



AGENDA

Regular Town Board Meeting (Remote)

June 21, 2022 - 6:00 PM

TOWN HALL (101 Huntersville-Concord Road)

Per NC General Statute, if one or more elected officials will be attending virtually, the meeting is considered a remote meeting. The public may attend the meeting in person at Huntersville Town Hall or watch it via livestream at www.facebook.com/HuntersvilleNCTownGovernment or www.youtube.com/channel/UCgqiipdJL0ywl-LZrcN5MpQ. Any public comments must be made in person at Huntersville Town Hall.

1. Pre-meeting

- 1.A. Closed Session Pursuant to N.C.G.S. 143-318.11(a)(5) to instruct staff or negotiating agents concerning the price and other material terms for the acquisition of real property. (5:30 p.m.) (*Lora Mastrofrancesco, Stephen Trott*)

2. Call to Order

3. Invocation/ Moment of Silence

4. Pledge of Allegiance

5. Staff Questions

6. Public Comments, Requests, or Presentations

- 6.A. Presentation of Parks and Recreation Month Proclamation. (*Melinda Bales*)

7. Agenda Changes/Adoption of Agenda

8. Consent Agenda

- 8.A. Approve the minutes of the April 25, 2022 Special Town Board Meeting. (*Janet Pierson*)
- 8.B. Adopt updated Records Retention Schedule. (*Janet Pierson*)

- 8.C. Approve Resolution to accept the U-6106 Gilead Road West Property Acquisition Contract. (*Lora Mastrofrancesco*)
- 8.D. Approve Resolution to acquire right-of-way for the U-6106 Gilead Road West Project. (*Stephen Trott*)
- 8.E. Approve Resolution for Professional Engineering Services for the design of McCoy Road at Hambright Road and McCoy Road at McIlwaine Road Intersections. (*Stephen Trott*)
- 8.F. Approve Property Tax Refund Report from Mecklenburg County. (*Pattie McGinnis*)
- 8.G. Approve budget amendment appropriating Local Option Transit tax revenue in the amount of \$635,000 to the Transit Tax expense account. (*Pattie McGinnis*)
- 8.H. Approve budget amendment appropriating Community Emergency Needs contributions in the amount of \$9,727.22 to the Miscellaneous Expense - Community Emergency Needs expense account. (*Pattie McGinnis*)

9. Public Hearings

10. Other Business

- 10.A. QUASI-JUDICIAL. Conduct evidentiary hearing and consider decision on Valea Subdivision, a request by Valea Bowman, LLC to subdivide 31.84 acres located south of Dellwood Drive and east of Central Avenue primarily at 14215 Holbrooks Road into 36 single-family lots. The applicant has requested the hearing be continued to July 18, 2022. (*Jack Simoneau*)
- 10.B. QUASI-JUDICIAL. Conduct evidentiary hearing and consider decision on Stephens Road Subdivision, a request by Classica Homes, LLC to subdivide 43.245-acres located along Stephens Road at 6010 Stephens Road, Parcel # 013-091-04, 013-081-26 and a portion of 013-091-07, into 26 single-family lots.
- 10.C. Consider decision on budget amendment appropriating fund balance in the amount of \$250,000 to Intersection Improvements to fund the traffic signal at the intersection of US 21 at Northdowns Lane. (*Pattie McGinnis*)
- 10.D. Consider Approving Purchase Agreement for Electric Distribution Substation Property. (*David Lucore*)
- 10.E. Consider appointments to the Planning Board. (*Jack Simoneau*)

11. Mayor and Commissioner Reports/Closing Comments

12. Adjourn

Special Accommodations: Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format please contact the Town Clerk. The Clerk can be reached by phone or fax: 704-875-6541, email: clerk@huntersville.org or at 101 Huntersville-Concord Rd, Huntersville, NC 28078.

We request at least 72-hours' notice prior to the meeting to make the appropriate arrangements.

The Board reserves the right to deviate from the agenda.

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Melinda Bales, Mayor

Date: June 21, 2022

Subject: Parks and Recreation Proclamation

EXPLAIN REQUEST:

Proclamation of July as Parks and Recreation Month.

ACTION RECOMMENDED:

Proclamation

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Proclamation for Parks and Recreation Month July 2022

Town of Huntersville

Proclamation

Whereas, parks and recreation is an integral part of communities throughout this country, including the state of North Carolina and the Town of Huntersville; and

Whereas, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

Whereas, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

Whereas, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, natural areas and many other activities designed to promote active lifestyles; and

Whereas, parks and recreation programming, events, and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

Whereas, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

Whereas, the Huntersville Parks & Recreation Department was created in 1995 and now serves more than 1.5 million visitors per year to its local parks; and

Whereas, our parks and natural recreation areas ensure the ecological beauty of our state and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas, the U.S. House of Representatives has designated July as Parks and Recreation Month.

Now, Therefore, I, Melinda Bales, Mayor of the Town of Huntersville, do hereby proclaim the month of July as Parks and Recreation Month in the Town of Huntersville.

In Witness Whereof, I do hereby set my hand and cause the Seal of the Town of Huntersville to be affixed, this the 18th day of June 2022.

Melinda Bales, Mayor

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Janet Pierson, Town Clerk

Date: June 21, 2022

Subject: Approval of April 25, 2022 Minutes

EXPLAIN REQUEST:

Consider approving the minutes of the April 25, 2022 Special Town Board Meeting.

ACTION RECOMMENDED:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Draft Minutes

**TOWN OF HUNTERSVILLE
SPECIAL TOWN BOARD MEETING
MINUTES**

**April 25, 2022
5:00 p.m. – Huntersville Town Hall
101 Huntersville-Concord Road**

The Huntersville Board of Commissioners held a Special Meeting at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC, at 5:00 p.m. on April 25, 2022, to discuss the proposed budget for FY23.

Mayor Bales called the Special Meeting to order.

GOVERNING BODY MEMBERS PRESENT: Mayor Melinda Bales; Commissioners Dan Boone, Rob Kidwell, Amber Kovacs, Lance Munger, Derek Partee, and Stacy Phillips.

Governing Body Salaries

Jackie Huffman, Deputy Manager, reviewed a comparison of salaries for similar cities, a spreadsheet showing examples of what salaries would be if changed by some same percentage every year, and a spreadsheet outlining the Governing Body Salary Options as provided by Commissioners Boone, Munger and Partee). *Refer to Exhibit No. 1.*

Following discussion of the options, it was the general consensus of the Board to request staff include Option B with no stipend in the FY23 budget.

Requested New Hires

The Board reviewed the requested new hires. *Refer to Exhibit No. 2.*

Police Chief Bence Hoyle and the Board discussed how to handle the Victim's Advocate positions. It was the general consensus of the Board to have four Victim's Advocate positions. Chief Hoyle suggested hiring two at first, and then another two after six months.

Commissioner Phillips requested the job description for the Recreation Superintendent be sent to the Board.

It was the general consensus of the Board to include the Engineering Technician position in the FY23 budget.

External Agency Funding

Emily Sloop, Town Attorney, pointed out that the Board will need to go through the agencies individually. If any Town Board members are on the board of any of the agencies, they will need to recuse themselves for that particular discussion.

Ada Jenkins

Commissioners Phillips and Munger recused themselves for the discussion on Ada Jenkins funding.

Following discussion, it was the general consensus of the Board to fund Ada Jenkins at \$35,000.

Commissioners Phillips and Munger returned.

Commissioner Kidwell left the meeting and did not return.

Angels and Sparrows

Following discussion, it was the general consensus of the Board to fund Angels and Sparrows at \$35,000.

Bags of Hope

Commissioner Munger noted he volunteers with the organization, but is not on their board.

Following discussion, it was the general consensus of the Board to fund Bags of Hope at \$20,000.

Crimestoppers

Commissioner Boone recused himself.

Following discussion, it was the general consensus of the Board to fund Crimestoppers at \$5,000.

Commissioner Boone returned.

Caterpillar Ministries

Following discussion, it was the general consensus of the Board to fund Caterpillar Ministries at \$20,000.

Hope House

Following discussion, it was the general consensus of the Board to fund Hope House at \$20,000.

Carolina Raptor Center (Tourism Funds)

Following discussion, it was the general consensus of the Board to fund the Carolina Raptor Center at \$5,000.

Hugh Torance House & Store (Tourism Funds)

Commissioners Phillips and Boone recused themselves.

Following discussion, it was the general consensus of the Board to fund Hugh Torance House & Store at \$15,000.

Commissioner Boone returned.

Rural Hill (Tourism Funds)

Commissioner Phillips was still recused.

Following discussion, it was the general consensus of the Board to fund Rural Hill at \$20,000.

Commissioner Phillips returned.

Mayor Bales called for a 5-minute recess.

Huntersville Family Fitness & Aquatics - HVAC

Upon return from the recess, Zach Brown, Executive Director of Huntersville Family Fitness & Aquatics, updated the Board on the HVAC issues at HFFA. *Refer to Exhibit No. 3.*

It was the general consensus of the Board to move forward with \$250,000 for rental equipment for the summer to help improve air quality.

Bond Referendum

The Board discussed whether to hold bond referendum in November 2022 or November 2023.

Following discussion, it was the general consensus of the Board to plan bond referendum for November 2023.

Mr. Roberts noted the proposed budget will include a 7 percent COLA and merit combined for employees – 5 percent or 6 percent COLA and 1 percent or 2 percent merit.

The Manager's Recommended Budget will be presented at the May 2 Town Board Meeting.

There being no further business, the meeting was adjourned.

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Janet Pierson, Town Clerk

Date: June 21, 2022

Subject: Records Retention Schedule

EXPLAIN REQUEST:

Adopt the latest Local Government Agencies Records Retention and Disposition Schedule published by the North Carolina Department of Natural and Cultural Resources.

ACTION RECOMMENDED:

Adopt Records Retention Schedule.

FINANCIAL IMPLICATIONS:

n/a

ATTACHMENTS:

1. 2021 Schedule

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.01	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>10 years</u> <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. 163-300
1.02	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records. Also includes evaluations of the agency by outside entities.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
1.03	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES @ Records documenting requirements or directives promulgated by the agency for the conduct of a business or activity on agency premises or under agency authority.	Destroy in office when superseded or obsolete.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.04	AUDITS: PERFORMANCE @ Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office PCI attestation reports after 3 years. c) Destroy in office remaining audit reports after 10 years. d) Destroy in office documentation of corrective measures 2 years after their implementation. e) Destroy in office working papers and remaining records when superseded or obsolete.	
1.05	BLUEPRINTS AND SPECIFICATIONS @ Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. 132-1.7

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.06	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).	Destroy in office 5 years after expiration or cancellation.	
1.07	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
1.08	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.± Agency Policy: Destroy in office after <u>3 YEARS</u>	
1.09	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
1.10	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
1.11	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>5 YEARS</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.12	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
1.13	COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency. SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.14	CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS @ Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).	a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS). b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.* c) Destroy in office accommodation requests 2 years after resolution.*	Authority: 42 USC 12132
1.15	CONSTITUENT SURVEYS Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>5 YEARS</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.16	CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page A-11. SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).	a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. c) Destroy in office remaining records after 3 years. <i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i>	
1.17	CUSTOMER CALL CENTER RECORDINGS @ Recordings of calls to customer service centers made for quality assurance and training purposes.	Destroy in office after 30 days.	
1.18	EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS @ Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties. SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.* b) Destroy in office records documenting all other maintenance and repairs after 3 years.* c) Destroy in office warranties 1 year after expiration.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.19	EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
1.20	EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
1.21	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below).	a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years. b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. c) Destroy in office warranties 1 year after expiration.	
1.22	FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.	Destroy in office when superseded or obsolete.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.23	GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	a) Transfer records concerning approved grants to Grants (below). b) Destroy in office rejected or withdrawn grant proposals when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.24	GRANTS @ Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes any required certifications and disclosures, documentation about grants issued by the agency, and research records generated as part of a grant project. SEE ALSO: Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.25	HISTORICAL DESIGNATIONS RECORDS Records concerning the awarding of historical markers by the agency. Includes applications, review materials, and list of markers.	a) Retain in office permanently the list of historical markers along with the accepted applications. b) Destroy in office after 1 year rejected applications. c) Destroy in office remaining materials after 3 years.	
1.26	HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [±] Agency Policy: Destroy in office after <u>VALUE ENDS</u>	
1.27	IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.	Destroy in office 3 years after resolution.*	
1.28	INDICES @ Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
1.29	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends. [±] Agency Policy: Destroy in office after <u>2 YEARS</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.30	INVENTORIES @ Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
1.31	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.32	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel and activities. Includes routine notices, task lists, and arrangements.	Destroy in office when superseded or obsolete.	
1.33	MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days. <i>Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).</i>	
1.34	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.12 G.S. 132-1.13

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.35	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	
1.36	MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment.	a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.37	 OFFICE AND PROPERTY SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT).	a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year.	Confidentiality: G.S. 132-1.7

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.38	ORDINANCES Includes code of ordinances. See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.	a) Retain in office official copy permanently. b) Destroy in office ordinance development records when ordinance is no longer in effect. c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends. ± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.39	PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office after 3 years. *	
1.40	PHONE LOGS Records documenting calls placed and received in the course of conducting agency business. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Voice over Internet Protocol (VoIP) Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office after 1 year.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.41	POLICIES AND PROCEDURES @ Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.42	POLL LIST/REGISTRATION LIST/ROSTER/AUTHORIZATION TO VOTE (ATV) @ Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	Authority: G.S. 163 Art. 15A G.S. 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205
1.43	PRICE QUOTATIONS	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.44	PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± <i>1 YEAR - AFTER MINUTES RECORDING</i> Agency Policy: Destroy in office after	
1.45	PROJECTS @ Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. SEE ALSO: Project Documentation (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
1.46	PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office when superseded or obsolete.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.47	PUBLIC BODIES: AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. SEE ALSO: Public Bodies: Minutes (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.48	PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.49	PUBLIC BODIES: APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.	Destroy in office after 2 years.	Authority: G.S. 143-157.1
1.50	PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS SEE ALSO: Public Bodies: Minutes (below).	Destroy in office after approval of official written minutes. NOTE: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.51	PUBLIC BODIES: CORRESPONDENCE Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications.	a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years. b) Destroy in office remaining records after 3 years.	
1.52	PUBLIC BODIES: MEETING NOTICES Includes notices and regular meeting schedules. SEE ALSO: Affidavits of Publication (STANDARD 6: LEGAL RECORDS), Publicity Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year.	
1.53	PUBLIC BODIES: MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above).	a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.54	PUBLIC BODIES: MINUTES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards. See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging. SEE ALSO: Ordinances (above), Public Bodies: Agenda and Meeting Packets (above), Public Bodies: Audio and Video Recordings of Meetings (above), Resolutions (below).	a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions. b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.± Agency Policy: Destroy in office after <u>NEVER</u>	Authority: G.S. 143-318.10
1.55	RATE AND FEE SCHEDULES @ Records relating to rates, fees, and regulations concerning agency services.	Destroy in office when superseded or obsolete.	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.56	REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.57	RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.58	REFERENCE (READING) FILE Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>NO LONGER HAS VALUE</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.59	REPORTS AND STUDIES @ Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency. SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Civil Rights Records (STANDARD 6: LEGAL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency. b) Retain in office permanently reports and studies prepared by request of an agency's governing body or a court. c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually. d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis. e) Destroy in office when superseded or obsolete reports required to be submitted to the agency. f) Destroy in office remaining reports and studies when reference value ends.± Agency Policy: Destroy in office after <u>NO LONGER HAS VALUE</u> <i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.60	REQUESTS FOR INFORMATION Requests received and responses issued by the agency. SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year after resolution.	
1.61	REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
1.62	RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.63	STAFF MEETINGS FILE Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.	
1.64	STRATEGIC PLAN @ Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives.	a) Retain in office strategic plans permanently. b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office remaining records when superseded or obsolete.	
1.65	SURPLUS PROPERTY Inventories and reports of agency property to be surplus.	Destroy in office 3 years after disposition of property.*	
1.66	TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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1: Administration and Management

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.67	TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries. SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	Destroy in office after 1 year.*	
1.68	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet. SEE ALSO: Vehicle Titles (STANDARD 6: LEGAL RECORDS).	Destroy in office when superseded.	
1.69	WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.	a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above). b) Destroy in office remaining records 1 year after work is completed.*	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.01	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment.*	Retention: 04 NCAC 24D .0501(a)(3)(i)
2.02	ACCOUNTS RECEIVABLE @ Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.	Destroy in office 3 years after collection.*	G.S. 105A

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.03	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	
2.04	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. SEE ALSO: Budget Reports (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. <i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i>	Authority: G.S. 159-11
2.05	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	Authority: 26 CFR 1.148-3
2.06	AUDITS: FINANCIAL @ Records concerning internal and external audits. Includes reports, working papers, and related records. SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*	Authority: G.S. 159-34
2.07	AUTHORIZATION FORMS Authorization to purchase materials.	Destroy in office after 3 years.*	

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.08	BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.	Destroy in office after 3 years.*	
2.09	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. SEE ALSO: Accounts Receivable (above).	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. 153A-176
2.10	BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.*	Authority: G.S. 143 Article 8
2.11	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.	Destroy in office 6 years after final maturity.*	Authority: G.S. 159 Article 7

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.12	BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	Authority: G.S. 159-130
2.13	BONDS, NOTES, AND COUPONS	Destroy in office 1 year from date of payment.	Authority: G.S. 159-139
2.14	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence (including e-mail), and other related records.	Destroy in office after 2 years.*	
2.15	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
2.16	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. SEE ALSO: Annual Budget (above).	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
2.17	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. 159-10

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.18	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.± <u>1 YEAR</u> Agency Policy: Destroy in office after _____	Authority: G.S. 159-8 G.S. 159-13 G.S. 159-13.2 G.S. 159-15
2.19	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
2.20 	CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignment of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. 132-1.2(2)
2.21	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. SEE ALSO: Fund Drive and Event Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
2.22 	ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 14-113.20

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.23	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer's office.	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. 116B-60 Retention: G.S. 116B-73
2.24	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
2.25	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits.	
2.26	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGEERS).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 YEARS</u>	

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.27	GRANTS: FINANCIAL @ Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records. SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333
2.28	INVESTMENTS Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.	a) Destroy in office transaction schedules after 2 years.* b) Destroy in office performance investment reports when reference value ends.± Agency Policy: Destroy in office after <u>3 YEARS</u> c) Destroy in office all remaining records after 3 years.*	Authority: G.S. 159-30

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.29	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
2.30	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. 159-33
2.31	LONGEVITY PAY	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.32 	PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5)

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.33 	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes employer contributions (e.g., retirement, healthcare) along with individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. SEE ALSO: Payroll Deduction Records (below), Time Sheets, Cards, and Attendance Records (below); for 401(k) and other retirement plan payouts, see Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 5 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.34 	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), retirement and deferred compensation, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). SEE ALSO: Payroll and Earnings Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1)
2.35	POWELL BILL RECORDS Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.	Destroy in office after 3 years.	
2.36	PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. SEE ALSO: Grants: Financial (above).	Destroy in office after 3 years.* <i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i>	
2.37	QUALIFIED PRODUCTS LISTS (QPL) Records identifying products approved for purchase by the agency.	Destroy in office 3 years after superseded or obsolete.*	

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.38	REQUISITIONS Requests for payment or to acquire goods or services. SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 1 year.*	
2.39	SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.	a) Destroy in office after 3 years records documenting the awarding of scholarships. b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.	
2.40	SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.41	STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.	Destroy in office 3 years after payment.*	

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.42 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 5 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
2.43	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	Retention: 04 NCAC 24D .0501(a) IRS Publication 15
2.44	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. SEE ALSO: Payroll and Earnings Records (above).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1)

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2: Budget, Fiscal, and Payroll

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.45	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.46	 VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.01	GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. <i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council. See also GEOSPATIAL RECORDS, page A-13.</i>	
3.02	GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.03	GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	
3.04	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
3.05	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
3.06	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends. [±] Agency Policy: Destroy in office after _____.	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.07	LAYERS: ADDRESS POINTS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	
3.08	LAYERS: CORPORATE LIMITS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.09	LAYERS: EXTRATERRITORIAL JURISDICTIONS See also GEOSPATIAL RECORDS, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
3.10	LAYERS: ORTHOIMAGERY See also GEOSPATIAL RECORDS, page A-13.	Create a snapshot of dataset when created. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.11	LAYERS: STREET CENTERLINE See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	
3.12	MAPPING PROJECT RECORDS Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects. See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.13	MAPS: PARCEL Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures. See also GEOSPATIAL RECORDS, page A-13, and Property Management Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Paper: Destroy in office upon State Archives approval. GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	
3.14	MAPS: PARKS Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also GEOSPATIAL RECORDS, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>. <i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.	

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3: GIS

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.15	MAPS: ALL OTHER @ Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± <i>Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.</i> <i>Agency Policy: Destroy in office after <u>REFERENCE VALUE ENDS</u></i>	

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STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

4: HR

STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.01	ABOLISHED POSITIONS Records concerning positions that have been abolished.	Destroy in office after 1 year.	
4.02 	ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel. SEE ALSO: Disciplinary Actions (below).	a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation. b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court. d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below).	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

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4: HR

STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.03 	APPLICATIONS FOR EMPLOYMENT Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below). b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31
4.04	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later. Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21

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4: HR

STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.05 	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. SEE ALSO: Employment Selection Records (below).	Destroy in office after 2 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
4.06	ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below).	a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete.	Retention: 29 CFR 1910.1001(m)(4)

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4: HR

STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.07	BENEFITS RECORDS Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).	a) Destroy in office approved claims forms after 2 years.* b) Destroy in office rejected requests 6 months after decision. c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. d) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
4.08	BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below).	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
4.09	DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	

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4: HR

STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.10	DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.	a) Transfer original forms to Local Government Employees' Retirement System (LERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.	
4.11	DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to Personnel Records (Official Copy) (below). b) Destroy in office all remaining records 2 years after resolution of all actions.	Authority: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 Subject to the public information provision delineated in the above authorities.

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.12	DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency. SEE ALSO: Secondary Employment (below).	a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.	
4.13	 EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. SEE ALSO: Leave Records (below).	a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below). b) Destroy in office records concerning denied requests 6 months after denial.* c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.14	 EMPLOYEE ASSISTANCE PROGRAMS Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.	Destroy in office after 3 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

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STANDARD 4: HUMAN RESOURCES RECORDS		
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS
4.15 	EMPLOYMENT ELIGIBILITY RECORDS Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.	a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation.
		Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 8 USC 1324a(b)(3)
4.16 	EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. SEE ALSO: Applications for Employment (above), Aptitude and Skills Testing Records (above).	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*
		Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.17 	EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.18 	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. SEE ALSO: Leave Records (below).	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 825.500(b)

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.19 	GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. SEE ALSO: Disciplinary Actions (above), Personnel Records (Official Copy) (below).	Destroy in office after 2 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.20	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentation of loans of radioactive materials for the purpose of training exercises. SEE ALSO: Asbestos Training (above), Bloodborne Pathogen Training (above).	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
4.21	INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.	Destroy in office after 2 years.	
4.22	LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.	Retain in office permanently.	

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.23 	LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below).	a) Destroy in office approved requests 3 years after return or separation of employee.* b) Destroy in office denied requests after 6 months.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.24 	MEDICAL RECORDS Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA); and records of injury or illness. (Does not include worker's compensation or health insurance claim records.) SEE ALSO: Benefits Records (above), Workers' Compensation Program Claims (below).	a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for Workers' Compensation Program Claims (below).</i>	Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.25	MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). SEE ALSO: Leave Records (above).	Destroy in office 3 years after leave ends or employee separates from agency.*	Authority: 5 CFR 1208
4.26	 PERFORMANCE REVIEWS Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. SEE ALSO: Personnel Records (Official Copy) (below).	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 60A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.27	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.	Transfer records to Personnel Records (Official Copy) (below).	Subject to the public information provision delineated in relevant General Statutes.

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.28 	PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary agency employee that is eligible for benefits. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file. SEE ALSO: Medical Records (above), Seasonal and Contract Worker Records (below).	a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information necessary to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule.	Authority/ Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.29 	PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors.	a) Transfer records as applicable to Personnel Records (Official Copy) (above). b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.30	POLICIES AND PROCEDURES (PERSONNEL) Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers' Compensation Program Administration (below).	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.31 	POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 801.30

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.32	POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. SEE ALSO: Position Descriptions (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.33	POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32
4.34	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
4.35	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.36	RETIREMENT RECORDS Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k). SEE ALSO: Payroll and Earnings Records; Payroll Deduction Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated. b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* c) Transfer Local Governmental Employees' Retirement System (LGERS) forms to Department of State Treasurer. d) Transfer applicable records to Personnel Records (Official Copy) (above).	Retention: 29 CFR 1627.3(b)(2)
4.37	SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 5 years after date of separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.38	SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity. SEE ALSO: Dual Employment (above.)	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.	

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.39	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 2 years from date of record creation or the personnel action involved.	
4.40	SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.	Destroy in office after 1 year.	
4.41	TRAINING AND EDUCATIONAL RECORDS Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. SEE ALSO: Conferences and Workshops (STANDARD 7: PUBLIC RELATIONS RECORDS), Educational Leave and Reimbursement (above). Other required trainings are handled in Asbestos Training (above), Bloodborne Pathogen Training (above), Hazardous Materials Training Records (above), Law Enforcement Training (above).	a) Transfer records as applicable to Personnel Records (Official Copy) (above), if such training and testing is required for the position held or could affect career advancement. b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation. c) Destroy in office general training materials when superseded or obsolete. d) Destroy in office remaining employee-specific records after 1 year.	Retention: 29 CFR 1627.3(b)(1)(iv)

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.42 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 5 years. *	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) Retention: 04 NCAC 24D .0501(a)
4.43	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 5 years. *	
4.44	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
4.45	VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee's prior or current employment with the agency.	Destroy in office after 1 year.	
4.46	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	

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STANDARD 4: HUMAN RESOURCES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.47	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	
4.48	WORKERS' COMPENSATION PROGRAM ADMINISTRATION Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.49 	WORKERS' COMPENSATION PROGRAM CLAIMS Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. <i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. 97-92(a).</i>	Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency. *	Confidentiality: G.S. 8-53 G.S. 97-92(b)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." (G.S. 132-6.1 (c))

5: IT

STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.01 	AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.	a) Destroy in office 1 year after superseded or obsolete fixity check documentation. b) Destroy in office remaining records after disposition of record.*	Confidentiality: G.S. 132-6.1(c)
5.02	COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.	Destroy in office after 1 year.	
5.03	DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.	Destroy in office 3 years after system is discontinued and/or replaced.	

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5: IT

STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.04	DATA MIGRATION RECORDS Technical records documenting data migrations. <i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i>	Destroy in office 1 year after completion of data migration.	
5.05	DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution. SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
5.06	DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records. See also REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS , page A-21.	Destroy in office 10 days after digitization. <i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i>	
5.07	 ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.7(b) G.S. 132-6.1(c)

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5: IT

STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.08	INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	
5.09 	NETWORK AND SYSTEM SECURITY RECORDS Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records.	a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.	Confidentiality: G.S. 132-6.1(c)
5.10 	NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-6.1(c)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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5: IT

STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.11	PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records. SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently records with historical value. b) Destroy in office remaining records 3 years after completion of project.	
5.12	SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.	Destroy in office 1 year after software is superseded or obsolete.	
5.13	SYSTEM ACCESS RECORDS Records documenting access requests and authorizations, system access logs, and other related records.	Destroy in office 1 year after superseded or obsolete.	
5.14	 SYSTEM DOCUMENTATION RECORDS Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.1(g) G.S. 132-6.1(c)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

5: IT

STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.15	SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records. SEE ALSO: Equipment and Vehicle Maintenance, Repair, and Inspection Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year. b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.	
5.16	SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation. See also <u>Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files</u> , available on the State Archives of North Carolina website.	Destroy in office in accordance with your office's established, regular backup plan and procedures.± Agency Policy: Destroy in office after <u>5 years</u>	
5.17	TECHNICAL PROGRAM DOCUMENTATION Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.	Destroy in office 1 year after superseded or obsolete.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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STANDARD 5: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.18	VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS Records concerning line registrations, calls logs, and voicemail records.	a) Destroy in office records concerning line registration when superseded or obsolete. b) Destroy in office call logs after 1 year. c) Destroy in office voicemail records after 30 days.	
5.19	WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications. SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office when superseded or obsolete.	

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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STANDARD 6: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.01	AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. SEE ALSO: Public Bodies: Meeting Notices (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently if record provides sole evidence of publication. b) Destroy in office remaining records after 3 years.*	Authority: G.S. 1-600
6.02	ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence (including e-mail), maps, ordinances, and public hearings.	a) Destroy in office withdrawn petitions after 1 year. b) Retain remaining records in office permanently. <i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1).</i>	
6.03	AUTHENTICATIONS Certificates of authentication issued by the agency.	Retain in office permanently.	

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.04	CIVIL RIGHTS CASE RECORDS Records concerning discrimination complaints by employees or former employees and employee requests for reasonable accommodation. Includes equal opportunity (EO) complaints. SEE ALSO: Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Personnel Records (Official Copy) (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete. b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.* <i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i>	Retention: 29 CFR 1602.14 29 CFR 1602.31

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.05	CIVIL RIGHTS RECORDS Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans. SEE ALSO: Civil Rights Case Records (above), Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS).	Destroy in office 3 years after superseded or obsolete.	Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4 Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)
6.06	CONDEMNATION RECORDS Settled and pending condemnation cases. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.	Retain in office permanently.	

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.07	CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office 1 year after completion of term or separation.	
6.08	CONTRACTS, LEASES, AND AGREEMENTS @ Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding. SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office sealed contract records 10 years after expiration of contract.* c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.* d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.* e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*	Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52
6.09	DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.10	DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
6.11	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records; LOCAL PROGRAM SCHEDULE, Excavation Permits and Right-of-Way Acquisition Working Records (STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS).	Destroy in office 10 years after expiration of agreement.	
6.12	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.	
6.13	EXPUNCTIONS Expunction orders received by local agencies.	Destroy in office when record is expunged.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.14	INVESTIGATION AND HEARING RECORDS Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records.	Destroy in office 3 years after completion.*	
6.15	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
6.16	 LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page A-11.	Confidentiality: G.S. 132-1.1(a)
6.17	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
6.18	 LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. SEE ALSO: Legal Opinions (above).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.19 	LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a) G.S. 132-1.9
6.20	OATHS OF OFFICE SEE ALSO: Public Bodies: Member Files (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention. <i>Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording.</i>	Authority: G.S. 105-349 G.S. 153A-26 G.S. 160A-61 G.S. 160A-68 G.S. 160A-284 Retention: G.S. 7A-103(2)
6.21	PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	

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6: Legal

STANDARD 6: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.22	PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	
6.23	RELEASE FORMS Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
6.24	SETTLEMENTS Records concerning pre-litigation or informal settlements.	Destroy in office 10 years after expiration.	Authority: G.S. 132-1.3
6.25	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. 20-72

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- @ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.01	AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
7.02	AUDIO-VISUAL RECORDINGS @ Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos. SEE ALSO: Public Bodies: Audio and Video Recordings of Meetings (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
7.03	COMMUNITY AWARDS @ Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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7: PR

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.04	CONFERENCES AND WORKSHOPS @ Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations. SEE ALSO: Training and Educational Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.05	EDUCATIONAL MATERIALS Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.	Destroy in office when superseded or obsolete.	
7.06	FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs. SEE ALSO: Donations and Solicitations (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.07	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	
7.08	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	
7.09	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.10	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	

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7: PR

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.11	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
7.12	PUBLICITY RECORDS @ Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	
7.13	SOCIAL MEDIA SEE ALSO: Website (Electronic) (below).	See APPENDIX (page A-12) for guidance in handling social media.	
7.14	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.15	WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records. SEE ALSO: Web Management and Operations Records: Structure (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.01	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) SEE ALSO: Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
8.02	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. 166A-19.22

8: Risk Management

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

8: Risk Management

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.03 	DISASTER AND EMERGENCY MANAGEMENT PLANS @ Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
8.04	DISASTER RECOVERY Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.	a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
8.05	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
8.06	EMERGENCY NOTIFICATIONS Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency.	Destroy in office after 1 year.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

8: Risk Management

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.07	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees. SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	
8.08	FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	a) Destroy in office inspection reports after 7 years. b) Destroy in office safety audits after 3 years. c) Destroy in office remaining records when superseded or obsolete.	
8.09	FIXED NUCLEAR FACILITIES PLANS FILE Records concerning emergency plans for county fixed nuclear facilities.	Destroy in office when superseded or obsolete.	
8.10	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

8: Risk Management

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.11	HAZARDOUS MATERIALS MANAGEMENT Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records. SEE ALSO: Safety Data Sheets (below). <i>Note: Title 10A of the NC Administrative Code provides guidelines about the records requirements for persons who receive, possess, use, transfer, own or acquire any sources of radiation within the State of North Carolina.</i>	a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency. b) Destroy in office asbestos records 1 year after building is demolished. (<i>Note: If building is sold, transfer records to new owner.</i>) c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans. e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion. f) Destroy in office remaining records after 30 years.	Retention: 29 CFR 1910.1001(i)(3)(ii)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

8: Risk Management

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.12	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
8.13	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	
8.14	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
8.15	NATIONAL FLOOD INSURANCE PROGRAM RECORDS Records concerning the participation of a local government agency in FEMA's National Flood Insurance Program (NFIP). Includes floodplain management ordinances, maps, and other related records.	a) Retain in office permanently floodplain management ordinances. b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

8: Risk Management

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.16	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
8.17	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.01	AUDIT/AUDIT RESOLUTIONS Records concerning reports from financial and compliance audits conducted on Workforce Investment Act programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
9.02	LOCAL AREA JOB TRAINING PLAN RECORDS Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
9.03	PARTICIPANT RECORDS Records concerning applicants, registrants, eligible applicants/registrants, participants, trainees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and Workforce Investment Act follow-up questionnaires.	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

STANDARD 11: PROGRAM OPERATIONAL RECORDS – ANIMAL SERVICES RECORDS

Records created and received during the conduct of animal services programs.

