the households performed the missions that the non-profits do...

Councilmember Price - I am not concerned about the \$25.00. I am concerned about what it will do for the number of signs. I feel uncomfortable until our Attorney feels comfortable with it even though I understand the reasoning behind it.

Councilmember McKee moved to amend the Fees Schedule to exempt all non-profit organizations as recognized by the IRS from being charged for temporary and permanent signs. The vote is as follows:

AYES:	Councilmember McKee
NAYS:	Councilmember Price

Mayor Anderson broke the tie by voting in the affirmative; therefore the motion passed.