NOTE: Some records are covered by General Records Schedule: Local Government Agencies and, therefore, are not listed separately here. See Reference (Reading) File and Reports and Studies (Administration and Management Records).

11: Animal Services

STANDARD 11: ANIMAL SERVICES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.01	ANIMAL ABUSE AND CRUELTY RECORDS Includes complaints, citations and/or compliance orders, and other related records.	Destroy in office after 5 years.*	See G.S. 14-360 for definition of animal cruelty.
11.02	ANIMAL COMPLAINT RECORDS Includes complaints of animal nuisances.	Destroy in office after 3 years.*	
11.03	ANIMAL CONTROL RECORDS Records of animal control calls. Includes information regarding animal bites, animals received from residents, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related records. Also includes citations and/or compliance orders issued to animal owners for violations of government ordinances.	a) Destroy in office records concerning dangerous animals when known dead or after 10 years. b) Destroy in office animal control citations and compliance orders after 3 years.* c) Destroy in office remaining records after 1 year.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

11: Animal Services

STANDARD 11: ANIMAL SERVICES RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.04 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Confidentiality: G.S. 132-1.2 (2)
11.05 	ANIMAL SHELTER RECORDS Records of animals impounded at the shelter, including date of impoundment, length of impoundment, disposition of animal, and any other information required by rules adopted by the State Board of Agriculture. Also includes certificates of animal release (e.g., adoption, reclaim, transfer, return to field) and owner contact records.	Destroy in office 3 years after date of impoundment.	Authority/Retention: G.S. 19A-32.1(j) Confidentiality (for specific counties): G.S. 132-1.15
11.06	CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substances used.	Destroy in office after 2 years.	Retention: 21 CFR 1304.04
11.07	HISTORIES OF PET OWNERS Records concerning information for each animal owner who violates government ordinances. Includes complaint forms and other related records.	Destroy in office after 3 years.*	
11.08	RABIES VACCINATION RECORDS Includes rabies vaccination certificates submitted to agency by area veterinarians.	Destroy in office after 3 years.	Authority: G.S. 130A-189

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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STANDARD 12: PROGRAM OPERATIONAL RECORDS – CODE ENFORCEMENT AND INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of local government code enforcement and inspection programs.

NOTE: Some records are covered by the General Records Schedule: Local Government Agencies and, therefore, are not listed separately here.

12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.01	AIR POLLUTION SOURCE INFORMATION Includes records for facilities which are no longer operational.	Destroy in office after 2 years.*	
12.02 	BLUEPRINTS AND SPECIFICATIONS Records concerning blueprints and specifications of local government owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. Includes as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain agency blueprints and specifications for life of structure. b) Destroy in office commercial blueprints and specifications 1 year after completion of project. c) Destroy in office residential blueprints and specifications when reference value ends.± Agency Policy: Destroy in office after <u>N/A</u> <u>SEE LUESA</u>	Confidentiality: G.S. 132-1.7

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.03	BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Records documenting applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Includes permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, correspondence (including e-mail), and contractor change forms.	a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when reference value ends.± Agency Policy: Destroy in office after <u>N/A</u> <u>SEE LUGSA</u>	
12.04	CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
12.05	DROUGHT CONTINGENCY PLANS Includes water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
12.06	EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties. SEE ALSO: Violations: Building and Housing, below.	Destroy in office 6 years after settlement.*	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.07	EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans as well as revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.08	EXEMPTION (VARIANCE) RECORDS Records concerning exemptions and variances concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.09	GOING-OUT-OF-BUSINESS LICENSES Records concerning licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year expiration.	
12.10	GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	Authority: 15 NCAC 2C .0100
12.11	ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received. SEE ALSO: Violations: Solid Waste Management, below.	Destroy in office after 5 years.*	
12.12	INSPECTIONS Inspections conducted by local government agencies concerning enforcement of state and local laws, codes, and ordinances.	Destroy in office after 6 years.*	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.13	LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	Retention: 40 CFR 141.91
12.14	LANDFILL TONNAGE AND COST FILE	Destroy in office after the 5 year reporting period is complete.	
12.15	PERMITS: CONSTRUCTION Records documenting applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Miscellaneous (Non-Building) Applications, Licenses, and Permits (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>N/A</u> <u>See LOESA</u>	
12.16	PERMITS: PUBLIC UTILITIES PROJECTS Records documenting permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain in office approval letters and supporting documentation permanently. b) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.*	Authority: 40 CFR 122.28 15A NCAC 18C .0300 Confidentiality: 15A NCAC 02H .0115

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.17	RECREATIONAL VEHICLE REGISTRATION RECORDS Records concerning issuance of registrations/decals for recreational vehicles. Includes, but is not limited to, golf carts, canoes, and mopeds as well as proof of insurance and renewals.	Destroy in office 1 year after expiration.*	
12.18	UNSAFE BUILDINGS FILE Records documenting inspections and notifications to owners of unsafe conditions relative to a particular structure. SEE ALSO: Violations: Building and Housing, below.	Destroy in office after 6 years provided all issues have been resolved.*	
12.19	VALVE OPERATION FILE	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>2/A</u>	
12.20	VIOLATIONS: BUILDING AND HOUSING Records documenting violations of building and fire code, minimum housing, and erosion and sediment control. Includes complaints, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. SEE ALSO: Water Analysis, below.	a) Destroy building code violations in office 6 years after verification of correction. b) Destroy remaining records in office 3 years after verification of correction.*	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.21	VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records issued by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case.*	
12.22	VIOLATIONS: WATER CONSERVATION Records concerning notices of water conservation violations.	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>2/A</u>	
12.23	WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS	Destroy in office after 5 years.*	Authority: 15A NCAC 2B .0505
12.24	WASTEWATER QUALITY ANALYSIS RECORDS	a) Destroy in office analysis reports after 3 years.* b) Destroy in office monitoring and calculation sheets after 1 year.*	Authority: 15A NCAC 2B .0505

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12: Codes & Inspections

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.25	WATER ANALYSIS Records concerning bacteriological, chemical, radiological, and physical analyses and climatological observations as well as records of actions taken to correct violations. SEE ALSO: Violations: Building and Housing and Violations: Water Conservations, above.	a) Destroy in office records of chemical and radiological analysis after 10 years. b) Destroy in office records of bacteriological and turbidity analysis after 5 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office remaining records after 5 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.26	WATER SYSTEM OPERATIONS RECORDS Records concerning the operations of water supply, treatment, distribution, and collection. Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize	Destroy in office after 10 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.27	WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE	Destroy in office after 5 years.*	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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STANDARD 13: PROGRAM OPERATIONAL RECORDS – EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS

Official records documenting the primary functions of emergency services programs and fire departments.

Footage from body-worn cameras is scheduled by the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS (General Schedule), and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.

13: EMS & Fire Department

STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.01 	911 COMMUNICATION RECORDS AND RECORDINGS Records documenting any communications made by the public with 911. Includes transcripts and recordings of 911 calls received, transcripts of text messages received by 911, and computer-aided dispatch (CAD) reports. SEE ALSO: Dispatch Records and Recordings, below AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS)	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.5 G.S. 132-1.4(c)(4) Retention: G.S. 132-1.4(i)
13.02 	AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Records concerning equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original in office after 3 years.*	Confidentiality: G.S. 130A-12

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

13: EMS & Fire Department

STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.03	BUILDING AND FIRE SAFETY SYSTEM PLANS Records concerning plans and fire safety systems of commercial, industrial, and government-owned properties.	Destroy in office when superseded or obsolete.	
13.04 	DISPATCH RECORDS AND RECORDINGS Records and recordings concerning activities during an emergency services dispatch. Includes company run reports and fire journals as well as ambulance dispatch and service run records. Also includes footage from body-worn cameras of EMS and Fire Department personnel when responding to an emergency if not otherwise included in a separate item. SEE ALSO: 911 Communication Records and Recordings, above AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS).	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.4 G.S. 143-518 45 CFR 164.501 42 U.S.C. 1395x
13.05	FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Records documenting licenses and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
13.06	FIRE DISPATCH FILE Records concerning fire dispatch zones. Includes maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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13: EMS & Fire Department

STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.07 	FIRE INVESTIGATION CASE FILES Records concerning investigations of fire. Includes reports, photographs, evidence, and other related records. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Case File: Felonies AND Case File: Misdemeanors (STANDARD 20: LAW ENFORCEMENT RECORDS).	a) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.* b) Destroy in office after 10 years when arson is involved.* c) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs.*	Confidentiality: G.S. 132-1.4
13.08	FIRE SAFETY INSPECTIONS AND PERMITS Records documenting inspections of and permits issued for fire protection measures and procedures for systems and buildings.	a) Destroy in office inspections with no defects after 3 years. b) Destroy in office inspections with noted defects 3 years after defects are corrected.* c) Destroy in office permits 3 years after expiration.	
13.09	NORTH CAROLINA FIRE INCIDENT REPORT Includes report required by state statute to document certain fire incidents. <i>For retention of copies of fire incident reports filed with other agencies, see: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Reports (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</i>	Retain original report permanently.	Authority/Retention: G.S. 58-79-45

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STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.10 	PHARMACEUTICAL AND NARCOTICS RECORDS Records documenting the administration of pharmaceuticals and narcotics to patients as required by the Drug Enforcement Agency.	Destroy in office after 3 years. *	Authority: 21 CFR 1310.03 Confidentiality: G.S. 130A-12 Retention: 21 CFR 1310.04

13: EMS & Fire Department

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STANDARD 14: PROGRAM OPERATIONAL RECORDS – PARKS AND RECREATION RECORDS

Records created and received by Parks and Recreation departments.

14: Parks and Recreation

STANDARD 14: PARKS AND RECREATION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.01	ADMISSION RECORDS Records of admissions to parks or recreation facilities.	Destroy in office after 3 years.*	
14.02	CITATIONS RECORDS Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	
14.03	OFFICIALS FILE Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail). SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 4: HUMAN RESOURCES RECORDS) for disposition of payment records.	Destroy in office after 3 years.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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14: Parks and Recreation

STANDARD 14: PARKS AND RECREATION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.04	PARKS PLANNING FILE Records concerning master plans and working plans for each park property and recreational facility which show layout, topography, and proposed developments and improvements. Includes drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS) AND GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Parks (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>VALUE ENDS</u> b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	
14.05	POOL RECORDS Records concerning monthly reports indicating operational data, chemicals used, chlorination levels and other information relating to pool construction, maintenance, and health and safety.	Destroy in office after 1 year.	
14.06	 RECREATION PROGRAMS Records concerning athletic and recreation programs. Includes staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, reservation records, copies of receipts for fees paid, age verification records, and concession operators list.	a) Destroy in office program records after 3 years. b) Destroy age verification records when reference value ends. ± Agency Policy: Destroy in office after <u>3 years</u>	Confidentiality: G.S. 132-1.12

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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14: Parks and Recreation

STANDARD 14: PARKS AND RECREATION RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.07	TICKET STUBS	Destroy in office when reference value ends. [±] Agency Policy: Destroy in office after <u>2/A</u>	

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STANDARD 15: PROGRAM OPERATIONAL RECORDS – PLANNING AND REGULATION OF DEVELOPMENT RECORDS

Official records and materials created and accumulated during the conduct of local government planning, regulation of development, and zoning programs.

Community Development Block Grants (CDBG) records are found in Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.01	BOARD OF ADJUSTMENT CASE FILES AND INDEXES Cases submitted to the board requesting variances from current zoning ordinances. Includes indexes to cases reviewed by the board.	a) Retain indices in office permanently. b) Destroy in office case files after 6 years.*	Retention: G.S. 1-50(5)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.02	CERTIFICATES OF APPROPRIATENESS Certificates submitted by the Historic Preservation Commission allowing alterations to exterior portions of building and structures on or within historic landmarks and districts. Includes applications and other related records.	a) Retain in office certificates for life of structure and then destroy. b) Destroy in office denied applications when reference value ends. ± Agency Policy: Destroy in office after <u>2/A</u> c) Destroy in office remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>2/A</u>	Authority: G.S. 160A-400.9
15.03	COMPREHENSIVE PLAN AND AMENDMENTS Official copies of comprehensive plan and all background surveys, studies, reports, draft versions of plans, and supporting documentation. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently adopted plan and amendments. b) Destroy in office remaining records 3 years after adoption of plan.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.04	CONDITIONAL USE PERMIT RECORDS AND INDEX Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. Includes original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence (including e-mail). Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.	a) Destroy in office 3 years after discontinuance of use. b) Destroy in office applications for which a permit was never issued when reference value ends. ± Agency Policy: Destroy in office after <u>N/A</u>	
15.05	DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>N/A</u> <u>SEE REGISTER OF DEEDS</u>	Authority: G.S. 47C-2-103
15.06	ENVIRONMENTAL IMPACT STUDIES Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
15.07	OPEN SPACE CLASSIFICATION CASE FILE	Retain in office permanently.	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.08	PERMITS: TEMPORARY MANUFACTURED HOME Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence.	Destroy in office 6 years after permit expires.	Retention: G.S. 1-50(5)
15.09	PERMITS: ZONING COMPLIANCE For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	Retention: G.S. 1-50(5)
15.10	PETITION & REGULATION RECORDS	Destroy in office after 5 years.*	

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15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.11	PLANNING REVIEW CASE FILE For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, municipal or county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence (including e-mail), and record of final determination.	a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other mandatory reviews and related records 6 years after last entry.	Retention: G.S. 1-50(c)
15.12	REZONING RECORDS AND INDEXES Records concerning applications to rezone property within the county or municipality. Includes original applications, review forms, maps of areas involved, copies of investigative reports, copies of relevant planning board minutes, notices of hearings, and development agreements.	Retain in office permanently.	

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15: Planning and Regulation of Development

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.13	SUBDIVISION RECORDS Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. Also includes preliminary subdivision and group development site plans. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Plats (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS RECORDS).	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>Never</u>	
15.14	VARIANCES Includes zoning variances, watershed variances, and subdivision variances.	Retain official copies permanently in the minutes of the Board of Adjustment or other governing body.	
15.15	VIOLATIONS: ZONING Records concerning notices of zoning violations.	Destroy in office after 6 years.*	Retention: G.S. 1-50(5)

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STANDARD 18: PROGRAM OPERATIONAL RECORDS – PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS

Official records and materials created and accumulated for use by municipal and county sanitation, water, sewage, electrical, and gas operations. Also contains environmental management records accumulated for use by erosion and sediment control, flood control, and monitoring of pollution. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings.

18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.01	ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>5 YEARS</u> b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Authority: G.S. 130A-309.09A
18.02	ENVIRONMENTAL: CUSTOMER USAGE RECORDS Includes reports, plans or similar records submitted by industrial users or publicly-owned treatment works concerning intended or actual use of the wastewater treatment system.	Destroy in office after 3 years.* Destroy in office after 3 years.*	Retention: 40 CFR 403.12(o)(3)
18.03	ENVIRONMENTAL: DAILY DISPOSAL TICKETS Record and/or receipts concerning the disposal of materials at the landfill.	Destroy in office after 3 years.*	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.04	ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office NPDES reports 5 years from date of submission.* b) Destroy in office annual reports 5 years from date of submission.* c) Destroy in office daily reports after 3 years.	Retention: 40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
18.05	ENVIRONMENTAL: LANDFILL MONITORING REPORTS Gas and groundwater monitoring records and reports. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	Retention: 15A NCAC 13B .1626(10)
18.06	ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Destroy when superseded or obsolete.*	Authority: G.S. 130A-309.09D

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.07	ENVIRONMENTAL: LANDFILL PERMITS Permits and related records of landfills owned or operated by agency. Includes amendments and hazardous waste management permits.	a) Retain construction and operation permit for life of system and then destroy. b) Destroy in office all other permits and related records after the 5-year reporting period is complete.	Retention: G.S. 130A-294 (b1) (4)
18.08	ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Notices issued by agency concerning improper non-stormwater discharge or disposal. Includes improper disposal of waste or products, chlorinated pool discharge, vehicle maintenance facility runoff, food service waste, and other unregulated commercial and industrial discharges.	Destroy in office one year after resolution.	
18.09	ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS Records allowing parties outside the operator's jurisdiction to dispose of waste at landfill.	Destroy in office 3 years after expiration of agreement.	
18.10	ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)	Destroy in office after 2 years.*	
18.11	EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.12	EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>3 YEARS</u>	
18.13	EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS Inspections conducted by agency. Includes inspection requests, notices of violations, denial reports, sketches, plans, correspondence (including e-mail), and similar records concerning the construction, modification or demolition of existing and new roads and construction sites.	Destroy in office 6 years after final site inspection.*	
18.14	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS Records concerning permits, including permit logs, issued for site construction.	a) Destroy in office records concerning approved permits 3 years after expiration of permit. b) Destroy in office non-approved permits after 3 years.	
18.15	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans submitted to agency. Includes revisions, addendums, and records delineating who is financially responsible for the project.	a) Destroy approved plans in office 3 years after expiration. b) Destroy non-approved plans after 3 years.	Authority: 15A NCAC 04B .0118

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.16	EROSION CONTROL: TROUT BUFFER VARIANCES Includes denials and waivers. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Variances (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	a) Destroy in office 6 years after approval of permit. b) Destroy in office after 3 years plans for which a permit was not issued.	Authority: 15A NCAC 04B .0125
18.17	FLOOD CONTROL: FLOOD CERTIFICATIONS Records concerning lot reviews for construction projects submitted to agency. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Permits: Zoning Compliance (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	Destroy in office when superseded or obsolete.	
18.18	FLOOD CONTROL: FLOOD STUDIES Reviews of stream crossings for construction projects submitted to agency.	Retain in office for life of structure and then destroy.*	
18.19	UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Records concerning water distribution and treatment.	a) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.* b) Destroy in office records concerning the operation of water treatment facilities after 3 years.*	Authority: 15A NCAC 18C .1301

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.20 	UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS Includes authorizations to construct, building plans, and specifications of privately owned utilities. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>n/a</u> b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
18.21	UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute and issued by agency.	a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.* b) Retain approval letters and supporting documentation permanently.	
18.22	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Records documenting installation, location, specifications, and maintenance history of meters, lines, pipes, pumps, and similar system equipment.	Destroy in office 3 years after equipment is no longer owned and/or operational.	
18.23 	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Retain in office for life of system and then destroy.	Confidentiality: G.S. 132-1.7

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.24	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS	a) Retain project pre-approval and final approval letters for life of system and then destroy. b) Destroy in office remaining records 5 years after project is completed.	
18.25	UTILITIES: LANDLORD AGREEMENTS Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office 3 years after expiration of agreement.	
18.26	 UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, etc., throughout the system. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps, All Other (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS).	Retain for life of system and then destroy.	Authority: 15A NCAC 18C .0300 Confidentiality: G.S. 132-1.7

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.27	UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) Includes records concerning the installation or planned installation of meters and connecting any facility to utility system owned or operated by the agency.	a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational. b) Destroy in office notice to property owners of approval of utility installation after 2 years. c) Destroy in office remaining records after reference value ends.± Agency Policy: Destroy in office after <u>N/A</u>	
18.28	UTILITIES: PUBLIC UTILITIES INSPECTION FORMS Records relating to the inspection of sanitation, electric, water, gas and sewer utilities submitted to or conducted by agency.	Destroy in office when superseded or obsolete.	

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.29 	UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications for life of system and then destroy. b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. c) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Authority: 15A NCAC 18C .0300 15A NCAC 2H .0115 Confidentiality: G.S. 132-1.7
18.30	UTILITIES: RECYCLING WATER RECORDS Backwash recycling groundwater records.	Destroy in office when superseded or obsolete.	Authority: 40 CFR 141.76(d)
18.31	UTILITIES: SERVICE INTERRUPTION RECORDS Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years. *	

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.32	UTILITIES: TAP AND HOOK UP RECORDS Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>N/A</u>	Confidentiality: G.S. 132-1.1(c)
18.33	UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute for systems owned or operated by agency. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain approval letters and supporting documentation permanently. b) Destroy in office permits and other records 5 years after expiration, cancellation, revocation or denial.*	Retention: 15A NCAC 18C .0300 15A NCAC 2H .0115 40 CFR 122.28
18.34	UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS	Destroy in office after 3 years.	

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18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.35	WATER QUALITY: LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification obtained by agency. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office samples, raw data, analysis reports and related documentation after 5 years.* b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*	Authority: 15A NCAC 02H .0805(7)(G) 15A NCAC 02H .1100
18.36	WATER QUALITY: PRETREATMENT PROGRAM RECORDS Includes annual pretreatment reports, records of monitoring activities and results, water quality records and other related documentation.	a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.* b) Destroy in office remaining records after 3 years.*	Retention: 15A NCAC 02H .0908(f)(1) 40 CFR 503.17
18.37	WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS Includes reports, summaries, studies, correspondence (including e-mail), and other related records documenting the sanitary condition of system. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office 10 years after completion of survey.* b) Destroy in office documentation of corrective measures 2 years after their implementation.	Retention: 40 CFR 141.33 15A NCAC 18C .1526

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

18: Public Utilities and Environmental/Waste

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.38	WATER QUALITY: SEWER JETTING AND VECTERING RECORDS Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
18.39	WATER QUALITY: SLUDGE TREATMENT RECORDS Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans and other related documentation conducted by or for agency.	Destroy in office after 5 years.*	Retention: 40 CFR 503.17
18.40	WATER QUALITY: STORMWATER DEVIATION PERMITS Permits issued to single lots. Includes applications, certifications of installations, and related records.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office inspections submitted by owner when superseded or obsolete.	
18.41	WATER QUALITY: VIOLATION RECORDS Includes all documentation of actions taken to correct federal, state or local violations of water and wastewater management standards by agency.	Destroy in office after 5 years.*	Retention: 40 CFR 141.33 15A NCAC 18C .1526
18.42	WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.	

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STANDARD 19: PROGRAM OPERATIONAL RECORDS – STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS

Official records and materials created and accumulated for constructing and maintaining municipal and county-maintained streets and other public works projects, and engineering records.

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS
19.01	APPRAISAL REPORTS Records appraising privately owned land for compensation in eminent domain projects. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 10 years.
19.02	CEMETERY DEEDS Copies of deeds for the purchase of agency-owned cemetery plots. Includes applications or deed slips.	a) Retain 1 copy of deed in office permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>N/A</u>
19.03	CEMETERY INTERMENT RECORDS Includes name of deceased, date of interment, and location of plot.	Retain in office permanently. <i>Retention Note: If these records are maintained as an electronic database, a copy should be maintained on paper or microfilm and updated regularly.</i>

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

19: Streets, Public Works, and Engineering

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.04	EXCAVATION PERMITS Applications, permits, and billing information for individuals and contractors requesting to work in the county or municipal right-of-way for demolitions or excavations.	a) Destroy in office billing records after 3 years.* b) Destroy in office applications and permits 1 year after expiration. c) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	
19.05	GRAVE OPENING ORDERS Authorizations to dig graves in agency-owned cemeteries.	Destroy in office after 1 year.	
19.06	INFRASTRUCTURE MAINTENANCE RECORDS Records documenting the general maintenance and upkeep of infrastructure, including roads, traffic lights, and other public works.	Destroy in office after 3 years.	
19.07	PLANNING FILE Includes long-range and immediate plans for paving streets and other projects.	Destroy in office 5 years after superseded or obsolete.	
19.08	PROJECT RECORDS - CANCELLED Background information for public works and engineering projects explored but not undertaken. Records are used as a reference file and include maps, project information, and the reason that the project failed.	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	Confidentiality: G.S. 132-1.7

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19: Streets, Public Works, and Engineering

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.09 	PROJECT RECORDS – CORE Records used to document the design and construction of public works and engineering projects. Includes final as-built plans and specifications; certificate of completion/closure; policy correspondence (including e-mail), covenants; final estimates and budgetary summaries; geo-technical reports; environmental mitigation agreements; permits for right-of-way use, photographs documenting key aspects of construction as-built; final specifications; and as-built structural calculations.	Destroy originals after life of structure ends.	Confidentiality: G.S. 132-1.7

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

19: Streets, Public Works, and Engineering

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.10	PROJECT RECORDS – ENGINEERING & COMPLIANCE Records used to document the engineering and technical areas of a public works and engineering project, as well as compliance with regulatory requirements. Includes superseded plans and specifications, agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, reports, diaries and narratives, EEO information, material certifications, material testing reports, notice to proceed, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information. File also includes environmental review records and proof of compliance with any mitigation measures required as a condition of project authorization. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.)	Destroy in office 6 years after completion or termination of project.*	Confidentiality: G.S. 132-1.7

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19: Streets, Public Works, and Engineering

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.11	PROJECT SHEETS FILE Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation.	Destroy in office after 5 years.	
19.12	RIGHT-OF-WAY ACQUISITION WORKING RECORDS Includes records of negotiations on acquisition of rights-of-way related to public works and engineering projects, such as 10-day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence (including e-mail) relating to right-of-way acquisitions. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 3 years.*	
19.13	STREET NAME AND HOUSE NUMBER FILES Records relating to the assignment of street names and house numbers. May also include records documenting street name changes, and non-temporary street openings and closings.	Retain in office permanently.	

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19: Streets, Public Works, and Engineering

STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.14 	STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS Records used for maintenance, review, and analysis of permanent and temporary structures owned by third parties that extend, cross or abut the public right-of-way. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy records pertaining to structure 3 years after the end of life of the structure.	Confidentiality: G.S. 132-1.7
19.15	SURVEY FIELD RECORDS Records used to document and establish easements and rights-of-way, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, rights-of-way and easements. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
19.16	TRAFFIC ANALYSIS Analysis of vehicle traffic within agency jurisdiction.	Destroy in office after 5 years.	

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STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS
19.17	TRAFFIC VIDEO RECORDINGS AND DATA Recordings and other data used to monitor traffic levels.	Destroy in office after 30 days.*

19: Streets, Public Works, and Engineering

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: PROGRAM OPERATIONAL RECORDS - LAW ENFORCEMENT RECORDS (EXCLUDING SHERIFF'S OFFICES)

Records received and created by any local government law enforcement agency (excluding sheriff's offices) necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records and G.S. §160A-168 regarding confidentiality of personal information of law enforcement officers.

Please note: Records created by county sheriff's offices fall under the purview of the Records Retention Schedule of County Sheriff's Offices.

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS		
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS
20.01	ALARM CALL REPORTS Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. Includes forms completed by businesses and residences naming emergency contacts, location of safe, or other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.
20.02	ALTERNATIVE SENTENCING PROGRAMS Records documenting alternative sentencing programs. Includes work release and weekend service.	Destroy in office 3 years after individual leaves program.
20.03	ARREST PROCESSING RECORDS Records used to track a defendant's time and activities while in arrest processing. Includes time of arrival and time to and from each workstation.	Destroy in office 1 year after date of arrest.* Confidentiality: G.S. 132-1.4

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.04 	ARREST REPORTS Reports concerning arrests made by officers.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 5 years from date of arrest if report is not made part of a case file.	Confidentiality: G.S. 132-1.4
20.05	AUCTION RECORDS Records concerning abandoned and unclaimed articles or found property in possession of law enforcement sold at public auction. May include auction receipts of monies received for items sold.	Destroy in office after 3 years.*	
20.06 	CASE FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure report, statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, court dispositions, audio or video recordings, and other related records. SEE ALSO: Electronic Recordings of Interrogations, below.	a) Destroy in office records concerning solved cases 20 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).	Confidentiality: G.S. 132-1.4

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STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.07 	CASE FILE: MISDEMEANORS Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, court dispositions, audio or video recordings, and other related records.	a) Destroy in office records concerning solved malicious misdemeanor cases 3 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a). c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years.*	Confidentiality: G.S. 132-1.4
20.08 	COMMUNICATION RECORDS Recordings, printouts, and logs of telephone, radio, dispatch, 911 emergency calls or texts, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. Includes time and date of call, contents of call, location of call, name of unit sent to scene, and other related information. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, 911 Communication Records and Recordings AND Dispatch Records and Recordings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.09 	COMPLAINTS Records concerning complaints to which a unit responded. Includes logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 3 years after resolution if not made part of a case file.	Confidentiality: G.S. 132-1.1(a)
20.10 	COMPOSITE INTERVIEWS Summaries of interviews used to determine the physical description of suspects.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>4 YEARS</u>	
20.11 	CRIME ANALYSIS RECORDS Records used to anticipate, prevent, or monitor possible criminal activity. Includes crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>4 YEARS</u>	Confidentiality: G.S. 132-1.4 G.S. 132-1.7(a2) Authority/ Confidentiality/ Retention 28 CFR 23.20

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.12 	DETENTION FACILITY INCIDENT REPORTS Detention facility incident reports. Include narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, and other related records. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Litigation Case Records (STANDARD 6: LEGAL RECORDS).	c) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors d) Destroy in office after 3 years if not made part of a case file.*	Confidentiality: G.S. 132-1.1(a)
20.13	DETENTION FACILITY OPERATIONAL RECORDS Records concerning all activities occurring during shifts at detention facilities. Includes end of duty (shift change reports, key and radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc.) and inmate accountability (rosters, commitment and release reports, cell locations, etc.) records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>20 YEARS</u>	
20.14	DETENTION FACILITY PHYSICAL FORCE RECORDS Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.	Destroy in office after 3 years.*	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.15	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics.	Destroy in office 1 year after period covered by audit.*	Authority: 28 USC 534
20.16	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.	Destroy in office after 1 year.*	Authority: 28 USC 534
20.17	DNA SAMPLING RECORDS Records documenting the collection of DNA samples from persons for qualifying offenses. Includes copies of judgments. Original samples are forwarded to the State Crime Lab.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year from date sample was obtained if not made part of a case file.	Authority: G.S. 15A-266.8

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.18 	DOMESTIC VIOLENCE RECORDS Restraining orders and related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after expiration of restraining order if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.19	DRUG AND ALCOHOL TESTING RECORDS Records and reports generated when individuals suspected of being under the influence of or impaired by illegal drugs or alcohol are chemically tested. Includes reports used for persons arrested for driving while impaired by alcohol and/or drugs and breathalyzer analysis reports. SEE ALSO: Laboratory Case Records, below.	a) Transfer original Driving While Impaired (DWI) reports to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.20 	ELECTRONIC RECORDINGS OF INTERROGATIONS Electronic recordings generated by audio and/or video recording devices of custodial interrogations in an investigation of a juvenile or any person in a criminal investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>5 YEARS</u>	Authority: G.S. 15A-211 Confidentiality: G.S. 7B-3001(b) G.S. 132-1.4A
20.21 	FIELD OBSERVATIONS Records concerning field observations of suspicious persons or vehicles. Includes subject's name, address, and physical description; date, time, and location of occurrence; reason for stop; name of officer conducting interview; and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>4 YEARS</u>	Confidentiality: G.S. 132-1.4

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20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.22 	FINGERPRINT CARDS Records used to verify a subject's identity. Includes fingerprints and all necessary information required to identify an individual. Also includes records of latent finger and palm prints that were found at the scene of a crime without identification of suspects <i>Original fingerprint records are forwarded to the State Bureau of Investigation.</i> SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of case file.	Confidentiality: G.S. 132-1.4 Authority: G.S. 15A-502
20.23	FORCIBLE ENTRY RECORDS Records concerning forcible entries made by law enforcement personnel.	Destroy in office after 1 year.	
20.24	FUGITIVE WARRANTS CASE RECORDS Records concerning fugitive warrants sent to a department from another jurisdiction requesting assistance in finding an individual. Includes fugitive profile and warrant.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 YEAR</u>	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.25 	IDENTIFICATION PHOTOGRAPHS Photographs (mugshots) of persons arrested in association with formal investigations. Also includes driver's license photos or negatives. SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.26	INCIDENT RESPONSE REPORTS Reports completed by officers responding to incidents. Includes victim, suspect, and witness information; damaged and stolen property reports; statement sheets; Miranda waiver forms; and other related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>5 YEARS</u>	Confidentiality: G.S. 132-1.4
20.27	INMATE CLASSIFICATION RECORDS Records concerning classification information gathered by the detention facility while inmates are incarcerated. Also includes incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, and other related records.	Destroy in office 3 years after inmate is released or transferred from the facility. *	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.28	INMATE COMMITMENT RECORDS Copies of judgment and commitment papers received from the Clerk of Superior Court's office used to validate time spent incarcerated.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>N/A</u>	
20.29	INMATE DEATH REPORTS Reports filed by office upon the death of an inmate. A report must be sent to the county health director and N.C. Department of Health and Human Services, within five days of the death.	Destroy in office after 3 years.*	Authority: G.S. 153A-224(b)
20.30	INMATE FINANCIAL RECORDS Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated. Includes balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, and other related information.	Destroy in office 3 years after inmate is released or transferred from the facility.*	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.31	INMATE GRIEVANCE RECORDS Records concerning grievances filed by inmates and actions taken.	a) If legal action is taken and case adjudicated, destroy in office 5 years after final disposition. b) If legal action is taken and case non-adjudicated (out-of-court claims), destroy in office 5 years after final disposition or expiration of relevant statute of limitations. c) Destroy remaining records in office 3 years after inmate is released or transferred from the facility.*	Confidentiality: G.S. 132-1.1(a)
20.32	INMATE MAIL, TELEPHONE, OR VISITOR RECORDS Records concerning telephone calls and mail sent and received by inmates and individuals visiting inmates confined in county or municipal detention facilities. Includes logs listing inmate's name, date and time of call or mail, visitor's signature and address, and other related information.	Destroy in office after 1 year.*	
20.33	INMATE MEAL RECORDS Records concerning the planning and scheduling of inmate meals. Includes food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals and other related records. File also includes records concerning requests for special diets made by inmates.	Destroy in office after 3 years.*	Retention: 10A NCAC 14J .1723

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20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.34	INMATE MEDICAL RECORDS Records concerning medical examinations, diagnoses, and treatments of inmates. Includes medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles, laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctors' orders, transportation records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial responsibility forms. SEE ALSO: Juvenile Detention Records, below.	Destroy in office 10 years after inmate's release or parole.	Confidentiality: G.S. 8-53 45 CFR 164.502
20.35	INMATE PERSONAL IDENTIFICATION RECORDS Records concerning changes to be made to an inmate's incarceration file. Includes personal identification changes, superior court calendar, long form dismissals and other related records.	Destroy in office 30 days after receipt.*	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.36	INMATE RESEARCH REQUESTS Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials.	Destroy in office 1 year from date of request.	
20.37	JUVENILE CASE FILES Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, correspondence with county, municipal, or state juvenile services, and other related records.	a) Destroy in office records when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult. b) Destroy in office records related to all other cases when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b) Retention:
20.38	JUVENILE CASE HISTORY IDENTIFICATION RECORDS Includes fingerprints and photographs.	a) Transfer to the State Bureau of Investigation and Federal Bureau of Investigation. b) Destroy in office agency copies when reference value ends.* ‡ Agency Policy: Destroy in office after <u>5 YEARS</u>	Confidentiality/ Retention: G.S. 7B-2102
20.39	JUVENILE DETENTION RECORDS Records concerning medical and non-medical information gathered on juvenile inmates held in county or municipal detention facilities.	a) Destroy in office medical records when juvenile reaches 30 years of age. b) Destroy in office non-medical records when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b)

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20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.40 	LABORATORY CASE RECORDS Records concerning cases examined in a crime laboratory; includes reports, notes, charts, and other related records	Retain in office permanently.	Confidentiality: G.S. 132-1.4
20.41 	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include Electronic Recordings of Interrogations, above.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4A G.S. 153A-98
20.42	MULTIPLE FIREARMS SALES REPORTS Reports received from dealers reporting the sale of multiple firearms.	Destroy in office when reference value ends, but within 20 days after receipt.± Agency Policy: Destroy in office after <u>5 YEARS</u>	Retention: 18 USC 923(g)(3)(b)
20.43	MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS Records submitted after 6 months to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed.	Destroy in office after 1 year.	Authority: 18 USC 923(g)(3)(b)

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.44	ORDINANCE VIOLATIONS CITATIONS Citations issued for violations of municipal and county ordinances.	Destroy in office after 3 years.*	
20.45	PAWNSHOP RECORDS Pawnshop cards and property records submitted to municipal and county law enforcement offices.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	Authority: G.S. 66-391
20.46	PERMISSION TO SEARCH RECORDS Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of a case file.± Agency Policy: Destroy in office after <u>5 years</u>	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.47 	PERMITS: CONCEALED WEAPONS AND HANDGUNS Applications and supporting documentation filed to carry concealed weapons or purchase handguns. Includes background checks and other related records.	a) Destroy in office all approved applications after 5 years. b) Destroy in office denied applications and related records 5 years from date of denial or resolution of petition filed with district court, whichever is longer. c) Destroy in office background checks and related records concerning approved applications when permit is issued.	Authority/ Confidentiality: G.S. 14-415.17 G.S. 132-1.4 G.S. 132-1.7
20.48	PRISON RAPE ELIMINATION ACT (PREA) FILE Allegation, investigation, and incident review records documenting investigations into allegations of sexual abuse or sexual harassment.	Destroy in office 6 years after inmate's release.* <i>Retention Note: If a minor is involved in the incident, records should be retained until the minor reaches age 30.</i>	Authority: 28 CFR Part 115
20.49	PRISON RAPE ELIMINATION ACT (PREA) DATA FILE Aggregated data for every allegation of sexual abuse at county or municipal lockups.	Destroy in office after 10 years.	Authority/Retention: 28 CFR Part 115.187 28 CFR 115.189(d)
20.50	PRISONER TRANSPORT RECORD Verification forms completed by receiving party of prisoner patient.	Destroy in office after 1 year.	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.51	PROPERTY RECORDS Records concerning confiscated property, evidence, stolen or recovered property, and unclaimed property. Includes descriptions of property and its value, serial numbers, and other related records. Records may also be filed with original incident report.	Destroy in office 3 years after final disposition of property.	
20.52	PURSUIT LOGS Logs concerning pursuits by law enforcement personnel.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	
20.53	RIDE-ALONG PROGRAM RECORDS Records concerning a law enforcement ride-along program.	Destroy in office after 3 years.*	
20.54	SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction.	a) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years. b) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the state; or after 30 years or length of court order, whichever is greater; or when individual is known dead.	Authority: G.S. 14-208 Retention: G.S. 14-208.6A

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.55	TRAFFIC ACCIDENT REPORTS Records concerning traffic accidents. Includes general correspondence, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records.	a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident. b) Destroy in office after 3 years records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made. c) Destroy in office duplicate reports when reference value ends.± Agency Policy: Destroy in office after <u>3 YEARS</u>	Confidentiality: 18 USC 2721
20.56	TRAFFIC CITATIONS AND WARNINGS Citations issued to drivers violating motor vehicle and traffic laws. Includes voided citations and warnings that do not require a fine or court appearance.	a) Transfer original citations to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy remaining records in office after 1 year.	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

20. Law Enforcement Records

STANDARD 20: LAW ENFORCEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.57	TRESPASS RECORDS Authorizations by property owners, lessees, or managers for law enforcement officers to take action deemed appropriate to remove unauthorized persons and issue trespass warnings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year after expiration if not made part of a case file.	Authority: G.S. 14-159.12-13
20.58	VEHICLE TOWING RECORDS Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 21: PROGRAM OPERATIONAL RECORDS - TAX RECORDS (FOR MUNICIPALITIES)

Records received and created by a municipality for the purposes of collecting taxes. For County Tax Administration records, please refer to the separate County Tax Administration Program Schedule.

21. Tax Records (Municipal)

STANDARD 21: TAX RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.01 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals by the municipality. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Authority: G.S. 160A-212 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.02	BEER AND WINE TAXES AND RECORDS Records concerning the levy of privilege taxes on beer and wine.	Destroy in office after 3 years.*	Authority: G.S. 105-133.77-79
21.03 	BICYCLE LICENSE PLATE RECORDS Records concerning issuance of license plates for bicycles.	Destroy in office after 1 year.*	Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

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2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 21: TAX RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.04	DELINQUENT TAXPAYER RECORDS Records concerning taxpayers who have not paid real and personal property taxes due, including unpaid notices. SEE ALSO: Delinquent Taxpayer Records: Advertisement of Tax Liens Against Real Property, below.	Destroy in office after 10 years or 3 years after final settlement or 1 year after released by governing board, whichever comes first.*	
21.05	DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY Records concerning the municipal taxation officer's publication in the newspaper of delinquent taxpayer and tax sales notices. SEE ALSO: Delinquent Taxpayer Records, above.	Destroy in office after 10 years.*	Authority: G.S. 105-369
21.06	MOTOR VEHICLE RENTAL TAX RECORDS Records concerning motor vehicle rental tax assessments.	Destroy in office after 3 years.*	
21.07	MUNICIPAL VEHICLE TAX RECORDS Records concerning municipal vehicle taxes levied annually.	Destroy in office after 3 years.*	Authority: G.S. 20-97(b)
21.08	PREPARED FOOD AND BEVERAGE TAX RECORDS Records concerning prepared food and beverage tax assessments.	Destroy in office after 3 years.*	

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STANDARD 21: TAX RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.09	PRIVILEGE LICENSES, TAXES, AND FEE RECORDS Records concerning the licensing of occupations, businesses, trades, professions, and forms of amusement or entertainment and associated fees and taxes. SEE ALSO: Animal Licensing Records (above), Beer and Wine Taxes and Records (above), Municipal Vehicle Tax Records (above), Taxicab and Limousine Tax Records (below).	Destroy in office after 3 years. *	Authority: G.S. 160A-194
21.10	ROOM OCCUPANCY TAX RECORDS Records concerning the administration of room occupancy tax records for those municipalities who have adopted room occupancy taxes.	Destroy in office after 3 years. *	Authority: G.S. 160A-215 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

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21. Tax Records (Municipal)

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 21: TAX RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.11	SCHEDULE "B" LICENSES Receipts of licenses issued by municipality in accordance with Article 2, Schedule B of the Revenue Laws of North Carolina. Applies to privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers.	a) Destroy in office 3 years after close of license tax year stubs or detailed settlement records. b) Destroy in office stubs 1 years after audit if settlement records are kept.	Authority: G.S. 105-41 G.S. 105-83 G.S. 105-88 G.S. 153A-152 G.S. 160A-211 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.12	TAX ABSTRACTS AND LISTS Records concerning real and personal property in the municipality, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated value.	Destroy in office after 10 years or two revaluation cycles.	Authority: G.S. 105-309 G.S. 105-296
21.13	TAX EXEMPT PROPERTY FILE Records concerning property that is exempt from taxation.	Destroy in office 5 years after property exemption has expired or at end of life of structure, whichever comes first.	
21.14	TAX LEDGER CARDS OR SHEETS	Destroy in office 5 years after superseded or obsolete.	

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21. Tax Records (Municipal)

STANDARD 21: TAX RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.15	TAX LEVY/SEIZURE RECORDS Inventory of property taken from property owner by the municipal tax collector to pay back taxes.	a) Destroy in office after 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by municipal law enforcement agency, execution forms are to be retained by that agency. b) If levy, seizure, and sale are not made, destroy in office forms when reference value ends.± Agency Policy: Destroy in office after <u>VALUE ENDS</u>	Authority: G.S. 105-366 G.S. 105-367
21.16	TAX LIEN SALES Records concerning sales held to satisfy tax liens.	Destroy in office 10 years after sale.	
21.17	TAX REBATES Records concerning tax rebates given or received.	Destroy in office after 10 years.	
21.18	TAX SCROLLS Records indicating property (real estate and personal) valuation and taxes due.	Destroy in office after 10 years.	
21.19	TAXICAB AND LIMOUSINE TAX RECORDS Records concerning the levy of privilege taxes on taxicabs and limousines.	Destroy in office after 3 years.*	Authority: G.S. 20-97(d)

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Lora Mastrofrancesco, Transportation Engineer/Project Manager

Date: June 21, 2022

Subject: U-6106 Gilead Rd West Property Acquisition Contract

EXPLAIN REQUEST:

Resolution to approve the contract with Property Acquisition Firm for U-6106 Gilead Rd West Project.

ACTION RECOMMENDED:

Approve Contract with Property Acquisition Firm for U-6106 Gilead Rd West Project.

FINANCIAL IMPLICATIONS:

Bond Funds

ATTACHMENTS:

1. U-6106 Resolution Prop Acqu Contract Exhibits 2022.6.8



**RESOLUTION OF THE TOWN OF HUNTERSVILLE TO ACCEPT THE
U-6106 GILEAD ROAD WEST PROPERTY ACQUISITION CONTRACT**

Whereas the Town of Huntersville proposes to enter into an agreement for professional services for the U-6106 Gilead Rd West Project – Property Acquisition Work;

Whereas NCDOT required the Town to put out for proposals and scored based on qualifications. The most qualified proposer selected was Colliers Engineering & Design CT, P.S. NCDOT concurred with the selection process and selected firm. The Town’s request letter, scoring summary and NCDOT approval is attached as Exhibit E; and

Whereas the selected firm’s Professional Service Rates were received and NCDOT concurrence was granted. Approval letter is attached for reference; and

Whereas the Contract for professional services between the Town and the selected firm for property acquisition services is attached as Exhibit A;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Commissioners approves and authorizes Contract for Professional Services attached herein as Exhibit A is approved.
2. The Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to effect the provisions of this Resolution;
3. This Resolution shall be effective as of the date its adoption.

Adopted this 21st day of June, 2022.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A

C



105 Gilead Road, Suite 300
Huntersville, NC 28078
(704) 766-2220

CONTRACT FOR SERVICES

CONTRACTOR: Colliers Engineering & Design CT, P.C. 5272 Parkway Plaza Blvd., Ste 100 Charlotte, NC 282167 Holly Cataldo holly.cataldo@colliersengineering.com	PROJECT: Gilead Rd W SITE LOCATION(S): Gilead Rd
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This Contract for Services, and all exhibits, (collectively this “Contract”) is entered into this _____ day of _____, 20____ by and between the Town of Huntersville, a municipal corporation of the State of North Carolina, (the “Town”) and Colliers Engineering & Design CT, P.C. located at 5275 Parkway Plaza Blvd, Ste 100, Charlotte, NC 28217 (the “Contractor”).

WITNESSETH:

That for and in consideration of the mutual promises set forth in this Contract, the sufficiency of which is acknowledged by the parties hereto, the parties do mutually agree as follows:

1. Scope of Services. The Contractor agrees to perform for the Town the services, which are further described and incorporated herein by reference as Exhibit C. The Contractor agrees to provide the labor, service, equipment, and materials, and other services included in Exhibit C, which shall constitute the “Work.” The Contractor warrants that the Contractor has visited the location of the project and is familiar with all field conditions bearing upon the Contractor’s performance of the Work; that the materials and equipment furnished under the Contract are of good quality and new (unless otherwise permitted); that the Work meets or exceeds the standards ordinarily observed in the industry; and that the Work conforms to the requirements of the Contract and to all applicable codes, ordinances, laws, or regulations. During such period, the Contractor will remedy at Contractor’s expense any nonconformities or defects in the Work within a reasonable time after receiving written notice thereof from the Town.
2. Fees: Fees for the Work shall be specified in a fee schedule, attached hereto in Exhibit D, (the “Contract Price”).
3. Historically Underutilized Businesses (HUB). It is the policy of the Town to provide minorities and women equal opportunity for participating in all aspects of the Town’s contracting and procurement programs, including but not limited to employment, construction development projects, materials/services contracts and/or lease agreements, consistent with the laws of the State of North Carolina.
4. Contract Insurance. Contractor shall be required to purchase and maintain, during its performance under this Contract, insurance coverage as shown on the Insurance Requirements as stated in Exhibit

B, which is incorporated herein by reference. All insurance purchased shall have a specific endorsement, copy of which shall be provided to the Town, including the Town as an additional insured and providing that such insurance will not be cancelled without providing thirty (30) days advance written notice to the Town.

5. Materials, Equipment, Employees. The Contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, and incidentals necessary for the completion of the work.
6. Protection of Work, Property, the Public, and Safety. The Contractor shall be responsible for any damage to the owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. The Contractor shall be responsible for and pay for any damages caused to the owner.
7. Standard Terms and Conditions. The Standard Terms and Conditions, attached hereto as Exhibit A, shall be a part of this Contract. The Standard Terms and Conditions are hereby incorporated by reference, and all parties agree to be bound thereby.
8. Contract Term. This Contract shall be for a period of 2 year contract until June 19, 2024.
9. Payment for Services. In consideration of the above services, the Town will pay the Contractor, in accordance with the submitted fee schedule in Exhibit D, attached hereto and incorporated by reference.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals at Huntersville, North Carolina, this _____ day of _____, 20_____.

Contractor

Town of Huntersville

Name: Colliers Engineering & Design CT, P.C.
Name of Contractor (type or print)

Town Manager

By: 

Attest: _____
Town Clerk

(Signature)

Title: Director & Shareholder

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act



Attest: _____
Brian E. Curtis, Esq., VP, General Counsel,
Corporate Secretary

Finance Director

EXHIBIT A
STANDARD TERMS & CONDITIONS

1. **Acceptance.** Contractor's acknowledgment of the terms of this Contract constitutes an agreement to: (i) all terms and conditions set forth or referenced herein, (ii) on any attachments hereto, (iii) any applicable solicitation documentation related to this Contract (including without limitation any request for proposals or invitation for bids or Contractor's response thereto) that deal with the same subject matter as this Contract, and (iv) any other terms and conditions of a written agreement signed by Contractor and the Town that deals with the same subject matter as this Contract (collectively, the "Contract Documents"). The terms and provisions set forth in the Contract Documents shall constitute the entire agreement between Contractor and the Town with respect to the purchase by the Town of the: (i) goods ("Goods") and/or (ii) services provided or work performed ("Services") as described in the Contract Documents. The agreements set forth in the Contract Documents are sometimes referred to herein as the "Contract." In the event of any conflict between any terms and conditions of the Contract Documents, the terms and conditions most favorable to the Town shall control. No additional or supplemental provision or provisions in variance herewith that may appear in Contractor's quotation, acknowledgment, invoice, or in any other communication from Contractor to the Town shall be deemed accepted by or binding on the Town. The Town hereby expressly rejects all such provisions which supplement, modify, or otherwise vary from the terms of the Contract Documents, and such provisions are superseded by the terms and conditions stated in the Contract Documents, unless and until the Town's authorized representatives expressly assent, in writing, to such provisions. Stenographic and clerical errors and omissions by the Town are subject to correction.
2. **Entire Agreement.** These terms and conditions and any other specifications contained in any other documents referenced shall constitute and represent the complete and entire agreement between the Town and Contractor and supersede all previous communications, either written or verbal with respect to the subject matter of this Contract.
3. **Changes, Additions, Deletions.** No changes, additions, deletions, or substitutions of scope of work, specifications, terms and conditions, quantity, unit of issue, delivery date, delivery charges or price will be permitted without the prior written approval from the Town.
4. **Relationship of the Parties.** The Contractor is an independent contractor and not an employee of the Town. The conduct and control of the work will lie solely with the Contractor. The Contract shall not be construed as establishing a joint venture, partnership, or any principal-agent relationship for any purpose between the Contractor and the Town. Employees of the Contractor shall remain subject to the exclusive control and supervision of the Contractor, which is solely responsible for their compensation.
5. **Prices.** If Contractor's price or the regular market price of any of the Goods or Services covered hereunder is lower than the price stated in the Contract Documents on the date of shipment of such Goods or performance of such Services, Contractor agrees to give the Town the benefit of such lower price on any such Goods or Services. In no event shall Contractor's price be higher than the price last quoted or last charged to the Town unless otherwise agreed in writing. No charges for transportation, boxing, crating, etc. are allowable unless such charges are included in the Contract Documents.
6. **Taxes.** Any applicable taxes shall be invoiced as a separate item.
7. **Substitutions.** No substitutions or cancellations shall be permitted without prior written approval from the Town.
8. **Indemnification.** To the greatest extent allowed by North Carolina law, the Contractor shall indemnify and hold harmless the Town, its officers, agents, employees and assigns from and against all claims, losses, costs, damages, expenses, reasonable attorneys' fees ("Claims") to the

extent caused by Contractor's negligent performance of the Services and or Work under this Contract. In the event that any portion of the Services performed under the Contract by Contractor shall be defective in any respect whatsoever, the Contractor shall indemnify and save harmless the Town, its officers, agents, employees, and assigns from all loss or the payment of all sums of money, to the extent caused by such defectiveness, but only to the extent allowed by law.

9. **Invoices and Payment Terms.** It is understood and agreed that orders will be shipped at the established Contract prices in effect on dates orders are placed. Invoicing that does not comply with this provision will subject the Contract to cancellation. Upon satisfactory delivery of the Goods or satisfactory completion of the Work, all invoices and statements shall reference the Contract number and be submitted to: Town of Huntersville, Accounts Payable, PO Box 664, Huntersville, North Carolina, 28070. Payment terms are Net 30 days after receipt of correct, undisputed invoice or acceptance of Goods or Services, whichever is later.

When the Contract is for construction services, the Contractor will submit monthly Requests for Payment for Work performed, for review. The Request for payment shall be based upon the Contractor's estimate of the percentage of the total Work completed during the period represented on the Request for Payment. The Contractor must certify that the Work represented in the Contractor's Request for Payment has been completed in accordance with the Contract Documents and certify that the Request for Payment is appropriate for payment before the Town shall be obligated to make such payment to the Contractor. If any Request for Payment is disputed by the Town, in whole or in part, the Town shall provide a written explanation for such dispute to Contractor within five days of receipt of the certified Request for Payment and shall pay all undisputed amounts therein.

10. **Anti-Discrimination and Equal Employment.** During the performance of the Contract, Contractor shall comply with all federal and state requirements concerning fair and equal employment and shall not discriminate against or deny the Contract's benefits to any person on the basis of race, religion, color, creed, national origin, age, sex (including sexual orientation, gender identity, and pregnancy), disability or handicapping condition, or genetic information.
11. **Insurance.** The Contractor shall provide the insurance coverages shown on Exhibit B, attached hereto and incorporated herein by reference. The Contractor shall provide the Town with a North Carolina Certificate of Insurance and such endorsements as may be required by the Contract Documents prior to the commencement of any work under the Contract and agrees to maintain such insurance until the completion of the Contract. Such certificates of insurance shall be considered part of the Contract.
12. **Ethics in Public Contracting.** By submitting their prices and acceptance of this Contract, all Contractors certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other supplier, manufacturer, or subcontractor in connection with their offer, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
13. **Applicable Laws and Courts.** All Town Contracts for Services shall be governed in all respects by the laws of the State of North Carolina. All matters, whether sounding in contract or tort relating to the validity, construction, interpretation, and enforcement of the Contract, shall be governed in all respects by the laws of the State of North Carolina and venue shall be proper only in a court of competent jurisdiction located in Mecklenburg County, North Carolina. The Contractor represents and warrants that it shall comply with all applicable federal, state, and local laws, regulations, and orders, including, not limited to, licensure requirements.

14. **Codes and Permits.** When applicable, the Contractor shall obtain all required permits, give all required notices, and comply with all laws, ordinances, codes, rules, and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the designer in writing. All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules, and regulations, and without such notice to the Owner, he shall bear all cost arising therefrom.
15. **License Requirement.** If applicable, the Contractor must be a licensed General Contractor as required by North Carolina General Statutes Section 87-1 and must have a good ethical and professional standing with the North Carolina General Contractor's Licensing Board. The Contractor will be responsible for providing properly qualified, licensed (if required) personnel to complete the Work in accordance with the standard of care ordinarily used by members of the Contractor's profession practicing under similar circumstances and at the same time in Mecklenburg County.
16. **Strict Compliance.** The Town may at any time insist upon strict compliance with these terms and conditions notwithstanding any previous course of dealing or course of performance between the parties to the contrary.
17. **Assignment.** Contractor may not assign, pledge, or in any manner encumber Contractor's rights under this Contract or delegate the performance of any of its obligations hereunder, without Town's prior, express written consent.
18. **General Provisions.** The Town's remedies as set forth herein are not exclusive. Any delay or omission by the Town in exercising any right hereunder, or any waiver by the Town of any single breach or default hereunder, shall not be deemed to be a waiver of such right or of any other right, breach, or default.
19. **Warranties.** The Contractor warrants it shall adhere to all laws, codes, ordinances, and regulations of the United States, the State of North Carolina, the County of Mecklenburg, and the Town in the performance of the Services outlined in this Contract and any attached specifications. Contractor warrants that any finished work completed hereunder shall also adhere to all laws, codes, ordinances, and regulations of the United States, the State of North Carolina, the County of Mecklenburg, and the Town. Contractor warrants that all Services delivered hereunder will be free from defects in materials and workmanship and will conform strictly to the specifications, drawings, or samples specified or furnished. This warranty shall survive any inspection, delivery, acceptance, or payment by the Town of the Services and shall run to the Town and any user of the Services. Contractor warrants that all Services will be performed in a professional and workman like manner in accordance with best industry practices. This express warranty is in addition to Contractor's implied warranties of merchantability and fitness for a particular purpose which shall not be disclaimed.
20. **Quality and Workmanship.** All work shall be performed to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the Services provided.
21. **Default.** The Town may terminate the Contract, in whole or in part, immediately and without prior notice upon breach of the Contract by the Contractor. In addition to any other remedies available to the Town in law or equity, the Town may procure upon such terms as the Town shall deem appropriate, Services substantially similar to those so terminated, in which case the Contractor shall be liable to the Town for any excess costs for such similar supplies or services and any expenses incurred in connection therewith.

22. **Termination for Convenience.** The Town shall have the right, without assigning any reason therefore, to terminate any work under the Contract, in whole or in part, at any time at its complete discretion by providing 10 days' notice in writing from the Town to Contractor. If the Contract is terminated by the Town in accordance with this paragraph, the Contractor will be paid in an amount which bears the same ratio to the total compensation as does the Services actually delivered or performed to the total originally contemplated in the Contract. The Town will not be liable to the Contractor for any costs for materials acquired or contracted for if such costs were incurred prior to the date of this Contract.
23. **Risk of Loss.** Risk of Loss for all supplies, materials, the Work performed, and the Project as it is being constructed, shall be on the Contractor until such time as substantial completion is achieved, and approved by the Town.
24. **No Third-Party Beneficiaries.** There shall be no intended nor incidental third-party beneficiaries of this Contract. Contractor shall include in all contracts, subcontracts, or other agreements relating to the Contract an acknowledgment by the contracting parties that the Contract creates no third-party beneficiaries.
25. **Exclusivity.** Nothing in this Contract shall require the Town to use the Contractor or prohibit the Town from soliciting third parties for the good or services provided in this Contract.
26. **Confidentiality.** The Contractor acknowledges the Town is subject public records law and no term shall be inconsistent with N.C.G.S. §132 et al.
27. **Valid Contract for Services.** In order for a Contract for Services of the Town to be valid, it must be executed by the Town Manager or his or her authorized designee and must be pre-audited in that manner required by the Local Government Budget and Fiscal Control Act, as the same may be amended.
28. **Verification of Work Authorization.** Contractor shall comply with, and require all contractors and subcontractors to comply with, the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization," sometimes known as E-verify, for all contractors and subcontractors.
29. **Iran Divestment List.** With the execution hereof, Contractor, certifies that they are not on the Iran Final Divestment List created by the N.C. State Treasurer pursuant to N.C.G.S. § 147-86.58, and will not contract with anyone on such List in performance of the work hereunder.
30. **Availability of Funds.** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the Town for the purpose set forth in this agreement.
31. **Severability.** If any provision of this Contract is found to be invalid or unlawful, then remainder of this Contract shall not be affected thereby, and each remaining provision shall be valid and enforced to the fullest extent permitted by law.
32. **Companies that Boycott Israel.** With the execution hereof, Contractor, certifies that they are not on the Companies that Boycott Israel List created by the N.C. State Treasurer pursuant to N.C.G.S. § 147-86.80, and will not contract with anyone on such List in performance of the work hereunder.
33. **Governmental Immunity.** Nothing contained in this Contract shall constitute a waiver of the Town's governmental immunity or of any limitation on liability or damages created by law.

EXHIBIT B
MINIMUM INSURANCE REQUIREMENTS

The Work under this Contract shall not commence until the Contractor has obtained all required insurance and verifying certificates of insurance have been approved in writing by the Town. Except for Worker's Compensation and Professional Liability policies, the Town shall be included as additional insured on all policies. These certificates shall document that coverages afforded under the policies will not be cancelled, or coverages eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the Town of such cancellation. If endorsements are needed to comply with the notification or other requirements of this article copies of the endorsements shall be submitted with the certificates.

a. **Worker's Compensation and Employer's Liability**

The Contractor shall provide and maintain, until final acceptance, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.

b. **Comprehensive General Liability Insurance**

The Contractor shall provide and maintain, until final acceptance, comprehensive general liability insurance, including coverage for premises operations, independent contractors, completed operations, products and contractual exposures, as shall protect such contractors from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the Contractor or by any subcontractor of the Contractor, or by anyone directly or indirectly employed by either of them and the minimum limits of such insurance shall be as follows:

Bodily Injury: \$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability:\$1,000,000 per occurrence/\$2,000,000 aggregate
Property Damage: \$1,000,000 per occurrence/\$2,000,000 aggregate

Such coverage for completed operations must be maintained for at least two (2) years following final acceptance of the Work performed under the contract.

c. **Deductible**

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the Contractor.

d. **Other Insurance**

The Contractor shall obtain such additional insurance as may be required by the Town or by the General Statutes of North Carolina including motor vehicle insurance, in amounts not less than the statutory limits.

e. **Proof of Carriage**

The Contractor shall furnish the Town with satisfactory proof of carriage of the insurance required before written approval is granted by the Town.

EXHIBIT C – SCOPE OF SERVICES

(Insert service description)

Scope Details

Scope of work for the U-6106 project on Gilead Road includes the following tasks:

- Claim Reports for parcels <\$10k
- RWTS or Narrative Appraisal on fee simple and/or easements per NCDOT Right of Way Manual and for parcels over \$25,000 in value. Use of approved NCDOT vendor is required
- Negotiations with landowners to an approved settlement and closing of right of way and easements(s) with landowners
- Title searches by NCDOT approved vendor for parcels over \$25,000 in value and for all ROW only parcels
- Coordination with closing attorney for acquisitions over \$25,000 in settlement
- Any relocation assistance per NCDOT Right of Way Manual
- Deed recording is responsibility of closing attorney and/or right of way consultant for ROW and/or easements
- Provide Town with diary activities for any parcels not settled by agent (condemnation)
- Use NCDOT forms through acquisition and relocation process
- Follow all NCDOT Right of Way Manual process and procedures
- Provide regular status updates to Town PM or point of contact
- Provide regular B-report updates to NCDOT as required by Division Agent

EXHIBIT D – FEE SCHEDULE

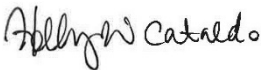
Property Acquisition

SERVICES	Qty	Unit	Rate	Total
Acquisition Services (a) Acquisition and R/W Claim Report (b) Residential Relocation (c) ROW Administrative Services per hour.	(a) 18 (b) 3 (c) 100	Each	(a) \$4,500.00 (b) \$5,500.00 (c) \$ 75.00	\$105,000.00
Appraisals (a) Narrative Summary * (b) Appraisal Review Fee (c) RWTS Appraisal*	(a) 14 (b) 14 (c) 16	Each	(a) \$8,250.00 (b) \$750.00 (c) \$6,700.00	\$233,200.00
Attorney Services (a) Preliminary Opinion Title Services by Attorney <\$10K for R/W only and Agent closing (b) Attorney Closing Services and Recordation	(a) 34 (b) 34	Each	(a) \$550.00 (b) \$350.00	\$30,600.00
NOT TO EXCEED TOTAL =				\$368,800.00

*includes acquisition fee of \$4,500 per parcel

Private Firm

Name: Colliers Engineering & Design 05/23/2022
Name of Firm (type or print) Date

By: 
(Signature)

Title: Director and Shareholder

Town of Huntersville

Anthony Roberts-Town Manager Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Pattie McGinnis-Finance Director

RIGHT OF WAY BREAKDOWN WORKSHEET -- <u>ENTER COST PER PARCEL</u>									
PROJECT DESCRIPTION: Right of Way Professional Services		PRIME FIRM (MANAGING ROW) (IF APPLICABLE): Colliers Engineering & Design		TASK ORDER NUMBER: 0			DATE PREPARED: 5/12/2022		
PREPARED BY: Colliers Engineering & Design		TIP NUMBER: U-6106		WBS NUMBER:			REVISION DATE:		
						This column should only be populated when "ROW Administrative Services per hour." is the Task	SUB-TOTAL	% OF PROJECT	COMMENTS
				COST FOR SERVICE (Key cost for parcel multiplied by the number of parcels at that cost below) (EX. =250*8+500*2) 8 parcels at \$250 cost each plus 2 parcels at \$500 cost each					
PARCEL NO.(S) (EX. 2-10,15,18 (10 PARCELS))	TASK DESCRIPTION (SELECT THE TASK FROM THE DROP DOWN LIST)	FIRM PERFORMING WORK	FIRM EMPLOYEE(s) PERFORMING WORK (Optional Field)	APPRAISAL FIRM PERFORMING WORK (IF APPRAISAL IS INDICATED IN TASK DESCRIPTION)		NUMBER OF HOURS OF ROW ADMINISTRATIVE SERVICE			
1	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
2	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
3	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
4	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
5	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
5	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
6	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
6	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
6	Residential Relocation.	Colliers Engineering & Design			\$5,500.00		5500.00	1.49%	
7	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
7	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
8	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
8	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
9	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
9	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
9	Residential Relocation.	Colliers Engineering & Design			\$5,500.00		5500.00	1.49%	
10	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
10	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
10	ROW Administrative Services per hour.	Colliers Engineering & Design			\$75.00	15	1125.00	0.02%	
11	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
11	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
11	ROW Administrative Services per hour.	Colliers Engineering & Design			\$75.00	15	1125.00	0.02%	
12	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
12	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
12	ROW Administrative Services per hour.	Colliers Engineering & Design			\$75.00	15	1125.00	0.02%	
13	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
13	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
13	Residential Relocation.	Colliers Engineering & Design			\$5,500.00		5500.00	1.49%	
13	ROW Administrative Services per hour.	Colliers Engineering & Design			\$75.00	40	3000.00	0.02%	
14	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
14	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
15	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
15	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
16	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
16	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
17	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
17	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
18	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
18	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
19	Parcel cost using RWTS appraisal.	Colliers International & CED		Colliers International	\$6,700.00		6700.00	1.82%	
19	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
20	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
20	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
21	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
22	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	

RIGHT OF WAY BREAKDOWN WORKSHEET -- **ENTER COST PER PARCEL**

PROJECT DESCRIPTION: Right of Way Professional Services		PRIME FIRM (MANAGING ROW) (IF APPLICABLE): Colliers Engineering & Design		TASK ORDER NUMBER: 0			DATE PREPARED: 5/12/2022		
PREPARED BY: Colliers Engineering & Design		TIP NUMBER: U-6106		WBS NUMBER:			REVISION DATE:		
						This column should only be populated when "ROW Administrative Services per hour." is the Task	SUB-TOTAL	% OF PROJECT	COMMENTS
PARCEL NO.(S) (EX. 2-10,15,18 (10 PARCELS))	TASK DESCRIPTION (SELECT THE TASK FROM THE DROP DOWN LIST)	FIRM PERFORMING WORK	FIRM EMPLOYEE(s) PERFORMING WORK (Optional Field)	APPRAISAL FIRM PERFORMING WORK (IF APPRAISAL IS INDICATED IN TASK DESCRIPTION)	COST FOR SERVICE (Key cost for parcel multiplied by the number of parcels at that cost below) (EX. =250*8+500*2) 8 parcels at \$250 cost each plus 2 parcels at \$500 cost each	NUMBER OF HOURS OF ROW ADMINISTRATIVE SERVICE			
23	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
23	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
24	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
24	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
25	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
25	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
26	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
26	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
27	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
28	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
28	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
29	Parcel cost using Narrative appraisal.	Colliers International &CED		Colliers International	\$9,000.00		9000.00	2.44%	
29	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
29	ROW Administrative Services per hour.	Colliers Engineering & Design			\$75.00	15	1125.00	0.02%	
30	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
30	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
31	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
31	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
32	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
32	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
33	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International	\$9,000.00		9000.00	2.44%	
33	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
34	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
34	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
34A	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
34A	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
35	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
35	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
36	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
36	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
37	Parcel cost using RWTS appraisal.	Colliers International &CED		Colliers International	\$6,700.00		6700.00	1.82%	
37	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
38	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
39	Parcel cost using RWTS appraisal.	Colliers International & CED		Colliers International	\$6,700.00		6700.00	1.82%	
39	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
40	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
41	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	
42	Parcel cost using RWTS appraisal.	Colliers International & CED		Colliers International	\$6,700.00		6700.00	1.82%	
42	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC			\$900.00		900.00	0.24%	
43	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design			\$4,500.00		4500.00	1.22%	

RIGHT OF WAY BREAKDOWN WORKSHEET -- <u>ENTER COST PER PARCEL</u>									
PROJECT DESCRIPTION: Right of Way Professional Services		PRIME FIRM (MANAGING ROW) (IF APPLICABLE): Colliers Engineering & Design			TASK ORDER NUMBER: 0			DATE PREPARED: 5/12/2022	
PREPARED BY: Colliers Engineering & Design		TIP NUMBER: U-6106			WBS NUMBER:			REVISION DATE:	
						This column should only be populated when "ROW Administrative Services per hour." is the Task	SUB-TOTAL	% OF PROJECT	COMMENTS
PARCEL NO(S) (EX. 2-10,15,18 (10 PARCELS))		TASK DESCRIPTION (SELECT THE TASK FROM THE DROP DOWN LIST)		FIRM EMPLOYEE(s) PERFORMING WORK (Optional Field)		APPRAISAL FIRM PERFORMING WORK (IF APPRAISAL IS INDICATED IN TASK DESCRIPTION)			
44	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design				\$4,500.00	4500.00	1.22%	
45	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design				\$4,500.00	4500.00	1.22%	
46	Parcel cost using Narrative appraisal.	Colliers International & CED		Colliers International		\$9,000.00	9000.00	2.44%	
46	Title opinion cost (if needed).	Law Office of W. Daniel Crist, PLLC				\$900.00	900.00	0.24%	
47	Parcel cost to include R/W Claim Report.	Colliers Engineering & Design				\$4,500.00	4500.00	1.22%	
RIGHT OF WAY GRAND TOTAL						\$368,800.00			



**LETTER FROM LGA REQUESTING CONCURRENCE IN PROPERTY
ACQUISITION SELECTION**

February 14, 2022

SUBJECT: Property Acquisition Firm Selection
Town of Huntersville, Mecklenburg County
Project *TIP U-6106*; WBS Element: 48174.2.1
Gilead Road West

Dear Mr. Kirk:

The Town of Huntersville (Town) plans to widen Gilead Road between McCoy Rd to Wyndfield Pkwy. The widening of Gilead Road requires property acquisitions in the form of right-of-way and/or easements for several residents and businesses. On November 29, 2021, the Town posted an invitation request for Request for Letters of Interest (RFLOI) for Property Acquisition Services for this project. The invitation was advertised on the Town's local website, North Carolina HUB website, NCDOT website and in Charlotte Observer newspaper. The deadline for submissions was January 5, 2022, and the Town received seven (7) proposals.

The Town followed the Qualified Based Selection (QBS) process per NCGS's Chapter 143, Article 3D in the firm selection. The selection team was made up of three (3) professional engineer employees currently working in the Town's Engineering and Public Works departments. All the professional firms were verified on the NCDOT prequalification list. The proposals were reviewed, evaluated, and individually scored, per the Selection Criteria stated in the RFLOI, using an in-house excel spreadsheet to tabulate the firm's overall score.

Based on the evaluated and tabulated scores, the most responsive and qualified firm is Colliers Engineering and Design. The sub consultants listed in the RFLOI are Colliers International Valuation & Services and the Law Office of W. Daniel Grist, PLLC. Colliers's familiarity and understanding of the scope as well as their capability and experience is the reason they are the selected Property Acquisition Firm for this project.

Attached please find the selection team's summary scoring for the seven (7) proposals. Also, a copy of the selected firm's proposal for your files. The Town of Huntersville is requesting NCDOT concurrence with the process.

Sincerely,

A handwritten signature in black ink, appearing to read "L Mastrofrancesco", written over a white rectangular background.

Lora Mastrofrancesco, PE
Project Manager
Town of Huntersville

Engineering&PublicWorks

Post Office Box 664 • 105 Gilead Road, Suite 300 • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org

Scoring Chart for RFQ															
Gilead Rd West Property Acquisition Services						LOI Due: 1/5/2022			Date Posted: 11/29/2021						
#:	Firm Name	Contact	Email	Electronic:	1 Copy of Letter of Interest: *	1 Letter of Interest Loose Leaf: *	Team Qualificatons Section:	Team Experience and Technical Approach Section:	Small/ Minority Business (Main, Sub, Both, None)	HUB (Main, Sub, Both, None)	15 page max:	Signed RS2 Form:	Total Score:	Avg. Total Score:	
1	Colliers Engineering and Design	Holly Cataldo	Holly.cataldo@colliersengineering.com	Y	Y	Y	Y	Y	Sub	None	Y	Y	59.69	19.90	
2	Hearns Real Estate Solutions	Marvin Hearns	marvin@hearnsres.com	Y	Y	N	Y	Y	Main	Main	N	Y	45.35	15.12	
3	OR Colan	Matthew Starling	mstarling@orcolan.com	Y	Y	N	Y	Y	Sub	Main	Y	Y	55.68	18.56	
4	Right of Way Group	Mark Smith	mark@therightofwaygroup.com	Y	Y	N	Y	Y	Main	None	Y	Y	47.86	15.95	
5	TELICS	Andrew Ponder	aponder@telics.com	Y	Y	N	Y	Y	None	None	Y	N	57.65	19.22	
6	THC, Inc	Neil Burleson	nburleson@thcinc.net	Y	Y	N	Y	Y	Sub	None	Y	Y	47.08	15.69	
7	AECOM	Joe Martin	joe.martin1@aecom.com	Y	Y	N	Y	Y	Sub	Sub	Y	Y	51.06	17.02	

*= Due to COVID-19 Digital Copies are being accepted in lieu of loose leaf/hard copies.

1st

2nd

3rd

4th

5th



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

April 27, 2022

Lora Mastrofrancesco
TOWN OF HUNTERSVILLE
PO Box 664
HUNTERSVILLE NC 28070

TIP : U-6106
Document : PS : PE – PEF SELECTION PROCESS
Ref : PS : PE – PEF SELECTION PROCESS Approval

Dear Lora Mastrofrancesco,

The Department has approved your PS : PE – PEF SELECTION PROCESS.

Approval Notes:

04/27/22: The Department has concurred with the selection of Colliers for ROW Professional Services on Project U-6106. Please find the letter attached to the EBS Portal for instruction on submitting the Rate to the EBS Portal for review and approval.

To view approval notes/letters:

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "Display Documents" from Main Menu
- 3) Search for this project by above referenced TIP Number and open
- 4) Find this Document Type (reference above) with a status of Approved
- 5) Open activity: approval letter or comments will be attached.

If additional reviews are needed on this Document type, you must submit a new workflow.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Madeline Rawley

MRAWLEY@NCDOT.GOV



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

June 7, 2022

Lora Mastrofrancesco
TOWN OF HUNTERSVILLE
PO Box 664
HUNTERSVILLE NC 28070

TIP : U-6106
Document : PS : ROW – CONSULTANT SELECTION AND COST
Ref : PS : ROW – CONSULTANT SELECTION AND COST Approval

Dear Lora Mastrofrancesco,

The Department has approved your PS : ROW – CONSULTANT SELECTION AND COST.

Approval Notes:

06/07/22: The Department has approved the additional rates with Colliers on Project U-6106 Huntersville.

To view approval notes/letters:

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "Display Documents" from Main Menu
- 3) Search for this project by above referenced TIP Number and open
- 4) Find this Document Type (reference above) with a status of Approved
- 5) Open activity: approval letter or comments will be attached.

If additional reviews are needed on this Document type, you must submit a new workflow.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Madeline Rawley

MRAWLEY@NCDOT.GOV

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Stephen Trott, Director of Engineering

Date: June 21, 2022

Subject: Right-of-way for U-6106 Gilead Road West Project

EXPLAIN REQUEST:

Approve Resolution to acquire Right of Way for the U-6106 Gilead Road West Project.

ACTION RECOMMENDED:

Adopt Resolution

FINANCIAL IMPLICATIONS:

Bond Funds

ATTACHMENTS:

1. Resolution-ROW-2022.6.21 meeting



**RESOLUTION OF THE TOWN OF HUNTERSVILLE BOARD OF COMMISSIONERS TO ACQUIRE
RIGHT OF WAY AND EASEMENTS NECESSARY FOR THE CONSTRUCTION OF THE ADOPTED
AND FUNDED U-6106 GILEAD ROAD WEST PROJECT**

WHEREAS, the Town of Huntersville (the “Town”) has determined that the acquisition of fee title right of way, and easements is necessary to the delivery of the U-6106 Gilead Rd West Project; and

WHEREAS, the Town finds that such title, rights-of-way, and easements, including existing public rights-of-way and easements, are for a public use and necessary for the construction of the U-6106 Gilead Rd West Project; and

WHEREAS, the statutory powers of the Town include the power to acquire real property (N.C.G.S. §160A-11 and §160A-240.1), including the power of eminent domain (N.C.G.S. Chapter 40); and

WHEREAS, to meet said defined project delivery schedule, property acquisition process should begin no later than July 2022; and

WHEREAS, the Town’s proposed property acquisition process for the U-6106 Gilead Rd West Project will comply with applicable Federal, State, and Local regulations; and

WHEREAS, the Town has certified that the parcels (“the Property”), represented on Exhibit A, are needed for the U-6106 Gilead Rd West Project.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF HUNTERSVILLE BOARD OF
COMMISSIONERS (the “Town Board”) AS FOLLOWS:**

1. The Town Board approves and authorizes the acquisition of the necessary fee title, rights-of-way, and easements affecting the parcels described on Exhibit A at a price not to exceed that determined by the appraisals described in the Proposal for Real Estate Acquisition Services by a Professional Property Acquisition Firm and permitted Administrative Adjustments for Right-of-Way Acquisition. No further action is required by this Board to authorize the acquisition.
2. In the event any of the parcels or interest in Exhibit A cannot be acquired by negotiations at the price authorized above, the Town Manager, through counsel, may institute and pursue acquisition by the process of Eminent Domain according to the procedures contained in Chapter 40A, including but not limited to, giving notice of intent to the property owner, executing and filing a complaint and declaration of

taking and depositing the necessary appraised value amount with the Clerk of Superior Court of Mecklenburg County. Any action pursuant to this subsection requires approval by the Town Board

3. The Town Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to carry out the provisions of this Resolution; and
4. This Resolution shall be effective as of the date its adoption.

Adopted this 21st day of June, 2022.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A - PARCEL INDEX
U-6106 GILEAD ROAD WEST

PARCEL #	PARCEL ID #	PROPERTY OWNER NAME
1	009-061-03	Gail E. Gale
2	015-105-32	Anna Frances Tinkham Therrell, Howard Wayne Therrell
3	015-105-31	Anna Frances Tinkham Therrell, Howard Wayne Therrell
4	015-105-30	Anna Frances Tinkham Therrell, Howard Wayne Therrell
5	009-061-17	Douglas Ramsey Kerns, Jody Gale Kerns
6	015-105-23	Charles Daniel Eggleston, Amy Quesinberry Eggleston
7	015-105-24	Robert R Stapp, Tammy M Stapp
8	015-105-25	Tiffany Bodo, Theodore A Hawley
9	015-105-28	Lois C Logan
10	009-203-01	Wynfield Property Owners Association Inc, C/O Hawthorne Co
11	009-201-28	Wynfield Property Owners Association Inc, C/O Hawthorne Co
12	009-201-33	Wynfield Property Owners Association Inc
13	015-105-01	James M Parks IV
14	015-105-04	Scott P Zito
15	015-105-05	Michael Washington, Wendy Washington
16	015-105-06	James J McArdle III, Deborah L McArdle
17	017-471-77	Mecklenburg County
18	017-471-71	Mecklenburg County
19	017-471-31	Mecklenburg County
20	017-471-57	Todd J Combs

21	017-471-56	Bradley K Rekers, Stacy J Rekers
22	017-471-54	John W Whitlow, Vickie M Whitlow
23	017-471-72	Mecklenburg County
24	017-471-52	Wilbert Leander Davis
25	015-101-30	AMH NC Properties L.P
26	015-102-12	Melbourne Homeowners Association Inc, C/O Landcraft Properties Inc
27	017-471-39	Benjamin H Reeder, Elaine McAulay
28	017-471-38	Sarah Anne Lowry, Dustin Cameron Griggs
29	017-471-01	Deborah A Bradley
30	017-471-11	Edward L Keister, Carol L(N/C) Keister
31	017-165-11	D&K Carolina LLC, C/O Michael Amiri
32	017-471-12	Arthur Waldermer Kolpin, Susan Marie Kolpin
33	017-471-13	AMH NC Properties LP
34	017-471-17	Nadine Williams
34A	017-471-78	Bank of America Pension Plan BOA Real Estate Invests
35	017-158-06	Woodhaven Huntersville LLC
36	017-165-10	Huntersville Dental Properties LLC, Attn Tate C Langdon
37	017-165-09	Shaughnessy LLC
38	015-102-13	Charles T Childers, Lori K Childers
39	015-102-28	Florencio Gonzales Navarrette, Maria Mora Plascencia
40	017-165-08	Williamson Properties of LKN LLC
41	009-201-30	Joe Bost Ranson

42	009-203-02	Wynfield Property Owners Association Inc, C/O Hawthorne Management Co
43	017-475-43	Danica Monique Jackson, John Jackson
44	017-475-44	Julio Heras, Sylvia M Heras
45	017-471-70	William Lawrence Felstow, Vickie M Cook
46	009-201-32	Joe Bost Ranson, Peggy P Ranson
47	015-105-08	ARVM 5 LLC

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Stephen Trott, Director of Engineering

Date: June 21, 2022

Subject: Professional Engineering Services for McCoy Rd at Hambright Rd and McCoy Rd at McIlwaine Rd Intersections

EXPLAIN REQUEST:

Professional Engineering Services for the design of McCoy Rd at Hambright Rd and McCoy Rd at McIlwaine Rd Intersections.

ACTION RECOMMENDED:

Adopt Resolution for Professional Engineering Services for the design of McCoy Rd at Hambright Rd and McCoy Rd at McIlwaine Rd Intersections.

FINANCIAL IMPLICATIONS:

General Fund

ATTACHMENTS:

1. Resolution Packet- STV-2022.6.8



**RESOLUTION OF THE TOWN OF HUNTERSVILLE TO ACCEPT THE MCCOY RD AT HAMBRIGHT RD
AND MCCOY RD AT MCILWAINE RD ENGINEERING SERVICES CONTRACT**

Whereas the Town of Huntersville proposes to enter into an agreement for professional engineering services for the McCoy at Hambright Rd and McCoy at McIlwaine Rd Project;

Whereas G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying and alternative construction delivery services (collectively "design services") to be based on qualifications and without regard to fee; and

Whereas design services required were put out for proposals and scored based on qualifications. Scoring summary is attached for reference; and

Whereas the most qualified proposer selected was STV Engineers Inc. Contract for Professional engineering Services attached as Exhibit A;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Commissioners approves and authorizes Contract for Professional Engineering Services attached herein as Exhibit A is approved.
2. The Board authorizes the Town Manager to execute any amendment(s) for additional services, up to \$20,000, for this contract;
3. The Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to effect the provisions of this Resolution;
4. This Resolution shall be effective as of the date its adoption.

Adopted this 21st day of June, 2022.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A

101 Huntersville-Concord Rd
 Huntersville, NC 28078
 (704) 875-6541

**CONTRACT FOR PROFESSIONAL
 ENGINEERING SERVICES**

CONSULTANT: Name: STV Engineers Inc

Address: 900 W Trade St, Suite 715
 Charlotte, NC 28202

Phone #704-372-1885

Project Manager Name: Nikki Honeycutt

Project Manager:
 Nikki.honeycutt@stvinc.com

PROJECT: McCoy at Hambright and McCoy at
 McIlwaine

PROJECT ADDRESS: McCoy at Hambright and McCoy at
 McIlwaine

Huntersville, NC

This Contract for Professional Services, and all exhibits, (collectively this “Contract”) is entered into this ____ day of _____, 2022 by and between, the Town of Huntersville, a municipal corporation of the State of North Carolina, (the “Town”) and STV Engineers, Inc. (the “Consultant”) located at 900 West Trade St. Suite 715 Charlotte, NC 28202.

WITNESSETH:

For and in consideration of the mutual promises set forth in this Contract, the sufficiency of which is acknowledged by the parties hereto, the parties do mutually agree as follows:

1. Scope of Services. The Consultant agrees to perform for the Town the following services according to the following requirements:

The Consultant agrees to provide professional engineering services needed to complete the project. Such professional engineering services shall constitute the “Work.” The Scope of Services and Consultant’s Fee Schedule are attached as Exhibits C and D, which are incorporated herein by reference. Additional (extra) services are defined as any work not included in the Scope of Services in Exhibit C that are requested by the Town or any review agencies (“Additional Services”). Additional Services will be billed at the Consultant’s billing rates as shown on the attached Exhibit E, which is incorporated herein by reference. The Consultant represents to the Town that the hourly billing rates are the Consultants standard billing rates. The Consultant may adjust the hourly rates shown on the attached Exhibit E only if and to the extent that the Consultant’s standard billing rates are adjusted. The Consultant shall provide thirty (30) days advanced notice to the Town in writing of any increases to the Consultant’s standard billing rates. Upon receipt of such notice, the Town shall have the option of terminating this Agreement within the thirty (30) day notice period given by the Consultant. Any meetings not included in the Scope of Services in Exhibit C will be considered Additional Services. Additional Services will be identified either in writing or by verbal communication but must be approved in writing by Town before

proceeding to perform such Additional Services.

The Consultant will be responsible for providing properly licensed engineers to complete the Work in accordance with the standard of care ordinarily used by members of the Consultant's engineering profession practicing under similar circumstances and at the same time in Mecklenburg County ("Standard of Care". In addition to the indemnification obligations contained in the Standard Terms and Conditions attached to this Contract, the Consultant further agrees to indemnify and save harmless the Town from all claims and liabilities to the extent caused by the negligent errors or omissions of the Consultant, including its engineers, technicians or subcontractors.

The Consultant agrees to coordinate its Work with the work of any other separate professional services, Consultants or with the work of the Town's own forces to avoid delaying or interfering with their work.

The Consultant must be properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and must be properly authorized to conduct business in the state of North Carolina. The engineers performing the Work, and in responsible charge of the Work, must be a licensed Engineer in the State of North Carolina and must have a good ethical and professional standing.

The Town reserves the right to terminate the professional service contract of the Consultant based on the Consultant's breach of this Contract (ex: schedule, responsiveness, quality of design, accuracy of documents etc.) after giving written notice and opportunity for Consultant to cure the allegations of breach of this Contract. The Town reserves the right to modify the Scope of Work described in Exhibit C Scope of Services, and in such event the Town and Consultant shall negotiate in good faith to make corresponding modifications to the Fee Schedule in Exhibit D.

2. Contract Insurance. Consultant shall be required to purchase and maintain during its performance under this Contract insurance coverage as shown on the Insurance Requirements as stated in Exhibit B, which is incorporated herein by reference. With the exception of Worker's Compensation and Professional Liability policies, all insurance purchased shall have a specific endorsement, copy of which shall be provided to the Town, naming the Town as an additional insured and for all insurance purchased, an endorsement providing that such insurance will not be cancelled without providing thirty (30) days advance written notice to the Town.
3. Standard Terms and Conditions. The Standard Terms and Conditions, attached hereto as Exhibit A, shall be a part of this Contract. The Standard Terms and Conditions are hereby incorporated by reference, and all parties agree to be bound thereby.
4. Historically Underutilized Businesses (HUB). It is the policy of the Town of to provide minorities and women equal opportunity for participating in all aspects of the Town's contracting and procurement programs, including but not limited to employment, construction development projects, materials/services contracts and/or lease agreements, consistent with the laws of the State of North Carolina.

5. Time for Performance of the Work. The Work will begin within ten (10) days of receipt of the Notice to Proceed from the Town. The Consultant and the Town recognize that time is of the essence for completion of the Work. Any Notice to Proceed shall also contain a date that the Consultant shall complete the Work by (the "Date of Completion"). The terms of this Contract shall apply to every Notice to Proceed issued by the Town.
6. Payment for Services. In consideration of the above services, the Town will pay the Consultant, in accordance with the submitted fee schedule in Exhibit D, attached hereto and incorporated by reference, plus reimbursable expenses at the Consultant's actual cost up to, but not exceeding, the lump sum stated in the Fee Schedule in Exhibit D. Consultant will submit monthly invoices for Work performed based upon the Consultant's estimate of the percentage of the total Work completed during the billing period which shall be paid thirty (30) days after receipt of undisputed invoices delivered. Additional Services will be billed as provided in Paragraph 1 above in accordance with the hourly fee schedule shown on Exhibit E, attached hereto and incorporated by reference. If any invoice is disputed by the Town, in whole or in part, it shall provide a written explanation for such dispute to Consultant within five days of receipt of the invoice and shall pay all undisputed amounts therein.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals at Huntersville, North Carolina, this _____ day of _____, 20_____.

Consultant

Name: STV Engineers, Inc.

Name of Consultant STV Engineers, Inc.

By:

DocuSigned by:

E. Richard Capps, Jr., PE

(Signature)

E. Richard Capps, Jr. PE

Title: Senior Vice President

Town of Huntersville

Town Manager

Attest: _____

Town Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

Attest:

DocuSigned by:

Christian A. Lynch

(Secretary of a Corporation)

Finance Director

EXHIBIT A

STANDARD TERMS & CONDITIONS

1. **Acceptance.** Consultant's acknowledgment of the terms of this Contract constitutes an agreement to: (i) all terms and conditions set forth or referenced herein, (ii) on any attachments hereto, (iii) any applicable solicitation documentation related to this Contract (including without limitation any request for proposals or invitation for bids or Consultant's response thereto) that deal with the same subject matter as this Contract, and (iv) any other terms and conditions of a written agreement signed by Consultant and the Town that deals with the same subject matter as this Contract (collectively, the "Contract Documents"). The terms and provisions set forth in the Contract Documents shall constitute the entire agreement between Consultant and the Town with respect to the services provided or work performed ("Services") as described in the Contract Documents. The agreements set forth in the Contract Documents are sometimes referred to herein as the "Contract." In the event of any conflict between any terms and conditions of the Contract Documents, the terms and conditions most favorable to the Town shall control. No additional or supplemental provision or provisions in variance herewith that may appear in Consultant's quotation, acknowledgment, invoice, or in any other communication from Consultant to the Town shall be deemed accepted by or binding on the Town. The Town hereby expressly rejects all such provisions which supplement, modify, or otherwise vary from the terms of the Contract Documents, and such provisions are superseded by the terms and conditions stated in the Contract Documents, unless and until the Town's authorized representatives expressly assent, in writing, to such provisions. Stenographic and clerical errors and omissions by the Town are subject to correction.
2. **Entire Agreement.** These terms and conditions and any other specifications contained in any other documents referenced shall constitute and represent the complete and entire agreement between the Town and Consultant and supersede all previous communications, either written or verbal with respect to the subject matter of this Contract.
3. **Changes, Additions, Deletions.** No changes, additions, deletions, or substitutions of scope of work, specifications, terms and conditions, quantity, unit of issue, delivery date, delivery charges or price will be permitted without the prior written approval from the Town.
4. **Relationship of the Parties.** The Consultant is an independent Contractor and not an employee of the Town. The conduct and control of the work will lie solely with the Consultant. The Contract shall not be construed as establishing a joint venture, partnership, or any principal-agent relationship for any purpose between the Consultant and the Town. Employees of the Consultant shall remain subject to the exclusive control and supervision of the Consultant, which is solely responsible for their compensation.
5. **Prices.** N/A
6. **Taxes.** Any applicable taxes shall be invoiced as a separate item.
7. **Substitutions.** No substitutions or cancellations shall be permitted without prior written approval from the Town.
8. **Indemnification.** To the greatest extent allowed by North Carolina law, the Consultant shall indemnify and hold harmless the Town, its officers, agents, employees and assigns from and against all claims, losses, costs, damages, expenses, attorneys' fees ("Claims") but only to the extent arising out of the negligence of the Consultant. In the event that any portion of the Service performed under the Contract shall be defective in any respect whatsoever, the Consultant shall indemnify and save harmless the Town, its officers, agents, employees, and assigns from all loss or the payment of all sums of money, but only to the extent arising out of the negligence of the Consultant and to the extent allowed by law.
9. **Invoices and Payment Terms.** It is understood and agreed that orders will be shipped at the established Contract prices in effect on dates orders are placed. Invoicing that does not comply with this provision

will subject the Contract to cancellation. Upon satisfactory delivery of the Goods or satisfactory completion of the Work, all invoices and statements shall reference the Contract number and be submitted to: Town of Huntersville, Accounts Payable, PO Box 664, Huntersville, North Carolina, 28070. Payment terms are Net 30 days after receipt of correct, undisputed invoice or acceptance of Goods or Services, whichever is later.

10. **Anti-Discrimination and Equal Employment.** During the performance of the Contract, Consultant shall comply with all federal and state requirements concerning fair and equal employment and shall not discriminate against or deny the Contract's benefits to any person on the basis of race, religion, color, creed, national origin, age, sex (including sexual orientation, gender identity, and pregnancy), disability or handicapping condition, or genetic information.
11. **Insurance.** The Consultant shall provide the insurance coverages shown on Exhibit B, attached hereto and incorporated herein by reference. The Consultant shall provide the Town with a North Carolina Certificate of Insurance and such endorsements as may be required by the Contract Documents prior to the commencement of any work under the Contract and agrees to maintain such insurance until the completion of the Contract. Such certificates of insurance shall be considered part of the Contract.
12. **Ethics in Public Contracting.** By submitting their prices and acceptance of this Contract, all Consultants certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other supplier, manufacturer, or subcontractor in connection with their offer, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
13. **Applicable Laws and Courts.** All Town Contracts for Services shall be governed in all respects by the laws of the State of North Carolina. All matters, whether sounding in contract or tort relating to the validity, construction, interpretation, and enforcement of the Contract, shall be governed in all respects by the laws of the State of North Carolina and venue shall be proper only in a court of competent jurisdiction located in Mecklenburg County, North Carolina. The Consultant represents and warrants that it shall comply with all applicable federal, state, and local laws, regulations, and orders, including, not limited to, licensure requirements.
14. **Codes and Permits.** When applicable, the Consultant shall obtain all required permits, give all required notices, and comply with all laws, ordinances, codes, rules, and regulations bearing on the conduct of the work under this contract. If the Consultant observes that the drawings and specifications are at variance therewith, he shall promptly notify the designer in writing. All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable. If the Consultant performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising therefrom.
15. **License Requirement.** N/A
16. **Strict Compliance.** The Town may at any time insist upon strict compliance with these terms and conditions notwithstanding any previous course of dealing or course of performance between the parties to the contrary.
17. **Assignment.** Consultant may not assign, pledge, or in any manner encumber Consultant's rights under this Contract or delegate the performance of any of its obligations hereunder, without Town's prior, express written consent.
18. **General Provisions.** The Town's remedies as set forth herein are not exclusive. Any delay or omission by the Town in exercising any right hereunder, or any waiver by the Town of any single breach or default hereunder, shall not be deemed to be a waiver of such right or of any other right, breach, or default.

19. **Warranties.** The Consultant warrants it shall adhere to all applicable laws, codes, ordinances, and regulations of the United States, the State of North Carolina, the County of Mecklenburg, and the Town of Huntersville in the performance of the Services outlined in this Contract and any attached specifications. Consultant warrants that any finished work completed hereunder shall also adhere to all applicable laws, codes, ordinances, and regulations of the United States, the State of North Carolina, the County of Mecklenburg, and the Town of Huntersville. Consultant warrants that all Services delivered hereunder shall be in accordance with the professional standard of care ordinarily used by members of the Consultant's profession practicing under similar circumstances and at the same time in Mecklenburg County ("Standard of Care". . This warranty shall survive any inspection, delivery, acceptance, or payment by the Town of the Services and shall run to the Town and any user of the Services. Consultant warrants that all Services will be performed in a professional and workman like manner in accordance with best industry practices. The Consultant makes no additional warranties, express or implied, in connection its Services or Work. . In addition to any other rights available at law or in equity, the Town shall be entitled to consequential and incidental damages.
20. **Quality and Workmanship.** All work shall be performed in accordance with the professional Standard of Care .
21. **Default.** The Town may terminate the Contract, in whole or in part, with prior notice giving Consultant an opportunity to cure an alleged breach of the Contract by the Consultant. In addition to any other remedies available to the Town in law or equity, the Town may procure upon such terms as the Town shall deem appropriate, Services substantially similar to those so terminated, in which case the Consultant shall be liable to the Town for any excess costs for such similar supplies or services and any expenses incurred in connection therewith.
22. **Termination for Convenience.** The Town shall have the right, without assigning any reason therefore, to terminate any work under the Contract, in whole or in part, at any time at its complete discretion by providing 10 days' notice in writing from the Town to Consultant. If the Contract is terminated by the Town in accordance with this paragraph, the Consultant will be paid in an amount which bears the same ratio to the total compensation as does the Services actually delivered or performed to the total originally contemplated in the Contract. The Town will not be liable to the Consultant for any costs for materials acquired or contracted for if such costs were incurred prior to the date of this Contract.
23. **Risk of Loss.** N/A
24. **No Third-Party Beneficiaries.** There shall be no intended nor incidental third-party beneficiaries of this Contract. Consultant shall include in all contracts, subcontracts, or other agreements relating to the Contract an acknowledgment by the contracting parties that the Contract creates no third-party beneficiaries.
25. **Valid Contract for Services.** In order for a Contract for Services of the Town to be valid, it must be executed by the Town Manager or his or her authorized designee, and must be pre-audited in that manner required by the Local Government Budget and Fiscal Control Act, as the same may be amended.
26. **Verification of Work Authorization.** Consultant shall comply with, and require all Contractors and subcontractors to comply with, the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization," sometimes known as E-verify, for all contractors and subcontractors.
27. **Iran Divestment List.** With the execution hereof, Consultant, certifies that they are not on the Iran Final Divestment List created by the N.C. State Treasurer pursuant to N.C.G.S. § 147-86.58, and will not contract with anyone on such List in performance of the work hereunder.
28. **Buyer.** All references to Buyer or Town, throughout these terms and conditions, shall refer to the Town of Huntersville, North Carolina.

29. **Consultant.** All references to Consultant, Seller, or Contractor throughout these terms and conditions shall refer to the Consultant identified on page 1 of this Contract.
30. **Availability of Funds.** Any and all payments to the Consultant are dependent upon and subject to the availability of funds to the Town for the purpose set forth in this agreement.
31. **Severability.** If any provision of this Contract is found to be invalid or unlawful, then remainder of this Contract shall not be affected thereby, and each remaining provision shall be valid and enforced to the fullest extent permitted by law.
32. **Companies that Boycott Israel.** With the execution hereof, Consultant, certifies that they are not on the Companies that Boycott Israel List created by the N.C. State Treasurer pursuant to N.C.G.S. § 147-86.80, and will not contract with anyone on such List in performance of the work hereunder.
33. **Governmental Immunity.** Nothing contained in this Contract shall constitute a waiver of the Town's governmental immunity or of any limitation on liability or damages created by law.

EXHIBIT B

MINIMUM INSURANCE REQUIREMENTS

The Work under this Contract shall not commence until the Consultant has obtained all required insurance and verifying certificates of insurance have been approved in writing by the Town. The Town shall be named as additional insured on all policies, except Worker's Compensation and Professional Liability policies. These certificates shall document that coverages afforded under the policies will not be cancelled until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the Town of such cancellation. If endorsements are needed to comply with the notification or other requirements of this article copies of the endorsements shall be submitted with the certificates.

a. Worker's Compensation and Employer's Liability

The Consultant shall provide and maintain, until final acceptance, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.

b. Comprehensive General Liability Insurance

The Consultant shall provide and maintain, until final acceptance, comprehensive general liability insurance, including coverage for premises operations, independent Consultants, completed operations, products and contractual exposures, as shall protect such Consultants from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the Consultant or by any subcontractor, or by anyone directly or indirectly employed by either of them and the minimum limits of such insurance shall be as follows:

Bodily Injury: \$1,000,000 per occurrence / \$2,000,000 aggregate

Professional Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

Property Damage: \$1,000,000 per occurrence/\$2,000,000 aggregate

Or,

Bodily Injury and Property Damage, combined single limit (CSL): \$1,000,000 per occurrence / \$2,000,000 aggregate

Such coverage for completed operations must be maintained for at least two (2) years following final acceptance of the Work performed under the contract.

c. Deductible

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the Consultant.

d. Other Insurance

The Consultant shall obtain such additional insurance as may be required by the Town or by the General Statutes of North Carolina including motor vehicle insurance, in amounts not less than the statutory limits.

e. Proof of Coverage

The Consultant shall furnish the Town with satisfactory certificates of insurance required before written approval is granted by the Town.

EXHIBIT C

CONSULTANT'S SCOPE OF SERVICES

[Attach a copy]

SCOPE OF SERVICES

for

McCOY ROAD/HAMBRIGHT ROAD & McCOY ROAD/McILWAINE ROAD INTERSECTIONS FINAL DESIGN

Located in

HUNTERSVILLE, NC

May 27, 2022

PROJECT DESCRIPTION

The Town of Huntersville desires to improve the intersections of McCoy Road and Hambright Road and McCoy Road and McIlwaine Road. The intersections will be traditional intersections with turn lanes as outlined in Appendix B. The project will include widening approximately 0.4 miles along McCoy Road from just southwest of the intersection with Hambright Road to just northeast of McIlwaine Road. West of Hambright Road will have a paved shoulder and east of Hambright Road will have 2'-6" curb and gutter. This scope of services is for final design which is based on the Recommended Alternative approved by the Town which was submitted 4/7/2022. Services will include project management, survey, roadway design, hydraulics design, signal design – permanent and temporary, pavement markings and signing, traffic control, and utility coordination.

A. PROJECT MANAGEMENT

- (1) Invoices – Prepare monthly invoices to the Town
- (2) Coordination Meetings - Monthly progress meetings with you and other pertinent team members and a bi-weekly conference call with the consultant team
- (3) Monthly progress reports
- (4) Facilitate meetings with the Town
- (5) Coordination with various disciplines and sub-consultants to drive project to completion
- (6) QA/QC Documentation – Perform regular on-going review of QA/QC activities on the project

Assumptions/Exclusions:

The project schedule from Notice to Proceed to sealed plans is approximately 24 months.

B. SURVEY (DRMP)

- (1) See Appendix A.

C. ROADWAY DESIGN

- (1) We will prepare Preliminary (25%), Right-of-Way (65%) and Final roadway design plans in accordance with NCDOT standard practices; and the plans will conform to NCDOT 2018 Standard Specifications, the NCDOT 2018 Standard Drawings, and the NCDOT Roadway Design Manual.
- (2) The drawings will be prepared in Microstation V8i format.

(3) Improvements will include the following:

- i. Intersection at McCoy Road/Hambright Road
 - (a) See Appendix B for turn lane configurations and storage lengths.
 - (b) Designed to accommodate a WB-40
 - ii. Intersection at McCoy Road/McIlwaine Road
 - (a) See Appendix B for turn lane configurations and storage lengths.
 - (b) Design will match existing on McIlwaine as quickly as possible.
 - (c) Toronto Place will not create a fourth leg of the intersection but stay in its current location.
- (4) STV will provide quantity take-offs to be compiled in an Engineer's estimate with the 65% and final plan submittals.
- (5) STV will attend the preliminary and 65% review meetings.
- (6) STV will attend up to 3 meetings during the right-of-way phase.
- (7) Coordination with NCDOT to obtain an Encroachment Agreement

Assumptions/Exclusions:

Final roadway design will be provided for the final recommended alternative.

Real Estate acquisition services are not included in this scope of services.

Construction phase services such as CE&I and record drawings are not included in this phase of work.

Advertise and award of the PROJECT is not included in this scope of services.

The Town of Huntersville requested that Roadway Geotechnical Recommendations (such as undercut, geogrid/geofabric, settlement, underdrains, etc.) will not be performed on this project. Any roadway geotechnical items can be included in the Engineer's Estimate as a token quantity.

Bid phase services including bid document preparation, pre-bid meetings, answering RFI's, review of bids, and pre-construction conference are excluded from this scope of services.

Retaining wall details, design, profile, etc. are excluded.

D. DESIGN – HYDRAULICS & EROSION CONTROL

(1) Hydraulics (Design)

- (a) Field Work and Supplemental Surveys
 - i. Conduct field visit to visually acquaint the designer with the conditions and constraints of the entire project area. Validate survey data for existing pipe sizes, material, and condition; and assess drainage features which appear to impact the project. Note any existing drainage issues such as erosion and identify any potential sensitive areas such as ponds.
 - ii. Perform simple level survey to determine existing outfall sections and drainage patterns.
 - iii. Take descriptive photographs of the site.
 - iv. Talk with locals regarding past flood history and/or drainage issues, if possible.
- (b) Hydraulic and Hydraulic Design
 - i. Pre-Design Review and Data Collection such as aerial photography, land use maps, and soil classification maps.
 - ii. Attend a pre-design meeting with NCDOT Hydraulics Unit or GEC.
 - iii. Provide design calculations for ditches and closed pipe systems.

- iv. Storm system will be designed using Micro Station V8i and Geopak Drainage. Design will include peak discharge determination using Rational Formula, gutter spread calculations, inlet capacity and pipe design.
- v. Prepare outfall analysis for increase in discharge and make hydraulic recommendations to ensure that any increases are appropriately identified.
- vi. Prepare culvert calculations using HY-8 and pipe data sheets for two culverts.
- vii. STV will design minor stormwater controls such as grass swales, preformed scour holes, and/or riprap apron energy dissipators. At this time, no pond design is anticipated.
- viii. Attend one coordination meeting.
- ix. Attend preliminary and 65% review meetings.

(c) Final Plan Development

- i. STV will complete the General Project Information section of the Stormwater Management Plan as well as the appropriate sections for minor stormwater controls such as grass swales, preformed scour holes, and/or riprap apron energy dissipators.
- ii. Prepare redline drainage plans.
- iii. Attend one coordination meeting.
- iv. Prepare a standard NCDOT Drainage Summary Sheet.
- v. Stream and Wetland Permit drawings are not anticipated.

(d) Review and Rework

- i. STV will revise Drainage Plans and provide a response to review comments for all minor DOT and Town comments.
- ii. Comments which require modifications to the concept design presented at the pre-design meeting may require a supplemental agreement.
- iii. Changes due to unforeseen utility conflicts may require a supplemental agreement.
- iv. Additional major stormwater BMPs will require a supplemental agreement.

(2) **Erosion Control**

- (a) STV will prepare erosion control plans in accordance with North Carolina DOT's "Design of Erosion and Sediment Control Plans." We anticipate preparing a two-phase erosion control plan: Clearing/Grubbing Phase and Final Phase.
- (b) Anticipate Erosion Control plans will be reviewed by NCDOT Roadside Environmental Unit. Attend a pre-design meeting with NCDOT Roadside Environmental Unit.
- (c) Erosion Control will include supporting calculations, special provisions, quantities, and details.
- (d) Plans will include culvert phasing sheets for up to two culverts less than 48" in diameter.
- (e) Plans will include up to two skimmer basins where applicable.

Deliverables:

- One (1) paper copy and one (1) electronic copy of the Redline Drainage Plan and supporting calculations will be provided to NCDOT for review. Supporting calculations include: Geopak Drainage, Ditch, Culvert, Pre vs. Post Outfall Analysis, Site Photos and Drainage Area Maps.
- One (1) paper copy and one (1) electronic copy of the Erosion Control Plans and supporting calculations will be provided to NCDOT Roadside Environmental for review.

Assumptions/Exclusions:

- *No special structure designs are included.*
- *No pipe profiles are anticipated. If pipe profiles are required on the roadway plans and pipe information needs to be added on the cross sections, the additional design efforts will be charged as a contingency item.*
- *Erosion control plans are anticipated to be submitted to NCDOT Roadside Environmental for review. If erosion control plans need to be submitted to NCDEQ Land Quality Section for review and permitting, the additional design efforts will be charged as a contingency item.*

- *Utility soft dig information (20 soft digs), if requested, will be added to the roadway plans and profiles and design efforts will be charged as a contingency item.*
- *No pond or detention design.*
- *No downstream improvements design.*
- *No stream or wetland permit drawings.*
- *No CSR or MOA is anticipated or included.*

E. ENVIRONMENTAL

Section 404/401 Permitting

This scope is not anticipated.

F. SIGNAL DESIGN

- (1) STV will prepare final traffic signal plans to account for the final layout of the project. This scope of services includes signal plans for new installations at the following two (2) intersections:
 - (a) SR 2120 (McCoy Road) and SR 2117 (Hambright Road) - New Signal
 - (b) SR 2120 (McCoy Road) and SR 2130 (McIlwaine Road) - New Signal
- (2) The traffic signal plans for the above intersections will include at a minimum, equipment placement, general and intersection specific notes, phasing diagrams, color sequence chart, signal timings, signal face identification, pedestrian heads and push-button actuation with signs, stop bar and pole locations, and electrical details.

The traffic signal plans will be designed in compliance with the NCDOT Traffic Management and Signal Systems Unit Design Manual, the National Electric Safety Code, the 2009 Manual on Uniform Traffic Control Devices, the 2018 NCDOT Specifications and Standard NCDOT supplemental specifications. The latest edition of each design manual or guide will be used if these are not the most current.

- (3) STV will prepare mast arm loading diagrams as necessary for the two (2) intersections listed above. The mast arm loading diagrams will include future street name signs on the loading diagrams. The mast arm loading diagrams will be designed in compliance with NCDOT Traffic Management and Signal Systems Unit Design Manual, the National Electric Safety Code, the 2009 Manual on Uniform Traffic Control Devices, the 2018 NCDOT Specifications and Standard Drawings and any NCDOT supplemental specifications. The latest edition of each design manual or guide will be used if these are not the most current.
- (4) STV will coordinate and attend two (2) scoping meeting with the Town of Huntersville and NCDOT staff to discuss each of the signals, including but not limited to configurations, timing and phasing plans, interconnectivity and coordination, pedestrian and bicycle accommodations, etc.
- (5) STV will coordinate the signal design and review with the Town of Huntersville and NCDOT and obtain approvals. Signal plans, signed and sealed by a North Carolina Registered Professional Engineer, will be submitted with updated quantities and project special provisions for the traffic signals.
- (6) STV will develop wireless communications plans for the following intersections:
 - (a) SR 2120 (McCoy Road) and SR 2117 (Hambright Road) – New Signal
 - Wireless equipment will include a 4g Modem for dial-up connection purposes
 - (b) SR 2120 (McCoy Road) and SR 2130 (McIlwaine Road) – New Signal

The wireless communications plans for the above intersection will include, at a minimum, final roadway, driveways/streets, signal poles, controller cabinets, and general construction notes. The wireless communications plans will be designed in compliance with NCDOT ITS and Signals Unit Design Manual, the National Electrical Safety Code, the 2009 Manual on Uniform

Traffic Control Devices, the 2018 NCDOT Specifications and Standard Drawings and any NCDOT supplemental specifications. The latest edition of each design manual or guide will be used if these are not the most current. STV will prepare preliminary and final wireless communications plans, specifications, and quantities, incorporating NCDOT and/or Town of Huntersville comments as necessary.

Deliverables:

- *Signal plans including geometric layouts, pedestrian heads/actuators, and electrical details*
- *Mast arm loading diagrams*
- *Clearance diagrams and calculations*
- *Traffic signal special provisions*
- *Traffic signal construction quantities*
- *Wireless communication plans*

Assumptions/Exclusions:

- *MicroStation design files and field survey data will be required from others.*
- *Metal mast arm pole foundation designs are not included in this scope of services. This is typically handled by the contractor and as such, will be outlined either by a standard specification or special provision.*
- *NCDOT will provide the 4g Modem for dial-up connection purposes.*
- *Per the most recent concept drawing, sidewalks are only anticipated on the east side of McCoy Road, north of Hambright Road, however, curb ramps and landing pads will be installed at both intersections. Therefore, crosswalks and pedestrian signals will be included for one crossing location at both signalized intersections.*

G. PAVEMENT MARKINGS

- (1) STV will provide pavement marking plans for approximately 0.4 miles of roadway based on NCDOT standards.
- (2) STV will provide quantity take-offs to be compiled in an Engineer's estimate with the final plan submittal.

H. SIGNING

- (1) STV will provide ground mounted signing plans for approximately 0.4 miles of roadway based on NCDOT standards.
- (2) STV will provide quantity take-offs to be compiled in an Engineer's estimate with the final plan submittal.

Assumptions/Exclusions:

- *Future overhead street name signs on mast arms will be included in mast arm loading diagram sheets.*

I. TRANSPORTATION MANAGEMENT PLAN

- (1) The Consultant will furnish preliminary a Transportation Management Plan (TMP) that will indicate the Consultant's proposed phasing of construction. The Consultant will prepare the preliminary TMP (phasing) when the 65% roadway plans are prepared. Any modifications to Transportation Management Plan will be submitted with the final plans.
- (2) The Consultant will prepare the TMP for roadway construction in conformance with the following:

- (a) Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD) - The MUTCD shall be the edition current as of the date Final Traffic Control plans are begun as prepared by the National Advisory Committee on Uniform Traffic Control Devices, including subsequent revision,
 - (b) The most recent edition of the “North Carolina Supplement to the MUTCD, Part VI; NCDOT,
 - (c) “The State Policy and Procedure for Traffic Control Through Construction Work Zones”, and
 - (d) The 2018 edition of the “Highway Design Branch Roadway Design Standards”, with all subsequent revisions.
- (3) The final TMP will include a phasing sequence which will include the work to be done in each phase, the traffic control details of each phase, and any special details such as time limitations, hour of day limitations, or intermediate completion times. Temporary pavement markings will be included. The final TMP will be submitted to NCDOT prior to construction for a final review.

Assumptions/Exclusions:

It is anticipated that an onsite detour is not needed.

Shoring design is not included. If identified as needed during design, it could be added as an additional service.

J. UTILITY COORDINATION

- (1) Utility Owner Concurrence
- (a) Develop a schedule for utility design and relocation.
 - (b) Determine who is financially responsible for the relocation of utilities that are in conflict.
 - (c) Verify that PUE’s and impacts have been determined.
- (2) Utilities By Others
- (a) Prepare UBO plans by transcribing markups provided by the utility owners.
- (3) Utility Authorizations
- (a) Submit Utility Relocation Agreements executed by the utility company.
 - (b) Provide appropriate encroachment agreement executed by the utility company.

Assumptions/Exclusions:

Water and sewer line designs are not included and will be negotiated as a supplemental if necessary.

K. NCDOT APPROVALS AND COORDINATION

The Consultant will provide coordination with the Town and NCDOT throughout the Project to obtain approvals in a timely manner insomuch as it depends on the Consultant.

The Town will submit design plans to NCDOT for approval. The Town will review NCDOT comments, acknowledge concurrence, and forward to Consultant for incorporation. The Town will coordinate with NCDOT until concurrence is reached.

The Consultant will provide information to the Town and NCDOT to obtain encroachment permit approval.

Assumptions/Exclusions:

NCDOT Division 10 District 2 has specific requirements for labeling cross sections which includes existing cross slopes, utilities, and right-way, etc. The Town has requested the cost of this task be included in the Contingency to be completed only if required by NCDOT.

L. TECHNICAL SPECIFICATIONS, QUANTITIES, COST ESTIMATE

(1) Design will conform to the following:

- (a) NCDOT 2018 Standard Specifications
- (b) NCDOT 2018 Roadway Standard Drawings
- (c) NCDOT Roadway Design Manual
- (d) 2018 AASHTO's A Policy on Geometric Design of Highways and Streets (Green Book)
- (e) 2009 Manual on Uniform Traffic Control Devices (MUTCD)
- (f) NCDOT's "Guidelines for Drainage Studies and Hydraulic Design"

M. REGULATORY REVIEWS AND PERMITS

<u>Agency</u>	<u>Type of Review/Permit</u>
Town of Huntersville/NCDOT	All design plans

N. CONTINGENCY ITEMS

Items included in this section will only be completed if authorized by the Town in writing.

- (1) Draft existing and/or proposed drainage profiles on roadway plans (\$8,400)
- (2) Draft existing and/or proposed drainage on roadway cross sections (\$4,200)
- (3) Draft utility soft dig information on plans and profiles (\$3,150)
- (4) Soft digs (20 @ \$1,297.90 each)
- (5) Right-of-Way staking (36 parcels @ \$1,020 each)
- (6) Map and legal description revisions due to design changes (\$350 each)
- (7) Miscellaneous additional survey (\$20,000)

Appendix A

DRMP SURVEY SCOPE & FEE

ROUTE SURVEY

DRMP will provide all necessary surveys within the project limits as required for the planning and design of this sidewalk project. Such surveying services include collecting and preparing the field data along the project and will be done in accordance with NCDOT Specifications and in accordance with the North Carolina Board of Examiners for Engineers and Surveyors (NCBELS) Standards of Practice for Land Surveying.

Project Limits: Survey limits shown outlined in white dashed areas in figure below. Full SUE needed along north side of McCoy Road between McIlwaine Rd and Hambright Rd.



Project Control Baseline: Establish supplementary Project Survey Control as necessary referenced to existing control (NAD83/11 & NAVD88).

Property Surveys: As necessary for right-of-way (R/W) or easement acquisition, property surveys will be completed on each parcel affected including:

- Researching all property survey data, record information, including easements, deeds, and plats and supplement them as necessary to complete the Project.
- Making all necessary surveys to determine all property lines, areas maintained as right-of-way, and/or existing right-of-way along the Project.
- Locations of property irons to the extent necessary for purposes of overlaying and verifying legal descriptions and plats.

Topographic Survey: Topographic Survey services are to be provided at the level of detail usually and customarily necessary for the preparation of a Topographic Survey.

- Pavement DTM's including edge of pavement, travel-way (if applicable), and roadway crown
- Obtain planimetric detail for above ground visible improvements such as buildings, fences, driveways, sidewalks and adjacent roadways via conventional on-the-ground instrument survey methods to 25 feet outside apparent right-of-way lines on the side of proposed sidewalk.
- Survey ground elevations and break lines to produce a Digital Terrain Model (DTM) to 75 feet either side of the apparent roadway centerline (150' mapping corridor)
- Sanitary Sewer and Storm drainage features including rim and invert elevations, pipe size and material type will be obtained on manholes, catch basins and structures along with crossing channel details.
- Trees 6 inches DBH and larger will be located along with ornamental shrubs.
- Prepare a CADD base plan in MicroStation depicting existing planimetric features and topography at a one-foot (1') contour interval.

Best Fit Alignment: A best fit alignment will be computed for existing roads including Hambright Road (SR2138), McCoy Road (SR 2117) and McIlwaine Road.

SUBSURFACE UTILITY ENGINEERING (SUE)

Provide Quality Level “B” (per ASCE C-I 38-02 Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data) designating and survey location within the limits of route survey.

- Research and obtain available maps, plans and asbuilts from utility owners/operators.
- Locate and map known mainline subsurface utilities.
- Locate and map lateral service lines for water and gas to the associated meter or pedestal. (Individual residential service lines for power, telephone or television are not included)
- Locate and map Primary power drops and major industrial or commercial power services.
- Prepare a CADD base plan in MicroStation depicting 2D location of said subsurface utility lines

Provide Quality Level “A” (per ASCE C-I 38-02 Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data) on a per hole basis as directed by the Engineer.

R/W STAKING

DRMP will stake the existing R/W and proposed R/W and/or easement lines as directed by the Engineer for the purpose of acquisitions.

R/W AND/OR EASEMENT MAP & LEGAL DESCRIPTION

DRMP will provide all necessary maps (letter or legal-size maps) and legal descriptions for acquisition of R/W and/or easements within the project limits as required for the project. Maps will be prepared in accordance with NCDOT Specifications and in accordance with North Carolina General Statute 47-30.m and 47-30.n Mapping Requirements. This task includes the following:

- One (1) review copy of parcel map and legal description for comments
- One (1) signed copy of parcel map and legal description

FEE SCHEDULE

Route Survey	Lump Sum	\$17,078.00
SUE Quality Level B	Lump Sum (15,590 LF x \$1.33)	\$20,734.70
SUE Quality Level A	Cost per Hole	\$ 1,297.90
Right of Way Staking	Cost per Parcel	\$ 1,020.00
R/W and/or Easement Map with Legal Description	Cost Per Parcel	\$ 850.00
Map and Legal Description Revision Due to Design Changes	Cost per Revision	\$ 350.00

Appendix B

APPROVED RECOMMENDED ALTERNATIVE

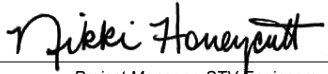


EXHIBIT D

CONSULTANT'S FEE SCHEDULE

STV Proposal or Job Number: 0066978Client Job Number: TBDProject Description/Location: McCoy/Hambright & McCoy/McIlwaine Intersection ImprovementsClient: Town of HuntersvilleClient Project Manager: Lora Mastrofrancesco

Item	wksht	Budgeted Costs	Budgeted Effort	Other Dir. Costs	Subconsult.	Grand Total
Project Management	A	\$ 30,630.00	\$ 30,630.00	\$ 90.00	\$ -	\$ 30,720.00
Roadway	B	128,720.00	128,720.00	119.00	68,412.70	197,251.70
Hydraulics	C	69,900.00	69,900.00	139.00	-	70,039.00
Erosion Control	D	36,030.00	36,030.00	81.50	-	36,111.50
Pavement Markings/Signing	E	13,200.00	13,200.00	-	-	13,200.00
Traffic Control	F	22,710.00	22,710.00	-	-	22,710.00
Utility Coordination	G	17,000.00	17,000.00	79.00	-	17,079.00
Signals and Signal Communications	H	26,850.00	26,850.00	28.75	-	26,878.75
Contingency	I	15,750.00	15,750.00	-	95,278.00	111,028.00
GRAND TOTALS >		\$ 360,790.00	\$ 360,790.00	\$ 537.25	\$ 163,690.70	\$ 525,017.95


 Project Manager, STV Engineers, Inc.

5/27/2022

EXHIBIT E

CONSULTANT'S HOURLY RATES FOR ADDITIONAL SERVICES

[Attach a copy]



**STV FEE SCHEDULE
BILLING RATES**

POSITION	RATE*
Senior Project Manager	\$225
Project Manager	\$210
Senior Engineer	\$165
Project Design Engineer	\$110
Design Engineer	\$90
Technician	\$75
Administrative	\$60

**Note: Rates are subject to change at the beginning of each calendar year with Town’s approval.*

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: June 21, 2022

Subject: Property Tax Refunds

EXPLAIN REQUEST:

Attached is the Refund report from Mecklenburg County. The report contains four refunds totaling \$326.80 which includes \$11.42 in interest. The refund is the result of the Property Tax Commission.

ACTION RECOMMENDED:

Approve Board Action

FINANCIAL IMPLICATIONS:

Decrease in revenue.

ATTACHMENTS:

1. 6-21 Huntersville with interest refunds

HUNTERSVILLE Refunds

Tax Year	Bill Number	Parcel #	Source Type	Adj #	Adj Reason	Date of Adj.	Additional Owners	Refund Recipient Name	Refund Address Line 1	City	State	Zip	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 4/29/2022 (\$)
2021	0001483686-2021-2021-0000-00	01727403	REI	602095	BER Decision	2/24/2022	C/O JOHN CAMPBELL (ET AL) TRSTE	LAKEHAVEN COMMUNITY CHURCH	7515 GILEAD RD	HUNTERSVILLE	NC	28078	2/14/2022	\$ 50.06	\$ 1.13
2021	0001483687-2021-2021-0000-00	01727404	REI	602098	BER Decision	2/24/2022	C/O JOHN CAMPBELL (ET AL) TRSTE	LAKEHAVEN COMMUNITY CHURCH	PO BOX 562	HUNTERSVILLE	NC	28070	2/14/2022	\$ 49.32	\$ 1.11
2021	0001491372-2021-2021-0000-02	01946175	REI	602287	BER Decision	3/2/2022		MISCHO, VIKKI L	10216 VANGUARD PKWY	HUNTERSVILLE	NC	28078	1/6/2022	\$ 108.00	\$ 4.59
2021	0007647881-2021-2021-0000-01	02111771	REI	602169	BER Decision	2/25/2022	HAIRSTON, WILLIAM DWAYNE	RAMBERT-HAIRSTON, DEVON M	9804 SKYBLUFF CIR	HUNTERSVILLE	NC	28078	1/6/2022	\$ 108.00	\$ 4.59

TOTAL	\$ 315.38	\$ 11.42
TOTAL WITH INTEREST	\$ 326.80	

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: June 21, 2022

Subject: Budget Amendment Appropriating Local Option Transit Tax

EXPLAIN REQUEST:

Appropriate Local Option Transit tax revenue (103211.9999) of \$635,000 to the Transit Tax expense account (105600.0635). Transit tax receipts are projected higher than budgeted. This is a pass-through account to the City of Charlotte.

ACTION RECOMMENDED:

Approve Board Action

FINANCIAL IMPLICATIONS:

No net impact to fund balance; offsetting revenue and expense.

ATTACHMENTS:

None

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: June 21, 2022

Subject: Budget Amendment - Community Emergency Needs

EXPLAIN REQUEST:

Appropriate Community Emergency Needs contributions (103995.9999.19003) of \$9,727.22 to the Miscellaneous Expense - Community Emergency Needs expense account (105100.0499.19003). These funds are donated to the Town to use to help citizens in times of need.

ACTION RECOMMENDED:

Approve Board Action

FINANCIAL IMPLICATIONS:

No net impact to fund balance; offsetting revenue and expense.

ATTACHMENTS:

None

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Jack Simoneau, Planning Director

Date: June 21, 2022

Subject: QUASI-JUDICIAL. Conduct evidentiary hearing and consider decision on Valea Subdivision to subdivide 31.84 acres into 36 single-family lots

EXPLAIN REQUEST:

QUASI-JUDICIAL. Conduct evidentiary hearing and consider decision on Valea Subdivision, a request by Valea Bowman, LLC to subdivide 31.84 acres located south of Dellwood Drive and east of Central Avenue primarily at 14215 Holbrooks Road into 36 single-family lots.

ACTION RECOMMENDED:

Make decision

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Continuation Request to July

From: Robert Bowman <natebowman15@gmail.com>

Sent: Wednesday, June 1, 2022 10:31 AM

To: Jack Simoneau <jsimoneau@huntersville.org>; David Peete <dpeete@huntersville.org>

Subject: Valea Village

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I think our best bet is to continue the subdivision decision until the July 18th Town Board meeting.

Thanks

Nate Bowman

BOWMAN DEVELOPMENT GROUP [13815 Cinnabar Place Huntersville, NC 28078](#)

Cell [704.609.6109](tel:704.609.6109) Office [704.875.9704 ext 101](tel:704.875.9704) natebowman15@gmail.com

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: David Peete, Principal Planner

Date: June 21, 2022

Subject: Stephens Road Subdivision

EXPLAIN REQUEST:

QUASI-JUDICIAL. Conduct evidentiary hearing and consider final action on Stephens Road Subdivision, a request by Classica Homes, LLC to subdivide 43.245-acres located along Stephens Road at 6010 Stephens Road, Parcel # 013-091-04, 013-081-26 & a portion of 013-091-07, into 26 single-family lots.

ACTION RECOMMENDED:

QUASI-JUDICIAL. Conduct evidentiary hearing and consider final action on Stephens Road Subdivision, a request by Classica Homes, LLC to subdivide 43.245-acres located along Stephens Road at 6010 Stephens Road, Parcel # 013-091-04, 013-081-26 & a portion of 013-091-07, into 26 single-family lots.

FINANCIAL IMPLICATIONS:

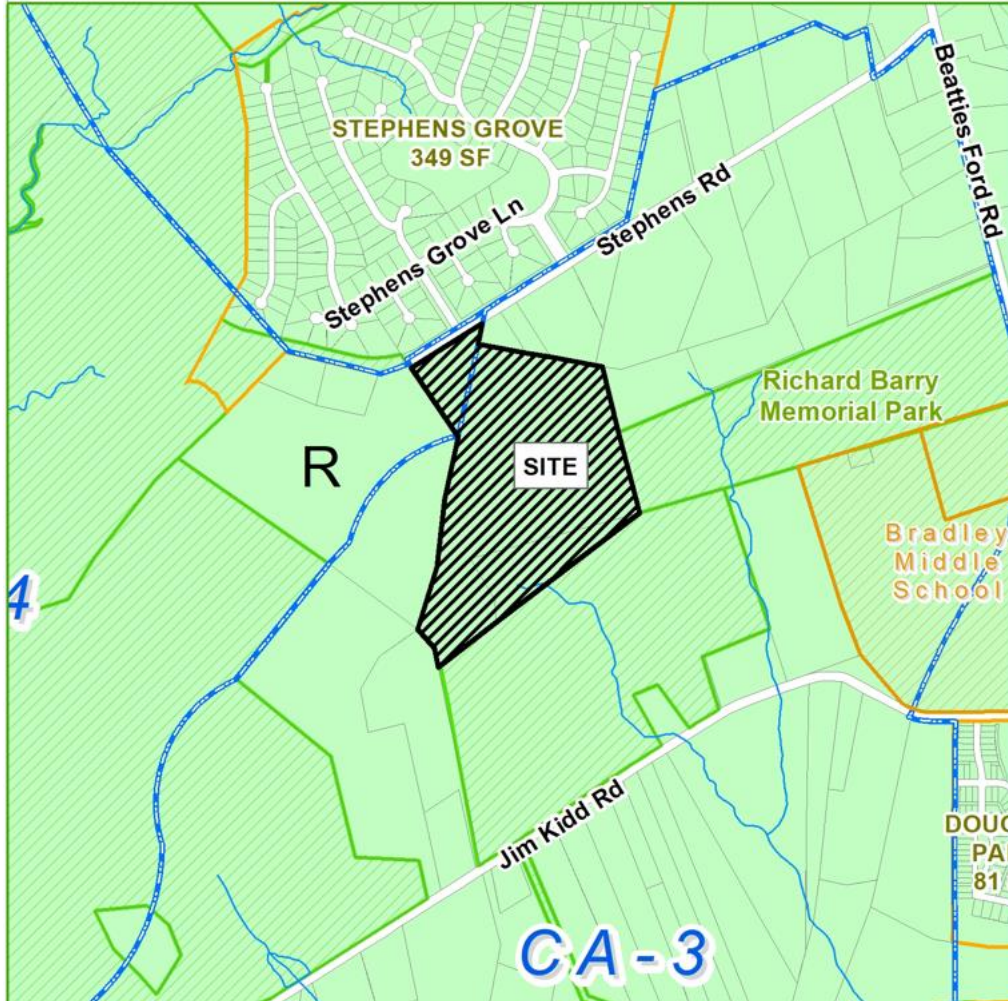
n/a

ATTACHMENTS:

1. Stephens Road Subdivision Sketch Plan - Staff Report (TB) 06-21-22
2. Attachment A - Subdivision Sketch Plan Application
3. Attachment B - Stephens_Road_Subdivision Sketch_Plan
4. Attachment C - Neighborhood Meeting Report
5. Attachment D - Stephens Road Subdivision CMS Report (5-17-22)

Stephens Road Subdivision Sketch Plan

PART 1: PROJECT SUMMARY



Applicant: Classica Homes, LLC

Property Owner(s): Anthony David Kidd (see Attachment A).

Property Address: 6010 Stephens Road

Project Size: (+/-) 43.245-acres.

Parcel Number(s): 013-091-04, 013-081-26 & portion of 013-091-07.

Current Zoning: Rural (R).

Current Land Use: farmland & vacant.

Proposed Land Use: 26 single-family homes.

Proposed Density: 0.6 DUA.

PART 2: SITE PLAN DESCRIPTION AND ISSUES

1. Purpose: To subdivide 43.245-acres of land located along Stephens Road (south of Birchwalk Drive) (shown as "site" above) into 26 single-family lots.
2. Adjoining Zoning and Land Uses:
 - North: Rural (R) – single-family homes (Stephens Grove Subdivision).
 - South: Rural (R) – One single-family home and vacant. [NOTE: property is owned by City of Charlotte.]
 - East: Rural (R) – Several large-lot, single-family homes, Town of Huntersville Park (Richard Barry) & vacant.
 - West: Rural (R) – One large-lot, single-family home.
3. A neighborhood meeting was held on April 11, 2022 (see Attachment C). Approximately 26 residents were in attendance (see Attachment C). Resident questions related to transportation improvements, home placement and anticipated construction schedule.

4. The proposed subdivision has 26 single-family homes, with lots averaging 29,258 sq. ft. in size and a minimum 90 feet in width.
5. Tree survey data has not been provided and must be submitted to determine Ordinance compliance. In the Rural (R) zoning district, 50 percent of the specimen trees are required to be saved. There are no known heritage trees on the site. 50% of total canopy trees are required in the Rural (R) zoning district.
6. The subdivision will be developed in one (1) phase.
7. A water quality concept plan is being reviewed by the Town but has not been approved as of the date of this report.
8. A “Willingness to Serve” letter was provided by Charlotte Water on March 7, 2022.
9. Urban Open Space is not required in the Rural zoning district. 20.21-acres (47% of the site) is designated as common open space. Based on proposed density, 36% open space is required. Of note, there is a 1.48-acre central space located between the streets to serve all of the lots. The common open space is to be divided into Natural, Recreational and Agricultural Open Space, where present. This subdivision has both natural and recreational and must identify and describe those areas on the plan sheets.

PART 3: TRANSPORTATION ISSUES/TRAFFIC IMPACT ANALYSIS (TIA)

A TIA Determination of Need was completed for the site. Based on the use and intensity, a TIA for the site was not required.

There are only minor transportation comments from the Town, however, no comments from NCDOT to the applicant have been received.

PART 4: PLANNING STAFF ANALYSIS

Section 6.200 of the Subdivision Ordinance outlines the “general requirements and policies to be used in the design, review, and approval” of subdivisions in the Town of Huntersville. The following staff findings are provided for the Board’s consideration of the Stephens Road Subdivision Sketch Plan.

1. Consistency with adopted public plans and policies.

The following sections of the 2040 Huntersville Community Plan apply to this request:

- The proposed Stephens Road Subdivision lies completely within the “Rural Conservation” Future Land Use Character Area of the 2040 Community Plan. The Rural Conservation Character Area “preserves elements of rural character. They balance open space conservation and some residential development. Development form is farms and associated structures, Farmhouse Clusters and low-density Conservation Subdivisions (if access to utilities exists). New development has a 0.9 unit/acre maximum and typically 45% open space is required.”
- **Policy LU 2.2: Lower intensity residential uses are expected within the Residential Edge and Rural Conservation areas identified on the Future Land Use Map.**
Comment: The subdivision’s density is 0.64 units/acre, which is less than the Rural (R) District limit of 0.9 units/acre.
- **Policy LU 7.1: Require all new development to adhere to the design principles –** In lower intensity area, preservation of rural character and natural resources are prioritized.
Comment: The jurisdictional wetland area near the middle of the property and all of the trees on the west side are to be saved.
- **Policy LU 9.2: Within lower intensity areas including Residential Edge, Rural Conservation and Critical Watershed Areas, conservation design & farmhouse clusters are encouraged.** Development should be clustered away from key natural features and site design should minimize grading and maximize preservation of existing stands of mature, native trees.
Comment: The majority of existing trees will be preserved, as they are separated by the jurisdictional wetland area. The central and eastern portions of the development, where the homes will be located, was a farm and cleared of trees long ago.

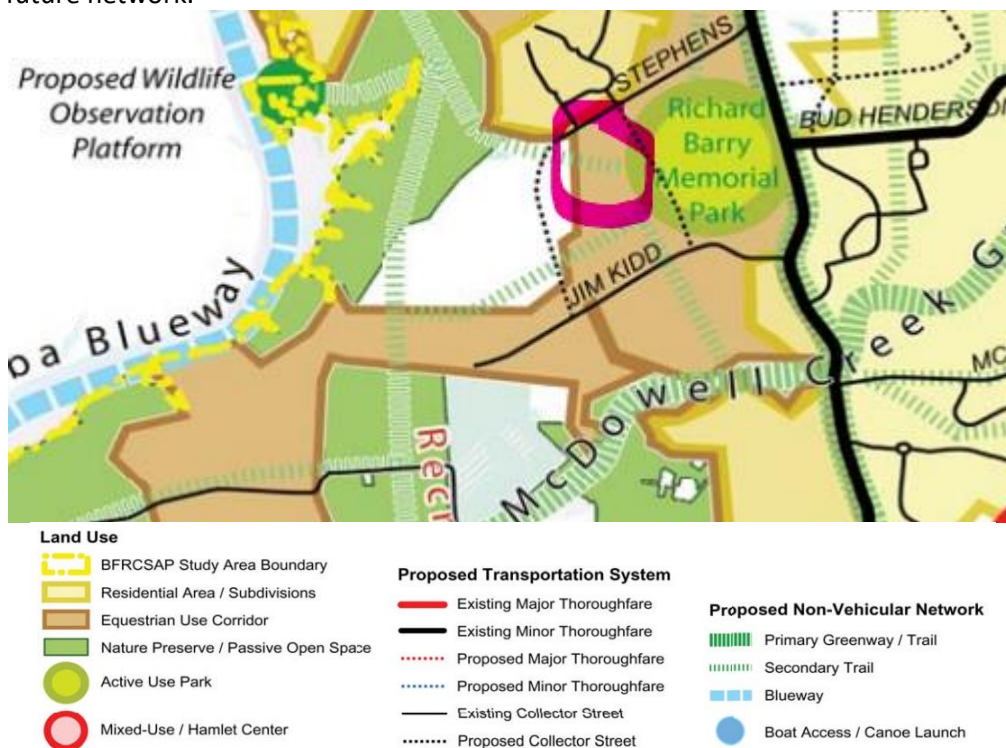
- **Policy LU 12.3: Blend new development with existing neighborhoods, structures and landscapes through the use of transitions in building types and placement of open space, buffers and other site features.** Comment: As the proposed lot size and arrangement do not match the adjacent large-lot single-family homes and farmland, a 20 feet landscape buffer surrounding the development will create an appropriate transition. It should be noted that the proposed lots are more in keeping with the Stephens Grove subdivision immediately north of Stephens Road.
- **Policy EOS 2.1: Continue to require and incentivize open space reservation in Residential Edge, Rural Conservation and Critical Watershed areas.** Encourage new developments to have at least 40% open space in new developments in these areas.
Comment: This subdivision has 47% open space, as shown (see Attachment B).
- **Policy EOS 4.3: Plant more trees and continue to require street trees in new developments.**
Comment: Street trees are provided along all new streets.
- **Policy EOS 8.2: Work toward the goal of 100% of residents within a 10-minute walking distance of a park, formalized or curated natural areas, publicly accessible passive open space area or greenway access point.**
Comment: The subdivision abuts the Town of Huntersville’s Richard Barry Park and will provide a walking trail to the park’s western border to facilitate future connection.
- **Policy EOS 8.3: Continue to require locational standards for open space in new developments.** Urban Open Space should be located within walking distance of homes in new subdivisions that are not located in rural areas. Open space should be located in undivided preserves where possible and should be accessible to the largest number of lots with the development.
Comment: Urban Open Space is not required in the Rural district, however, all lots within the subdivision have appropriate access to the centrally located 1.48-acre common open space.
- **Policy EOS 10.1: Implement the Greenway, Trail and Bike Committee’s “30 x 30” Plan.** Connect all parks, schools, neighborhoods and major shopping into the Town’s Greenway System (The Vine) by 2030 incrementally over the next 10 years. Include greenways, sidewalks, multi-use paths, trails and dirtways.
Comment: The proposed subdivision will provide a walking trail to Richard Barry Park - while the Town’s Greenway Master Plan shows a connection along the southern border of this subdivision (see orange line below), the Town’s Greenway Trail & Bike Committee (GTBC) have revised the plan and would prefer the walking trail connection into Richard Barry Park, which will then connect to the larger greenway network.



- Policy PS 8.1: Continue to require new development to provide extensions (of public services) and infrastructure to serve new development, particularly in activity centers.**
Comment: Water and sewer is to be extended to this property, which will provide access to adjacent properties, as well.
- Policy T 3.1: Continue to enhance street connectivity by requiring connections among different uses.**
 Continue to require street connectivity among residential, commercial, employment, recreational and institutional uses. Context-sensitive street design should be applied.
Comment: The subdivision provides two (2) stubs to adjacent parcels to the south and west. There were no existing streets to provide connections.
- Policy T 3.2: Improve multimodal connectivity by coordinating with other departments to implement the Huntersville Bicycle Master Plan, expanding the greenway network and supporting enhanced pedestrian connections.**
Comment: The proposed subdivision to provide a trail connection to the western border of Richard Barry Park.
- Policy T 5.3: Support NCDOT's Complete Streets Policy.** Complete streets policies require all streets to be planned and designed to consider the safety and accessibility of all users, no matter their age and ability. Complete streets prioritize sidewalks, bicycle facilities and safe crossings in accordance with the street's context and function.
Comment: All proposed streets utilize the Town's residential street cross-section and provide appropriate lane widths and sidewalks on both sides.

The following sections of the Beatties Ford Road Small Area Plan apply to this request:

- The Transportation and Land Use Master Plan identifies this property as an "Equestrian Use Corridor" (pink highlight below), which seeks to "encourage equestrian-related uses and to highlight the special character of the corridor". While this development does not specifically provide land for this use, there is a large open space area set aside along the western edge which could facilitate light-use trails as part of a future network.



- Other relevant Implementation goals include:
 - Ensure the implementation of a comprehensive interconnected collector street network.
 - Continue the low-density residential development pattern within the study area.

2. Conformity.

There are no small-lot subdivisions south of Stephens Road, however the small-lot subdivision Stephens Grove is located immediately north of the subject property. Along the east, west and south sides of the property, there are large-lot, single-family homes, farmland and vacant land and the 20 ft. perimeter buffer will create transitions for the development.

3. Access between Adjoining Properties.

The subdivision provides one (1) new connection to Stephens Road from the north, one (1) new stub to the west (Street B) and one (1) to the south (Street A).

4. Relation to topography.

The majority of the 43.245-acres that make up Stephens Road Subdivision are generally flat, as the property was a farm, and the proposed street network and lot-layout generally respects the topography of the site.

5. Mature trees and natural vegetation.

The proposed project is required to save 50 percent of the tree canopy, 50 percent of the specimen trees and 100% of the heritage trees. A tree survey has not been submitted; therefore, compliance with these requirements has not been met.

6. Access to parks, schools, etc.

A trail will be provided to the western boundary of the Town of Huntersville's Richard Barry Park.

7. Discourage through traffic.

The proposed public street running through the middle of the subdivision from Stephens Road to the southern boundary is curved and will permit informal on-street parking. Until such time as the street is extended to Jim Kidd Road, a cul-de-sac will serve the end of the street. There is one (1) street stub (Street B) immediately south of Stephen Road connecting to the west. The internal streets are appropriately sized for residential traffic and are designed to include short blocks.

8. Relationship to railroad rights-of-way.

Not Applicable.

9. Half streets.

Not Applicable.

10. Parallel streets along thoroughfares.

Not Applicable.

11. Public School and Public Park Sites

The parcel associated with Stephens Road Subdivision Sketch Plan have not been identified for a school or park site.

12. Public Facilities

The parcel associated with the Stephens Road Subdivision Sketch Plan have not been identified for a public facility.

13. Proposed street names

The street names for Stephens Road Subdivision Sketch Plan would be approved with Preliminary (Construction) Plan submission (if Sketch Plan were approved).

14. Easements.

Easements have been identified and the plans have been sent to the respective Engineering and Utility Departments.

15. Proposed water and sewerage system.

Water and sewer will need to be extended to the development. A “Willingness to Serve” letter from Charlotte Water, dated March 7, 2022, has been provided.

16. Restrictions on the subdivision of land subject to flooding.

There is one (1) jurisdictional wetland that runs through the middle of the subdivision and there is no development proposed in that area.

17. Reserved.

18. Open Space

Proposed open space is 20.21-acres (47%). Rural (R) zoning requires 45% open space, minimum, to achieve maximum permitted density.

19. Impact of Development on Public Facilities

There is no indication the proposed subdivision will adversely impact public facilities. While this section of the Ordinance does not call for the specific consideration of impact to public schools (CMS), staff contacts Charlotte-Mecklenburg Schools (CMS) for an enrollment evaluation for all major subdivision requests. According to CMS, the development will generate thirteen (13) new student who will attend local schools. One of the schools is currently facing overcrowding issues. A section of CMS’s report is provided below. See Attachment D: CMS Report.

This development may add 13 students to the schools in this area.

The following data is as of the 20th Day of the 2021-22 school year.

<i>Schools Affected</i>	<i>Total Classroom Teachers</i>	<i>Building Classrooms/ Teacher Stations</i>	<i>20th Day, Enrollment (non-EC)</i>	<i>Building Classroom/ Adjusted Capacity (Without Mobiles)</i>	<i>20th Day, Building Utilization (Without Mobiles)</i>	<i>Additional Students As a result of this development</i>	<i>Utilization As of result of this development (Without Mobiles)</i>
BARNETTE ELEMENTARY	41.50	39	704	662	106%	5	106%
BRADLEY MIDDLE	57	53	1075	1000	108%	3	108%
HOPEWELL HIGH	99.0	100	1809	1827	99%	5	99%

PART 5: STAFF RECOMMENDATION

COMPLETENESS OF APPLICATION

Town Staff has reviewed the proposed Subdivision Sketch Plan and finds the application complete.

COMPLIANCE WITH APPLICABLE REQUIREMENTS

Stephens Road Subdivision Sketch Plan complies with all applicable requirements and is supported by the findings of fact outlined in Parts 2 – 4 of this report, with the following conditions:

There are several site plan issues that **MUST BE ADDRESSED**:

- A complete tree survey of the property must be provided to determine Ordinance compliance.
- Identify open space areas as either Natural and/or Recreational.
- Comments from NCDOT must be provided and addressed.
- All outstanding Town Transportation comments to be addressed.
- All outstanding redline comments to be addressed.

APPROVAL

The Stephens Road Subdivision Sketch Plan could comply with all applicable requirements once the conditions listed above are addressed. Staff Recommends Approval of the proposed Subdivision Sketch Plan based on satisfaction of the above listed items.

PART 6: PLANNING BOARD RECOMMENDATION

On Tuesday, May 24, 2022, the Planning Board made a Motion to Approve the Stephens Road Subdivision Sketch Plan by unanimous (7-0) vote. The motion stated that “the Planning Board finds the application to be complete, in compliance with the applicable requirements of Section 6.2 of the Subdivision Ordinance if the following items are completed: 1. A complete tree survey, 2. Identify open space as either natural or recreational, 3. Comments from the NCDOT must be provided and addressed, 4. All outstanding Town transportation comments to be addressed, 5. All outstanding comments from Town Planning staff are addressed. Support for portions of such compliance can be found in Policies LU-2.2, LU7.1, LU9.2, EOS-2.1, EOS-4.3, EOS-8.2, PS8.1, and T3.1 of the 2040 Huntersville Community Plan. Furthermore, the sketch plan also complies with the future land use of Rural Conservation Areas, and it does not hinder the current Beattie’s Ford Road Small Area Plan. Planning Board recommends approval of the Stephens Road Subdivision Sketch Plan based on the previously mentioned findings and recommends that the applicant continue to work with the property owner to the NE (Abe Lehman) to find an applicable buffer plan.

PART 7: TOWN BOARD FINAL ACTION

Town Board is scheduled to consider this request on Tuesday, June 21, 2022.

PART 8: ATTACHMENTS AND ENCLOSURES

- A – Subdivision Sketch Plan Application
- B – Proposed Stephens Road Subdivision Sketch Plan
- C – Neighborhood Meeting Report
- D – CMS Report

PART 9: DECISION STATEMENTS

Please refer to Part 5 of this report for recommendation.

In considering whether to approve an application for a subdivision sketch plan, the Planning and Town Board must complete the following (a full version can be found in [Section 6.320.5](#) of the Subdivision Ordinance).

- Is the application complete (lacking any particular requirement)? *If no member of the Board moves that the application is incomplete, then this inaction is taken as an affirmative finding that the application is complete.*
- Does the application comply with all the applicable requirements? *A statement must be made that the application complies or does not comply that includes the support documentation of the particular motion.*
- Lastly, the Board must make a motion to approve or deny based on the previous statements.



General Application

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. PLEASE CHECK ALL ITEMS CAREFULLY.

1. Application Type

Please indicate the type of application you are submitting. In addition to the application, the submission process for each application type can be found at <https://www.huntersville.org/528/Permits-Process>

- ☐ Change of Use
- ☐ Commercial Site Plan
- ☐ Conditional Rezoning
- ☐ General Rezoning
- ☐ Master Signage Program
- ☐ Special Use Permit
- ☐ Revision to
Original Project # _____
- ☐ Other _____

- SUBDIVISION CATEGORIES: Per the Huntersville Subdivision Ordinance
- ☒ Sketch Plan
 - ☐ Preliminary Plan
 - ☐ Final Plat (Includes Minor Subdivision)
 - ☐ Exempt Subdivision
 - ☐ Final Plat Revision
 - ☐ Farmhouse Cluster

2. Project Data

Date of Application 02/04/2022

Name of Project Stephens Road Single Family Phase # (if subdivision) _____

Project Address Stephens Road, Huntersville, North Carolina 28078

Parcel Identification Number(s) (PIN) 01309104, 01308126, portion of 01309107

Current Zoning District R Proposed District (for rezoning only) _____

Property Size (acres) 43.245 ac Street Frontage (feet) ~267'

Current Land Use Vacant

Proposed Land Use(s) Single Family

Is the project within Huntersville's corporate limits?

Yes ☒ No _____ If no, does the applicant intend to voluntarily annex? _____

3. Description of Request

Explain the nature of this request. If a separate sheet is necessary, please attach to this application.

This request is for a sketch plan review of a low impact 26 lot single family subdivision off of Stephens Road.

4. Site Plan Submittals

Consult the particular type of *Review Process* for the application type selected above. These can be found at <https://www.huntersville.org/528/Permits-Process>.

5. Outside Agency Information

Other agencies may have applications and fees associated with the land development process. The *Review Process* list includes plan documents needed for most town and county reviewing agencies. For major subdivisions, commercial site plans, and rezoning petitions please enclose a copy of the Charlotte-Mecklenburg Utility *Willingness to Serve* letter for the subject property.

6. Applicant

Printed Name Classica Homes, LLC Phone 704-940-0273
☐ Corporation ☒ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature _____ Printed Name: Larry Burton

Title Land Acquisition & Entitlement Email lburton@classicahomes.com

Address of Applicant 2215 Ayrsley Town Blvd, Suite G, Charlotte, NC 28273

7. Property Owner (if different than applicant)

*Printed Name Anthony David Kidd Phone 704-650-1226
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☒ Other: Individual

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the owner my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature Anthony David Kidd Printed Name Anthony David Kidd

Title Property Owner Email _____

Address of Property Owner 5600 Stephens Road, Huntersville, North Carolina 28078

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this application MUST be accompanied by a notarized Limited Power of Attorney signed by the property owner (s), specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

8. Development/Design Firm Contact Information

Classica Homes, LLC	Larry Burton	704-940-0273	lburton@classicahomes.com
Development Firm	Name of Contact	Phone	Email
McAdams	Michael Duval, PE	980.729.9086	mduval@mcadamsco.com
Design Firm	Name of Contact	Phone	Email

Contact Information

Town of Huntersville	Phone:	704-875-7000
Planning Department	Fax:	704-992-5528
PO Box 664	Physical Address:	105 Gilead Road, Third Floor
Huntersville, NC 28070	Website:	https://www.huntersville.org/228/Planning-Department

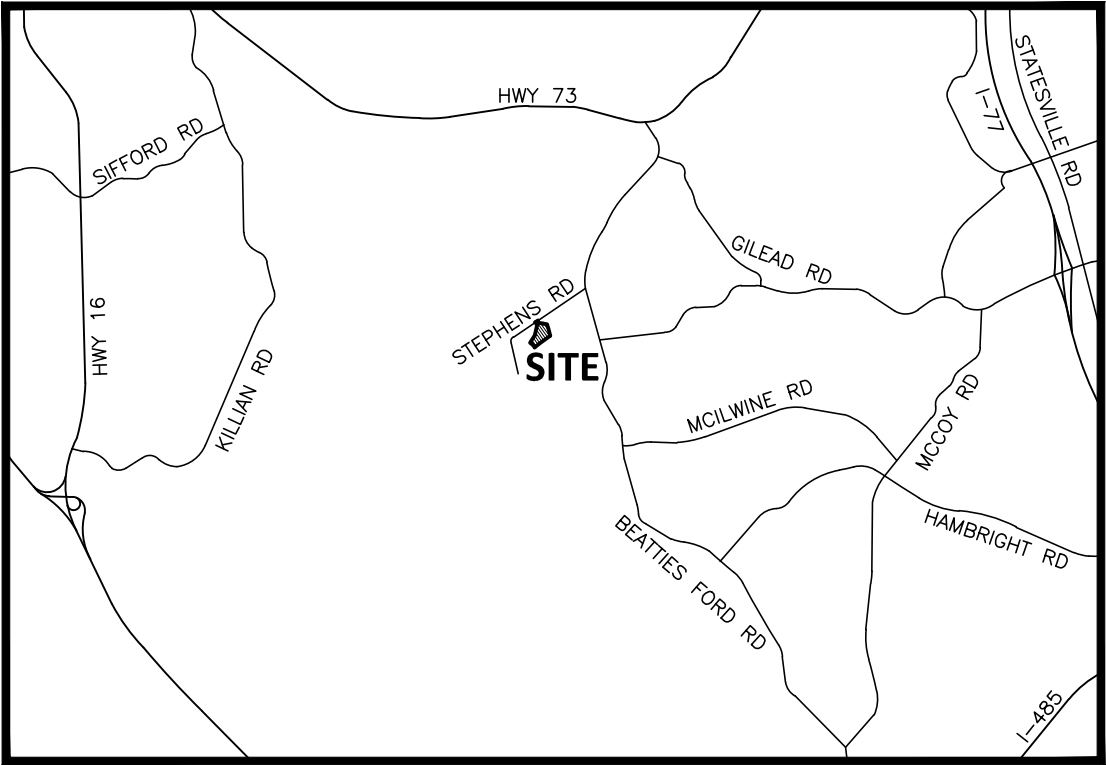
STEPHENS ROAD SUBDIVISION

STEPHENS ROAD
HUNTERSVILLE, NORTH CAROLINA, 28078

SKETCH PLAN

PROJECT NUMBER: CSH21001
DATE: 05/05/2022

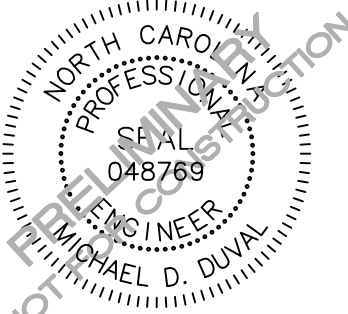
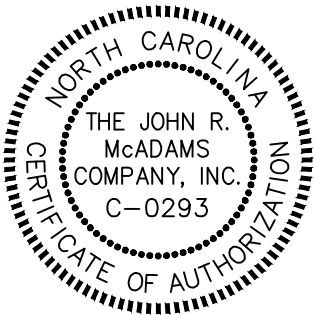
SHEET INDEX	
C	COVER SHEET
C0.00	EXISTING CONDITIONS
C0.01	SLOPE ANALYSIS
C0.02	SITE PLAN
C0.03	FRONTAGE IMPROVEMENT PLAN AND SECTIONS
C0.04	PRELIMINARY UTILITIES & DRAINAGE PLAN
C0.05	JIM KIDD RD EXTENSION
C0.06	FOUR STEP PROCESS
C0.07	VEHICULAR MOVEMENT
L5.00	OVERALL CODE LANDSCAPE PLAN
L5.01	LANDSCAPE DETAILS



VICINITY MAP
N.T.S.

CLIENT

LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
HUNTERSVILLE, NORTH CAROLINA 28078



REVISIONS

NO. DATE

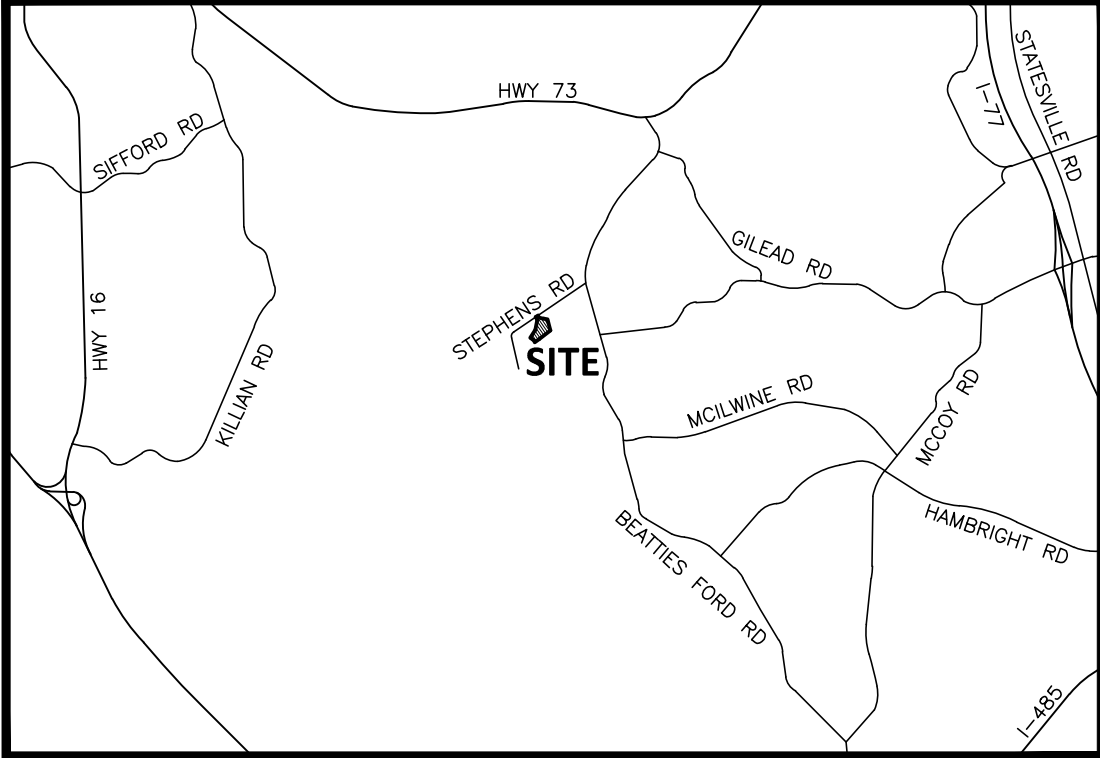
PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-CS - Sketch
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

SKETCH PLAN FOR:

STEPHENS ROAD SUBDIVISION
HUNTERSVILLE, NC, 28078
PROJECT NUMBER: CSH-21001



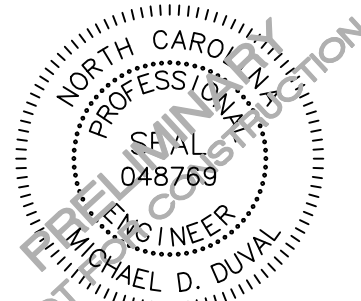
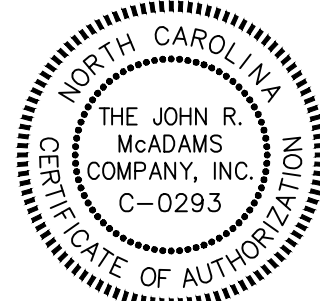
STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____



McADAMS
The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187
www.mcadamsco.com

CLIENT
LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION
CONSTRUCTION DRAWINGS
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-XC1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 02.25.2022

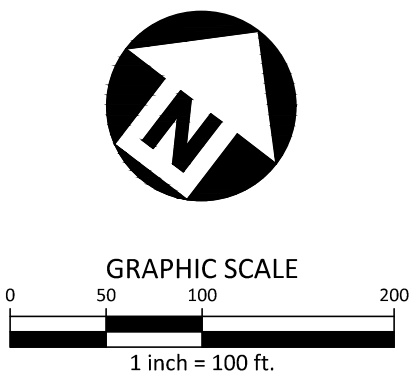
SHEET

EXISTING CONDITIONS

C0.00



Know what's below.
Call before you dig.



CONTRACTOR SHALL NOTIFY "NC811" (811) OR (1-800-632-4949) AT LEAST 3 FULL BUSINESS DAYS PRIOR TO BEGINNING CONSTRUCTION OR EXCAVATION TO HAVE EXISTING UTILITIES LOCATED. CONTRACTOR SHALL CONTACT ANY LOCAL UTILITIES THAT PROVIDE THEIR OWN LOCATOR SERVICES INDEPENDENT OF "NC811". REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____



20' SANITARY SEWER
EASEMENT

35' TEMPORARY CONSTRUCTION
EASEMENT STILL IN EFFECT FOR
EXISTING SEWER

ANTHONY DAVID KIDD
PARCEL 01309107
DB 4129, PG 335
ZONING: R

EXISTING INACTIVE OVERHEAD
POWER LINE, TO BE REMOVED

ANTHONY DAVID KIDD
PARCEL 01309107
DB 4129, PG 335
ZONING: R

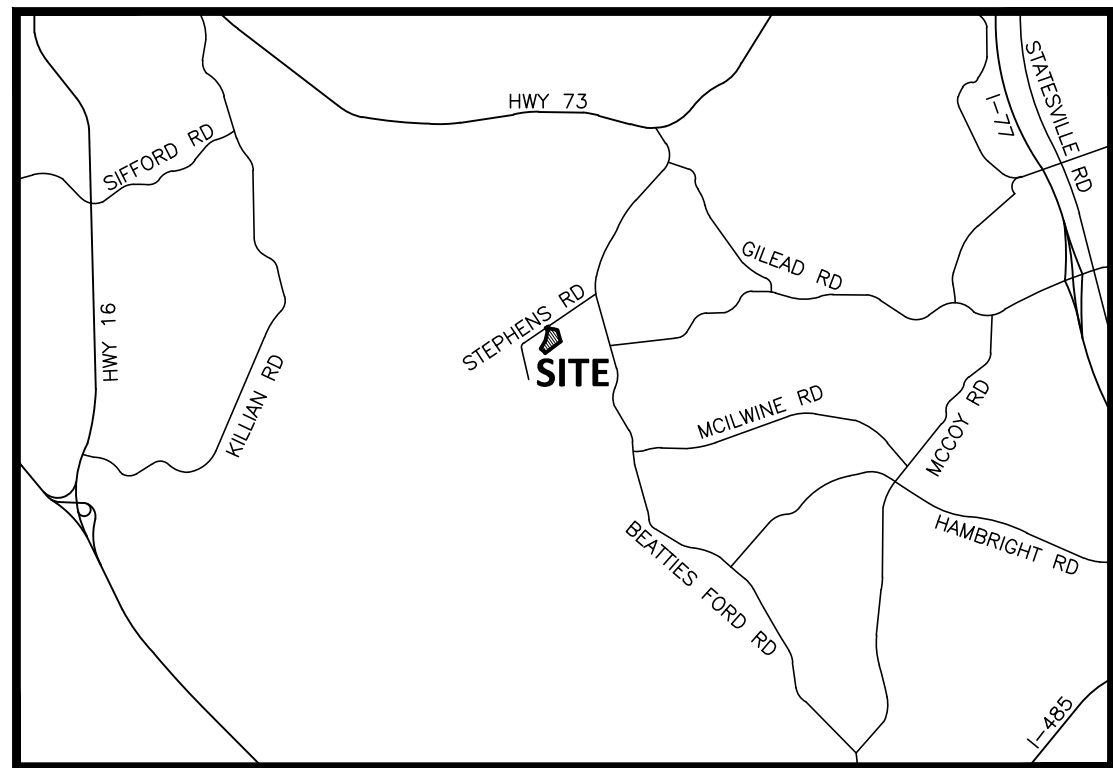
START NEW PROPERTY
LINE AT INTERSECTION OF
EXISTING PROPERTY LINE
AND TREE LINE

PROJECT BOUNDARY

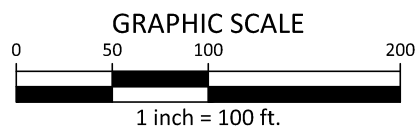
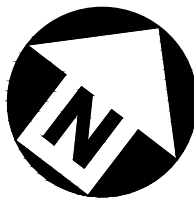
2.500 ACRES

HARRIET KIDD MCKENZIE
PARCEL 01305104
DB 6049, PG 158
ZONING: R

HARRIET KIDD MCKENZIE
PARCEL 01305101
DB 1934, PG 452
ZONING: R



VICINITY MAP
N.T.S.



EXISTING SEWER MAIN

JURISDICTIONAL WETLANDS
DELINATED BY WETLANDS
& WATERS, INC.

39.902 ACRES

EXISTING TREELINE

EXISTING 20'
SEWER EASEMENT

JURISDICTIONAL WETLANDS
DELINATED BY WETLANDS
& WATERS, INC.

TOP OF CREEK BANK

CITY OF CHARLOTTE
PORTION OF PARCEL 01308125
LOT A-2
DB 12822, PG 769
MB 36, PG 325
ZONING: R

JURISDICTIONAL WETLANDS
DELINATED BY WETLANDS
& WATERS, INC.

35' TEMPORARY CONSTRUCTION
EASEMENT STILL IN EFFECT FOR
EXISTING SEWER

EXISTING 20' SEWER
EASEMENT

CITY OF CHARLOTTE
PORTION OF PARCEL 01308125
LOT B-2
MB 36, PG 325
ZONING: R

EXISTING 20' SEWER EASEMENT

WATER QUALITY BUFFER
PER GIS

WATER QUALITY BUFFER
PER GIS

EXISTING
BIRCHWALK DR

EXISTING
STEPHENS ROAD
(60' WIDE R/W)
(NCDOT MAINTAINED)

ABRAHAM J. &
LINDSEY J. LEHMAN
PARCEL 01309130
DB 32423, PG 290
MB 62, PG 62
ZONING: R

LLOYD RADESCHII
ETAL
PARCEL 01309129
DB 33493, PG 796
MB 62, PG 62
ZONING: R

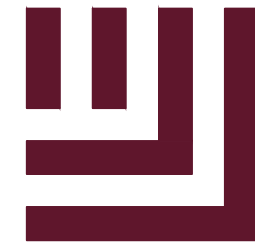
DOUGLAS M. &
LYNN A. TANNER
PARCEL 01309105
DB 20483, PG 395
MB 62, PG 62
ZONING: R

JOHN D. &
JUDY C. KISER
PARCEL 01309109
DB 7480, PG 375
ZONING: R

JOHN D. &
JUDY C. KISER
PARCEL 01309117
DB 6947, PG 198
ZONING: R

MECKLENBURG COUNTY
PARCEL 01309101
DB 12566, PG 462
ZONING: R

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



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Durham, NC 27713

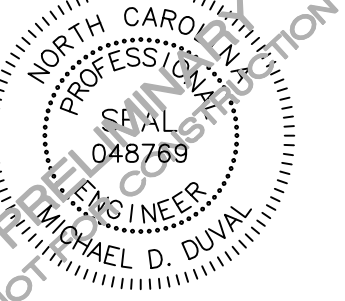
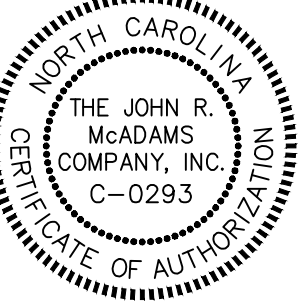
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION SKETCH PLAN HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK2
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

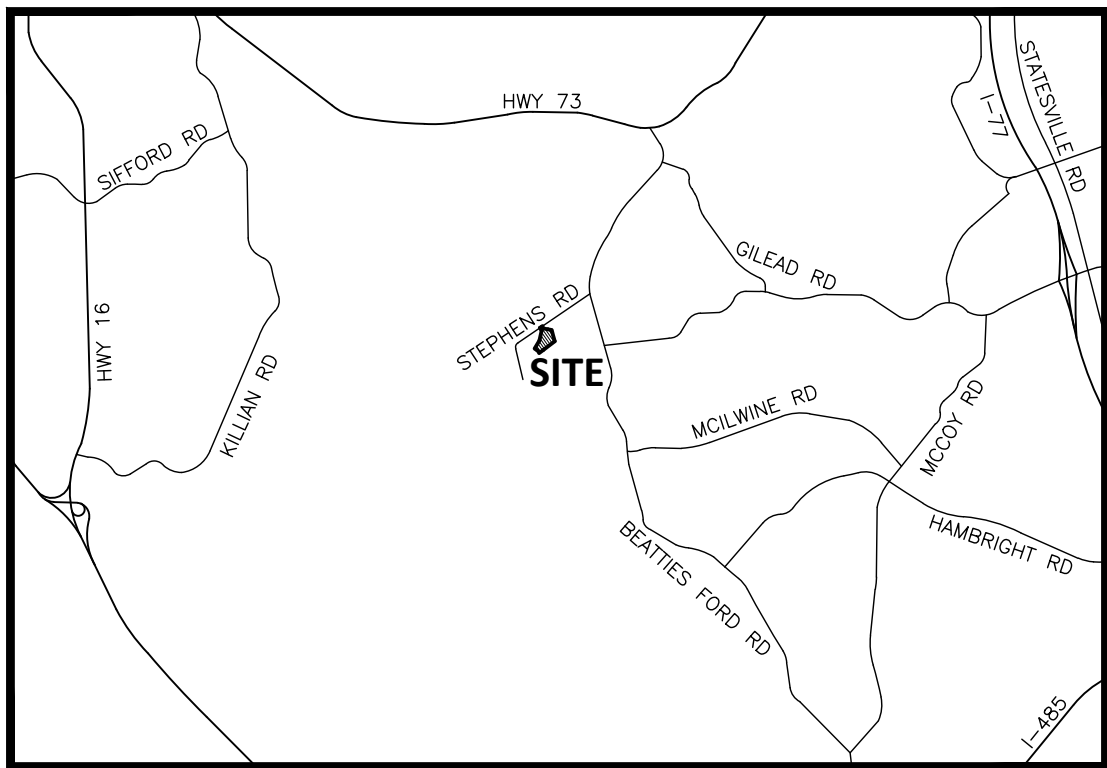
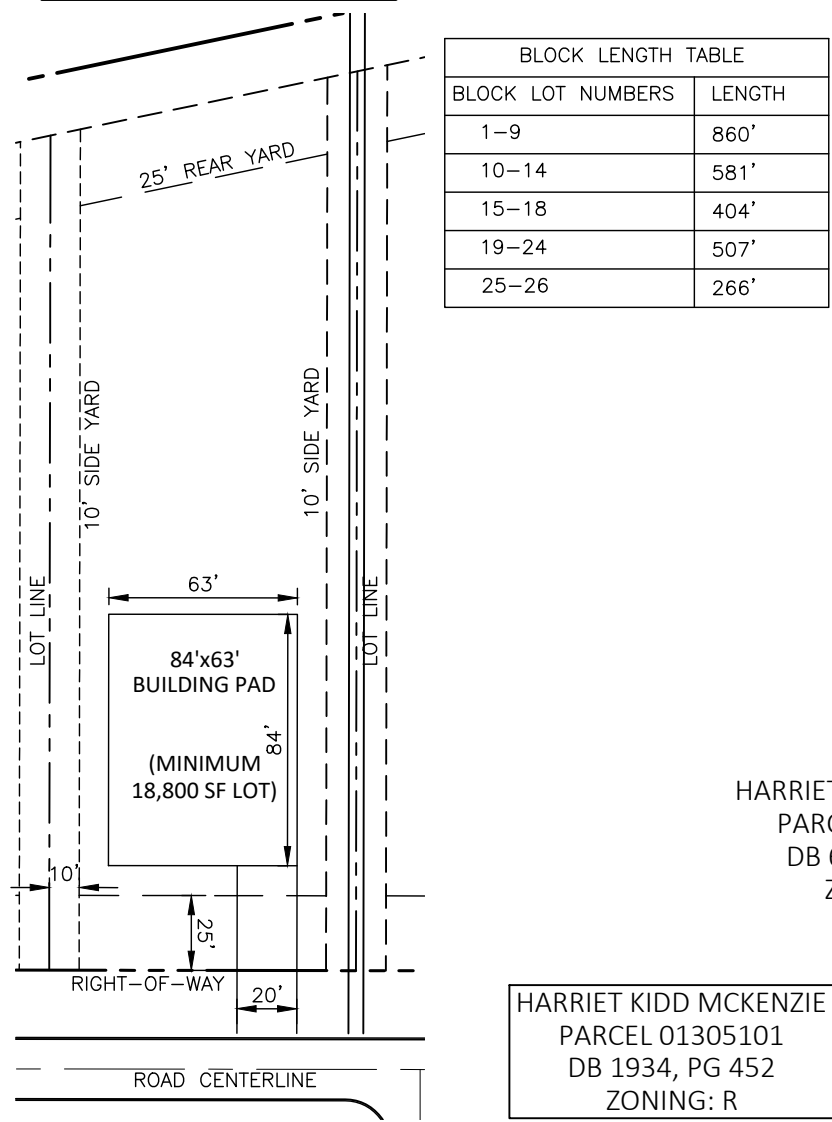
SLOPE ANALYSIS PLAN

C0.01

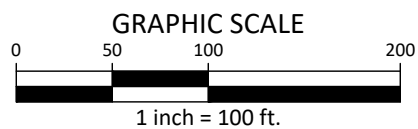
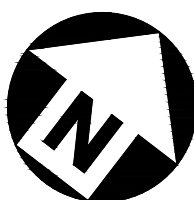
STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____

Proposed Use	Single Family Residential	
Zoning District	R	
Building Type	Detached House	
Single Family Lots		
90'x150' min.	26 lots	
Average Lot Size	+/- 29,258 sf	
Minimum Lot Size	+/- 18,811 sf	
Maximum Lot Size	+/- 45,613 sf	
Density	0.64 lots/ac	
Open Space		
Required (36% of site based on density)	15.57 acres	
Active Open Space Provided	1.79 acres	
Total Open Space Provided	20.21 acres	
Built-Up Area (Area)		
Roadways	55,300 sf	
Sidewalks	10,855 sf	
Building Pads (includes extra 150sf per lot)	159,220 sf	
Total Built-Up Area	225,375 sf	
Built-Up Area (Percentage)		
Roadways	2.936%	
Sidewalks	0.576%	
Building Pads (includes extra 150sf per lot)	8.452%	
Total Built-Up Area	11.964%	
Total Proposed Site Area	43.245 acres	
Permitted BUA Percentage	12%	
Permitted BUA Area	226,050 sf	
Remaining BUA	675 sf	
Setbacks		
Front	25	ft
Side	10	ft
Rear	25	ft
Disturbed Area Estimate	~12.44 acres	
Watershed	McDowell Watershed	

TYPICAL LOT SIZE

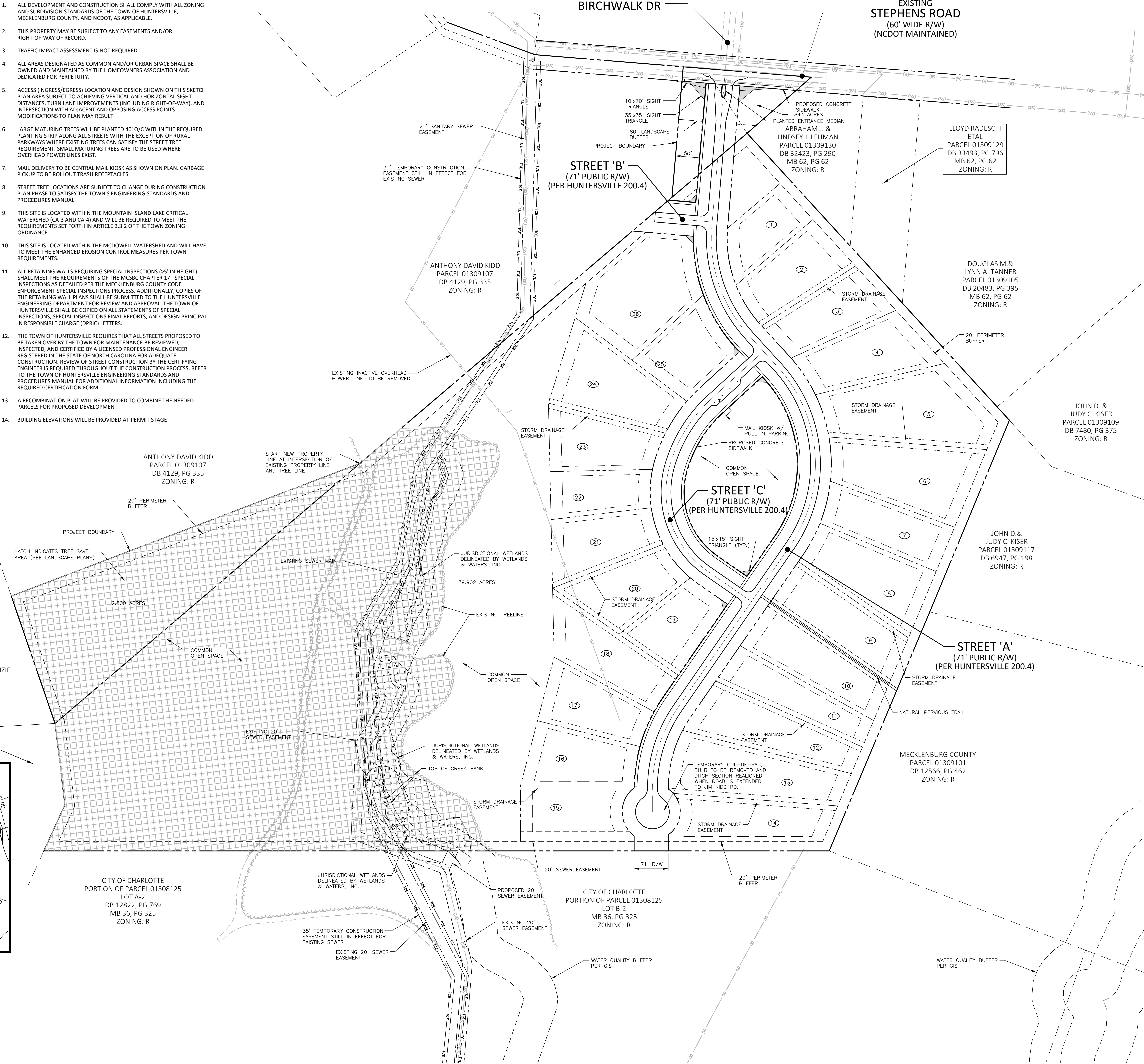


VICINITY MAP N.T.S.



GENERAL NOTE:

- ALL DEVELOPMENT AND CONSTRUCTION SHALL COMPLY WITH ALL ZONING AND SUBDIVISION STANDARDS OF THE TOWN OF HUNTERVILLE, MECKLENBURG COUNTY, AND NCDOT, AS APPLICABLE.
- THIS PROPERTY MAY BE SUBJECT TO ANY EASEMENTS AND/OR RIGHT-OF-WAY OF RECORD.
- TRAFFIC IMPACT ASSESSMENT IS NOT REQUIRED.
- ALL AREAS DESIGNATED AS COMMON AND/OR URBAN SPACE SHALL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION AND DEDICATED FOR PERPETUITY.
- ACCESS (INGRESS/EGRESS) LOCATION AND DESIGN SHOWN ON THIS SKETCH PLAN AREA SUBJECT TO ACHIEVING VERTICAL AND HORIZONTAL SIGHT DISTANCES, TURN LANE IMPROVEMENTS (INCLUDING RIGHT-OF-WAY), AND INTERSECTION WITH ADJACENT AND OPPOSING ACCESS POINTS. MODIFICATIONS TO PLAN MAY RESULT.
- LARGE MATURING TREES WILL BE PLANTED 40' O/C WITHIN THE REQUIRED PLANTING STRIP ALONG ALL STREETS WITH THE EXCEPTION OF RURAL PARKWAYS WHERE EXISTING TREES CAN SATISFY THE STREET TREE REQUIREMENT. SMALL MATURING TREES ARE TO BE USED WHERE OVERHEAD POWER LINES EXIST.
- MAIL DELIVERY TO BE CENTRAL MAIL KIOSK AS SHOWN ON PLAN. GARBAGE PICKUP TO BE ROLLOUT TRASH RECEPTACLES.
- STREET TREE LOCATIONS ARE SUBJECT TO CHANGE DURING CONSTRUCTION PLAN PHASE TO SATISFY THE TOWN'S ENGINEERING STANDARDS AND PROCEDURES MANUAL.
- THIS SITE IS LOCATED WITHIN THE MOUNTAIN ISLAND LAKE CRITICAL WATERSHED (CA-3 AND CA-4) AND WILL BE REQUIRED TO MEET THE REQUIREMENTS SET FORTH IN ARTICLE 3.3.2 OF THE TOWN ZONING ORDINANCE.
- THIS SITE IS LOCATED WITHIN THE MCDOWELL WATERSHED AND WILL HAVE TO MEET THE ENHANCED EROSION CONTROL MEASURES PER TOWN REQUIREMENTS.
- ALL RETAINING WALLS REQUIRING SPECIAL INSPECTIONS (15' IN HEIGHT) SHALL MEET THE REQUIREMENTS OF THE MCSBC CHAPTER 17 - SPECIAL INSPECTIONS AS DETAILED PER THE MECKLENBURG COUNTY CODE ENFORCEMENT SPECIAL INSPECTIONS PROCESS. ADDITIONALLY, COPIES OF THE RETAINING WALL PLANS SHALL BE SUBMITTED TO THE HUNTERVILLE ENGINEERING DEPARTMENT FOR REVIEW AND APPROVAL. THE TOWN OF HUNTERVILLE SHALL BE COPIED ON ALL STATEMENTS OF SPECIAL INSPECTIONS, SPECIAL INSPECTIONS FINAL REPORTS, AND DESIGN PRINCIPAL IN RESPONSIBLE CHARGE (DPRIC) LETTERS.
- THE TOWN OF HUNTERVILLE REQUIRES THAT ALL STREETS PROPOSED TO BE TAKEN OVER BY THE TOWN FOR MAINTENANCE BE REVIEWED, INSPECTED, AND CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF NORTH CAROLINA FOR ADEQUATE CONSTRUCTION. REVIEW OF STREET CONSTRUCTION BY THE CERTIFYING ENGINEER IS REQUIRED THROUGHOUT THE CONSTRUCTION PROCESS. REFER TO THE TOWN OF HUNTERVILLE ENGINEERING STANDARDS AND PROCEDURES MANUAL FOR ADDITIONAL INFORMATION INCLUDING THE REQUIRED CERTIFICATION FORM.
- A RECOMBINATION PLAT WILL BE PROVIDED TO COMBINE THE NEEDED PARCELS FOR PROPOSED DEVELOPMENT
- BUILDING ELEVATIONS WILL BE PROVIDED AT PERMIT STAGE



McADAMS

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Durham, NC 27713

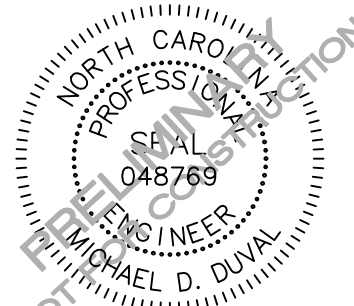
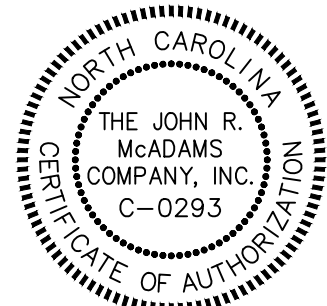
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION SKETCH PLAN HUNTERVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

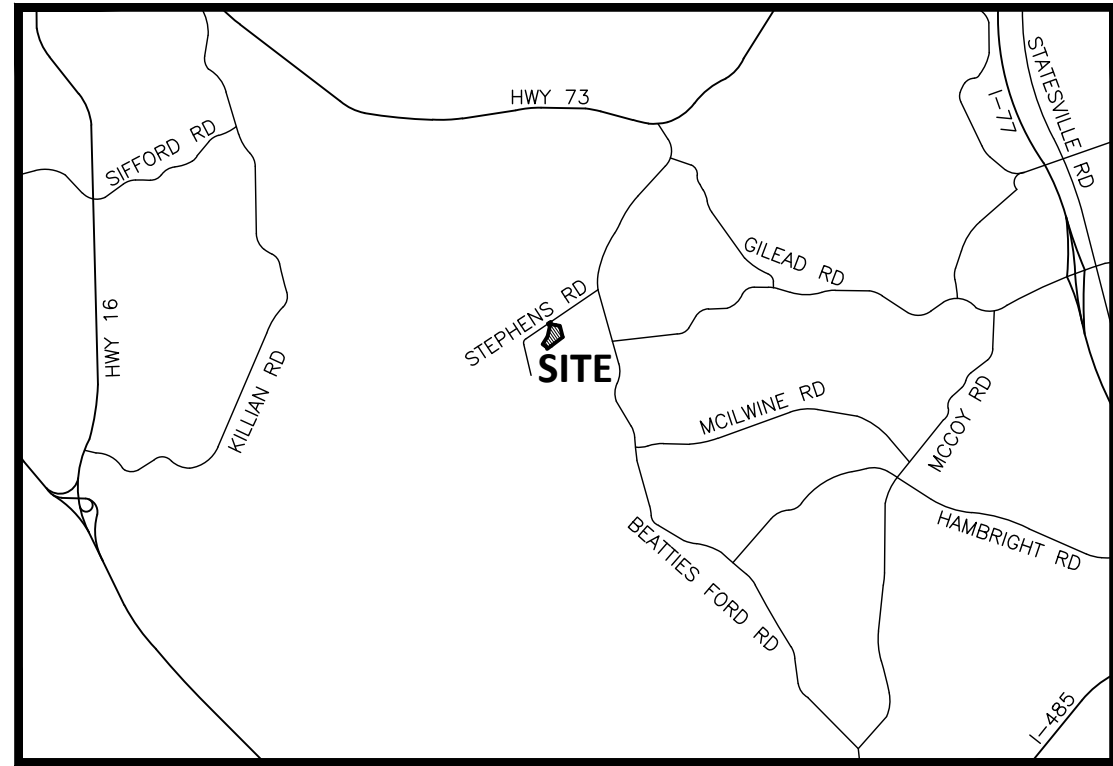
SHEET

SITE PLAN

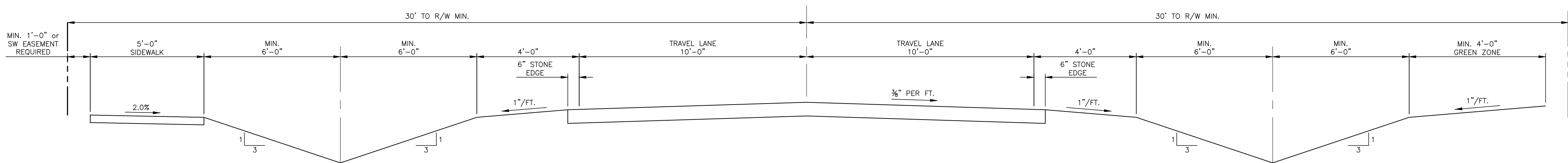
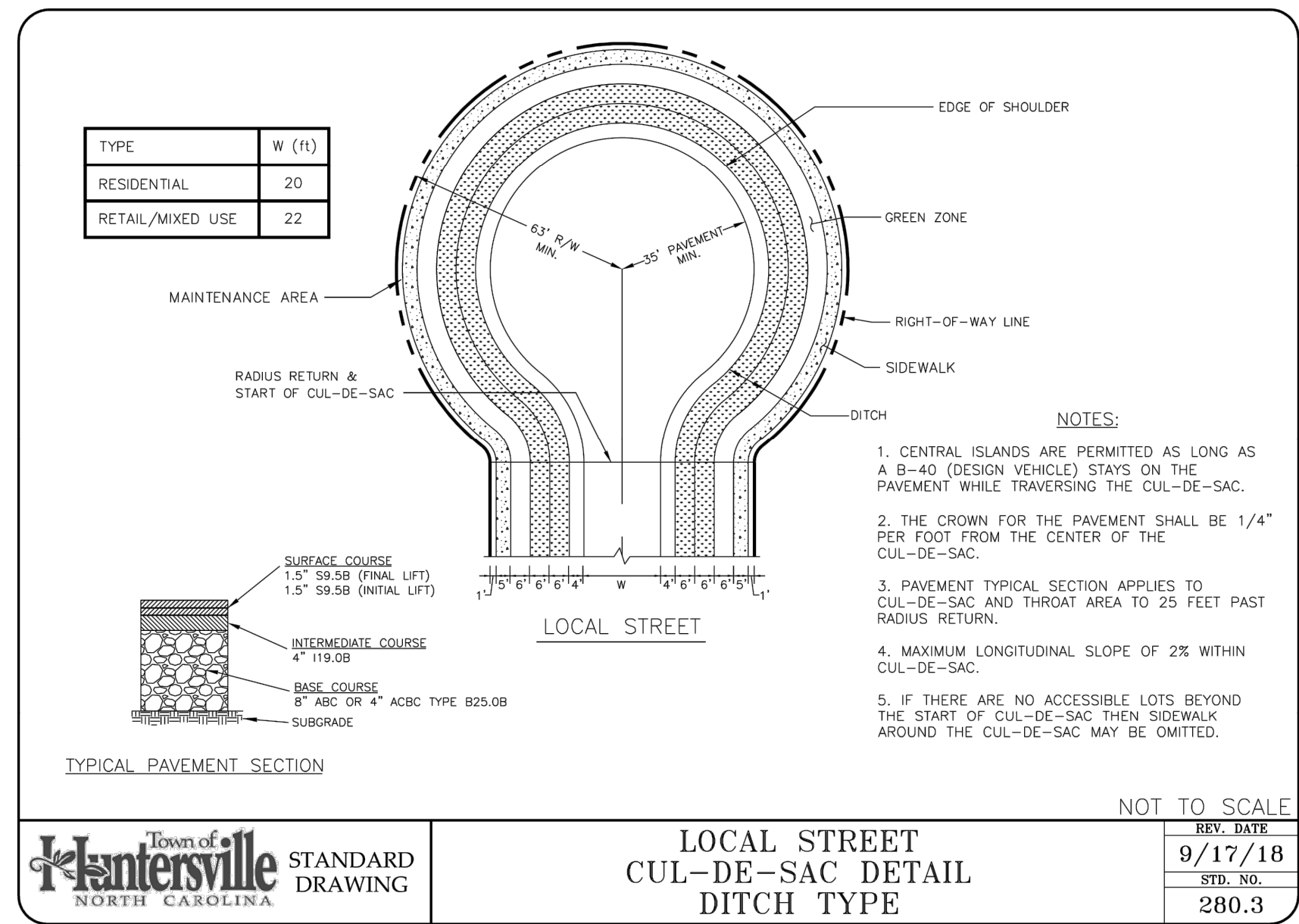
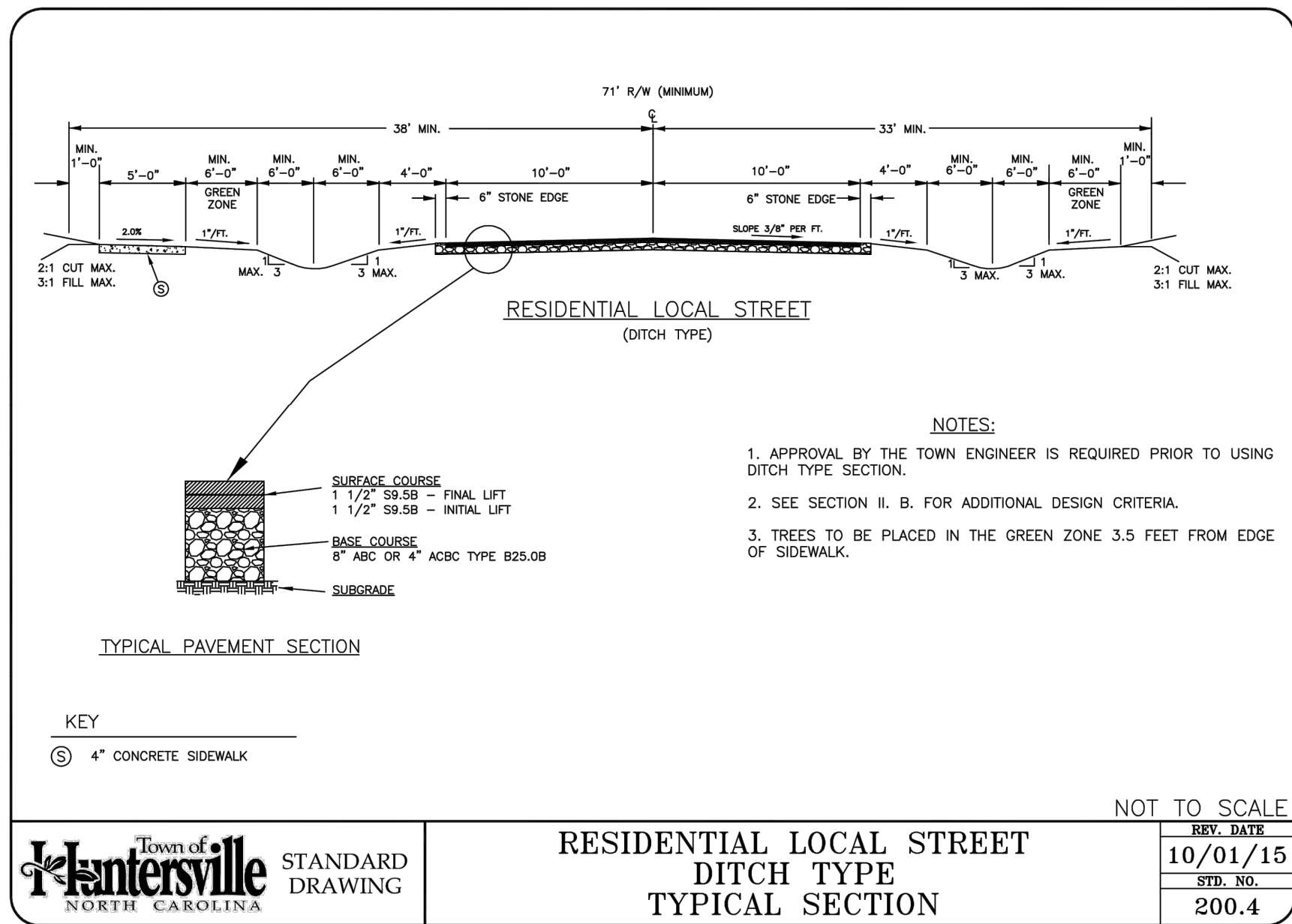
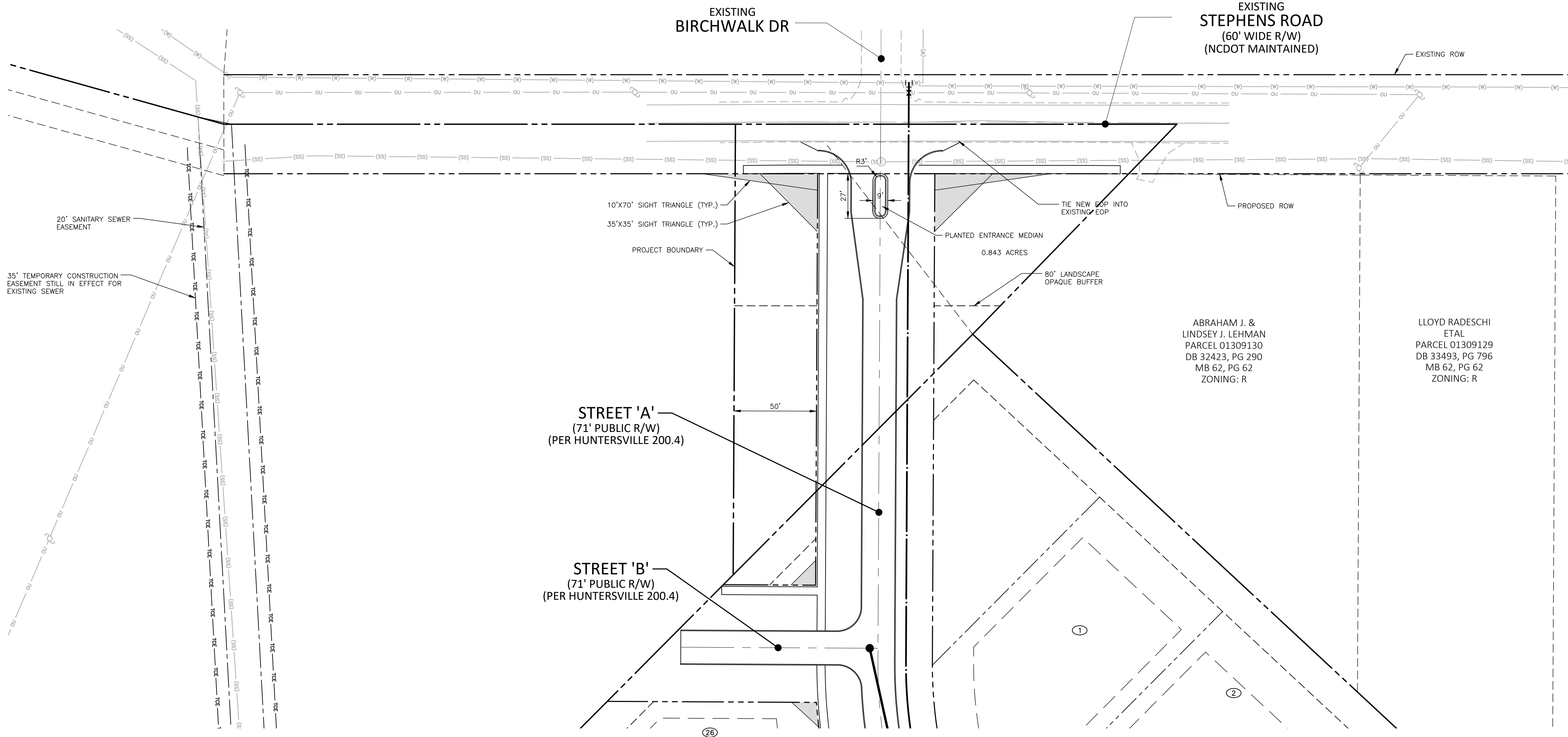
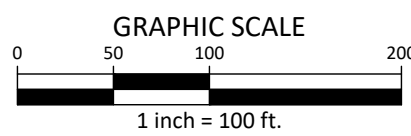
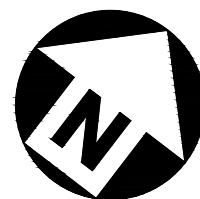
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PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

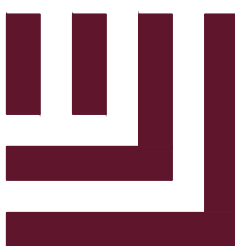
STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____



VICINITY MAP
N.T.S.



STEPHENS ROAD CROSS-SECTION
N.T.S.



McADAMS

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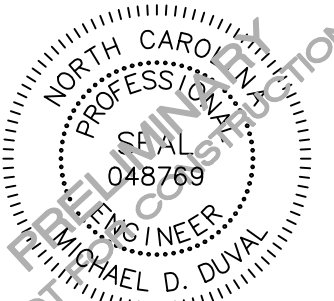
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CLIENT

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STEPHENS ROAD SUBDIVISION

SKETCH PLAN
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

FRONTAGE IMPROVEMENT
PLAN AND SECTIONS

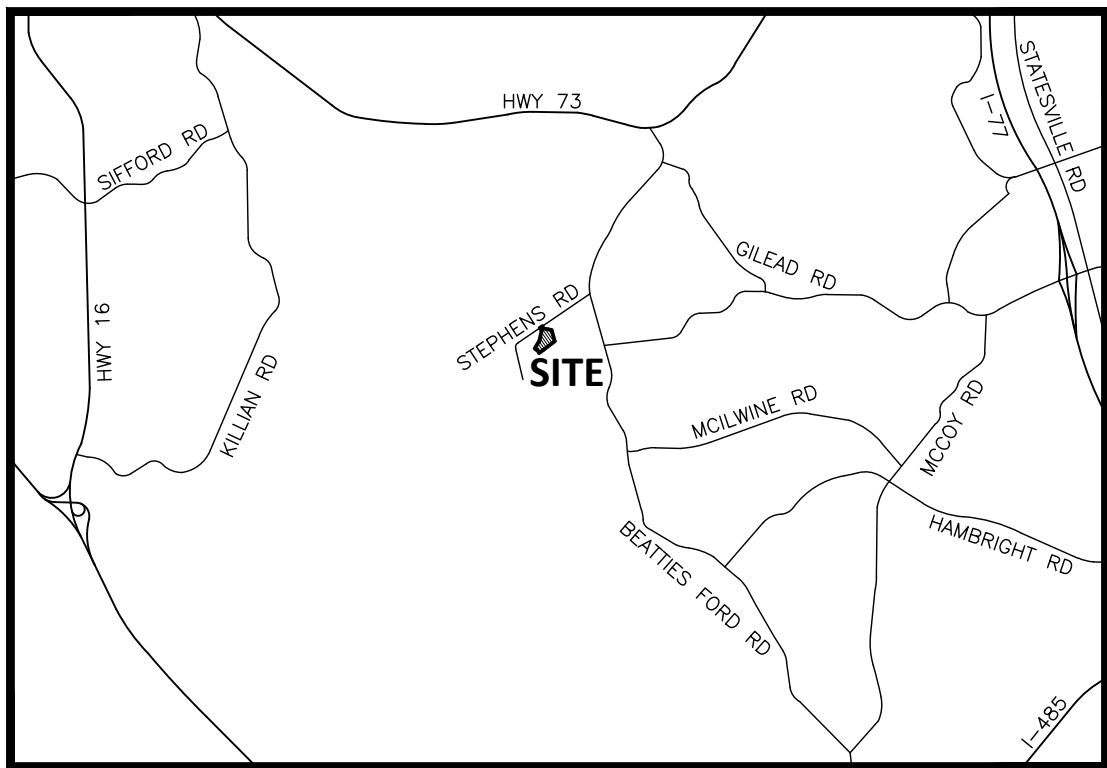
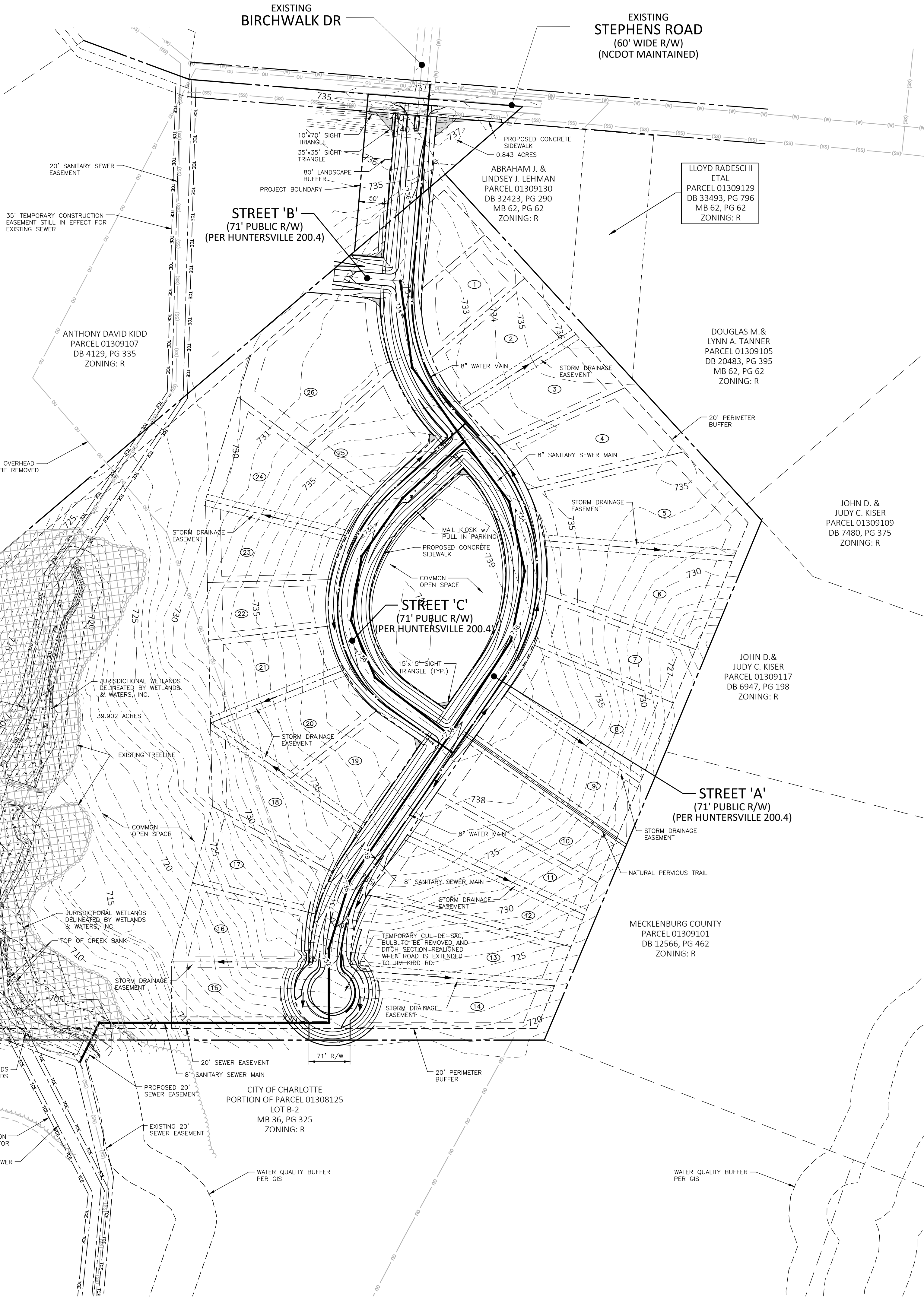
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PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

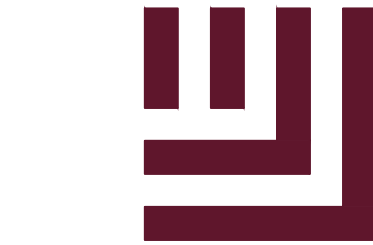
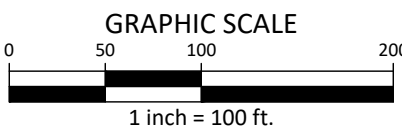
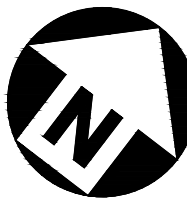
STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____

GENERAL NOTE:

- ALL DEVELOPMENT AND CONSTRUCTION SHALL COMPLY WITH ALL ZONING AND SUBDIVISION STANDARDS OF THE TOWN OF HUNTERSVILLE, MECKLENBURG COUNTY, AND NCDOT, AS APPLICABLE.
- THIS PROPERTY MAY BE SUBJECT TO ANY EASEMENTS AND/OR RIGHT-OF-WAY OF RECORD.
- ACCESS (INGRESS/EGRESS) LOCATION AND DESIGN SHOWN ON THIS SKETCH PLAN AREA SUBJECT TO ACHIEVING VERTICAL AND HORIZONTAL SIGHT DISTANCES, TURN LANE IMPROVEMENTS (INCLUDING RIGHT-OF-WAY), AND INTERSECTION WITH ADJACENT AND OPPOSING ACCESS POINTS. MODIFICATIONS TO PLAN MAY RESULT.
- ALL RETAINING WALLS REQUIRING SPECIAL INSPECTIONS (>5' IN HEIGHT) SHALL MEET THE REQUIREMENTS OF THE MCSBC CHAPTER 17 - SPECIAL INSPECTIONS AS DETAILED PER THE MECKLENBURG COUNTY CODE ENFORCEMENT SPECIAL INSPECTIONS PROCESS. ADDITIONALLY, COPIES OF THE RETAINING WALL PLANS SHALL BE SUBMITTED TO THE HUNTERSVILLE ENGINEERING DEPARTMENT FOR REVIEW AND APPROVAL. THE TOWN OF HUNTERSVILLE SHALL BE COPIED ON ALL STATEMENTS OF SPECIAL INSPECTIONS, SPECIAL INSPECTIONS FINAL REPORTS, AND DESIGN PRINCIPAL IN RESPONSIBLE CHARGE (DPRIC) LETTERS.
- SANITARY SEWER MANHOLES ARE REQUIRED TO BE IN THE CENTER OF TRAVEL LANE.
- ALL APPROVALS/EASEMENTS REQUIRED FOR UTILITY INSTALLATION WILL BE HANDLED DURING THE CONSTRUCTION PHASE.



VICINITY MAP
N.T.S.



McADAMS

The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

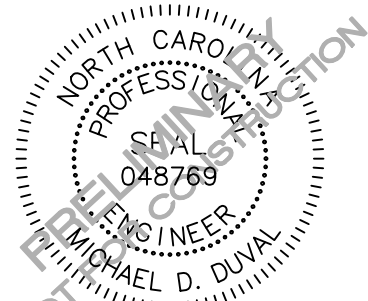
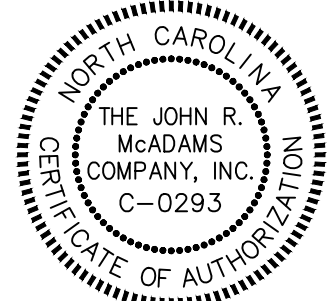
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION
SKETCH PLAN
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

PRELIMINARY UTILITIES
& DRAINAGE PLAN

C0.04

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

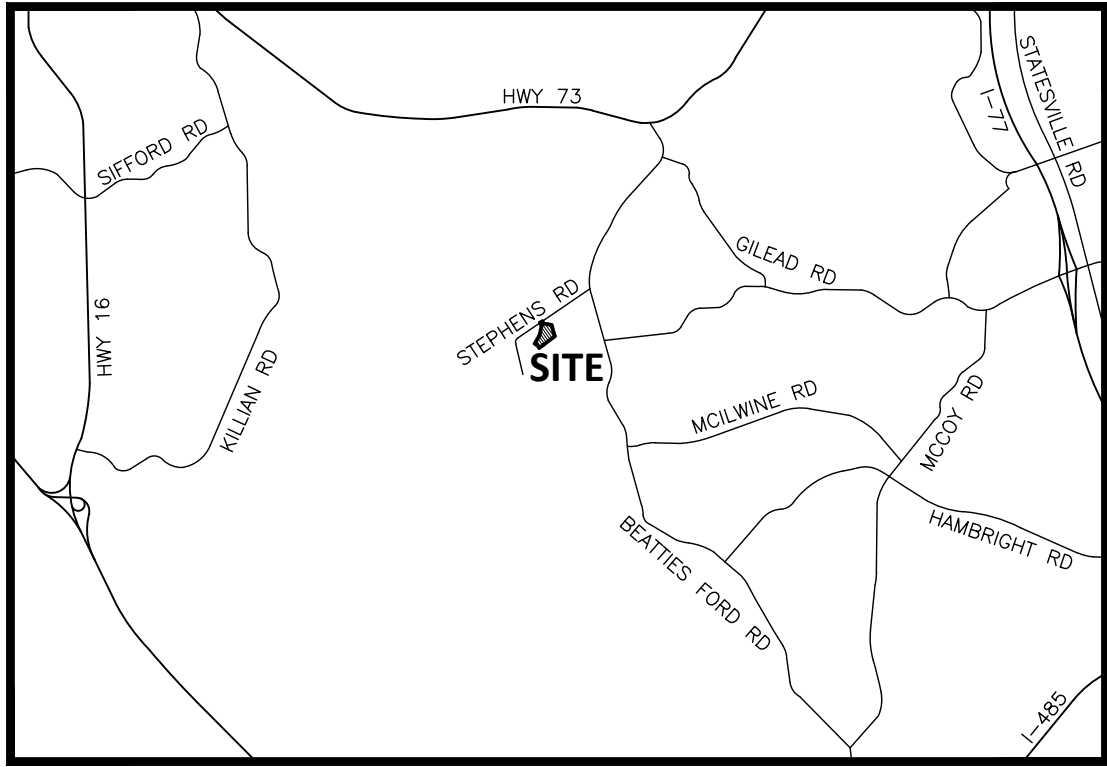
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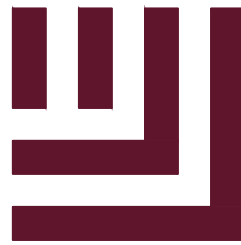
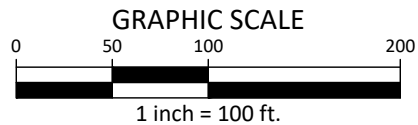
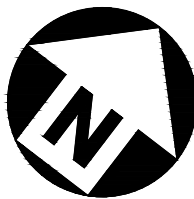
1. THIS PLAN IS TO SHOW THE ROW TIE OUT AT THE SOUTHERN PROPERTY LINE AND THE RELATION TO JIM KIDD ROAD FOR THE POSSIBLE EXTENSION IN THE FUTURE.



EXISTING
JIM KIDD ROAD



VICINITY MAP
N.T.S.



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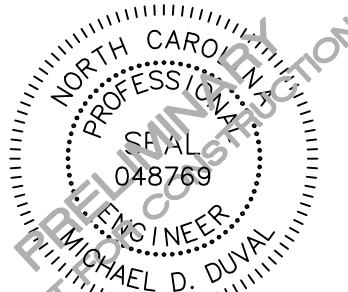
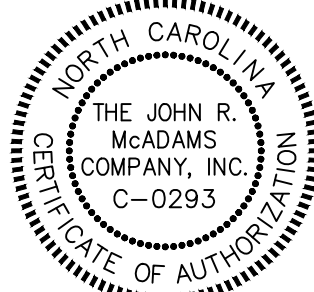
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STEPHENS ROAD SUBDIVISION
SKETCH PLAN
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

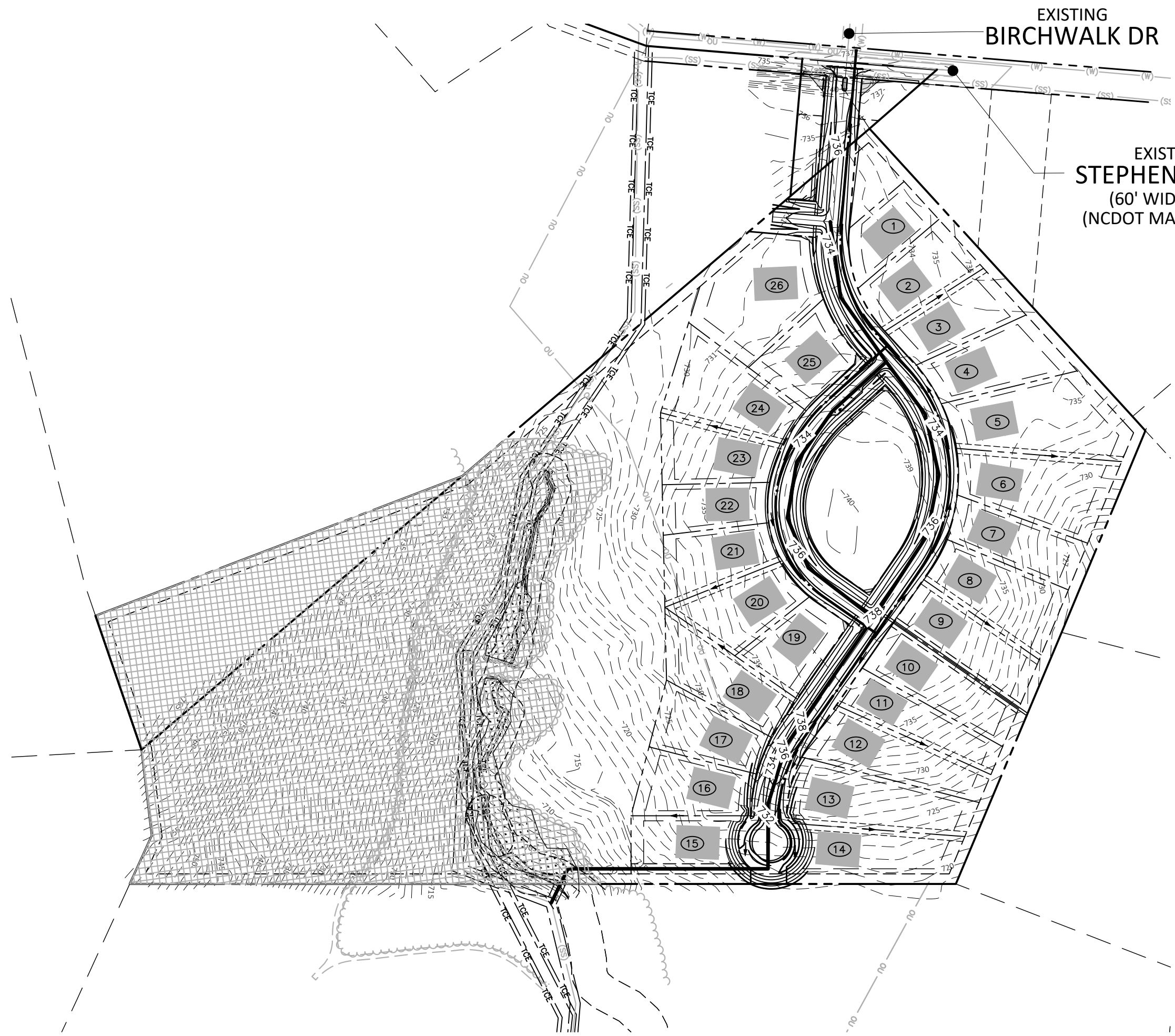
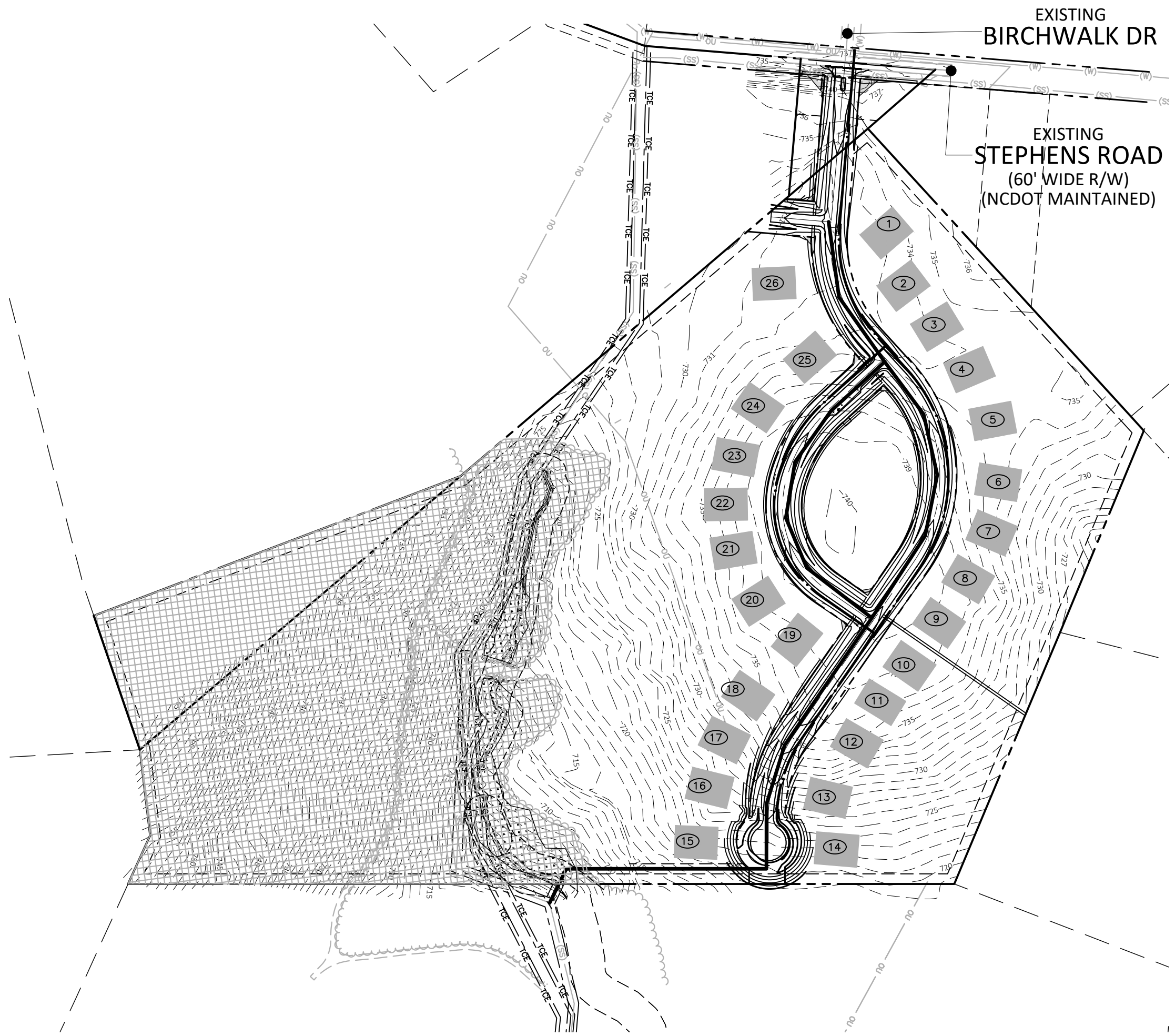
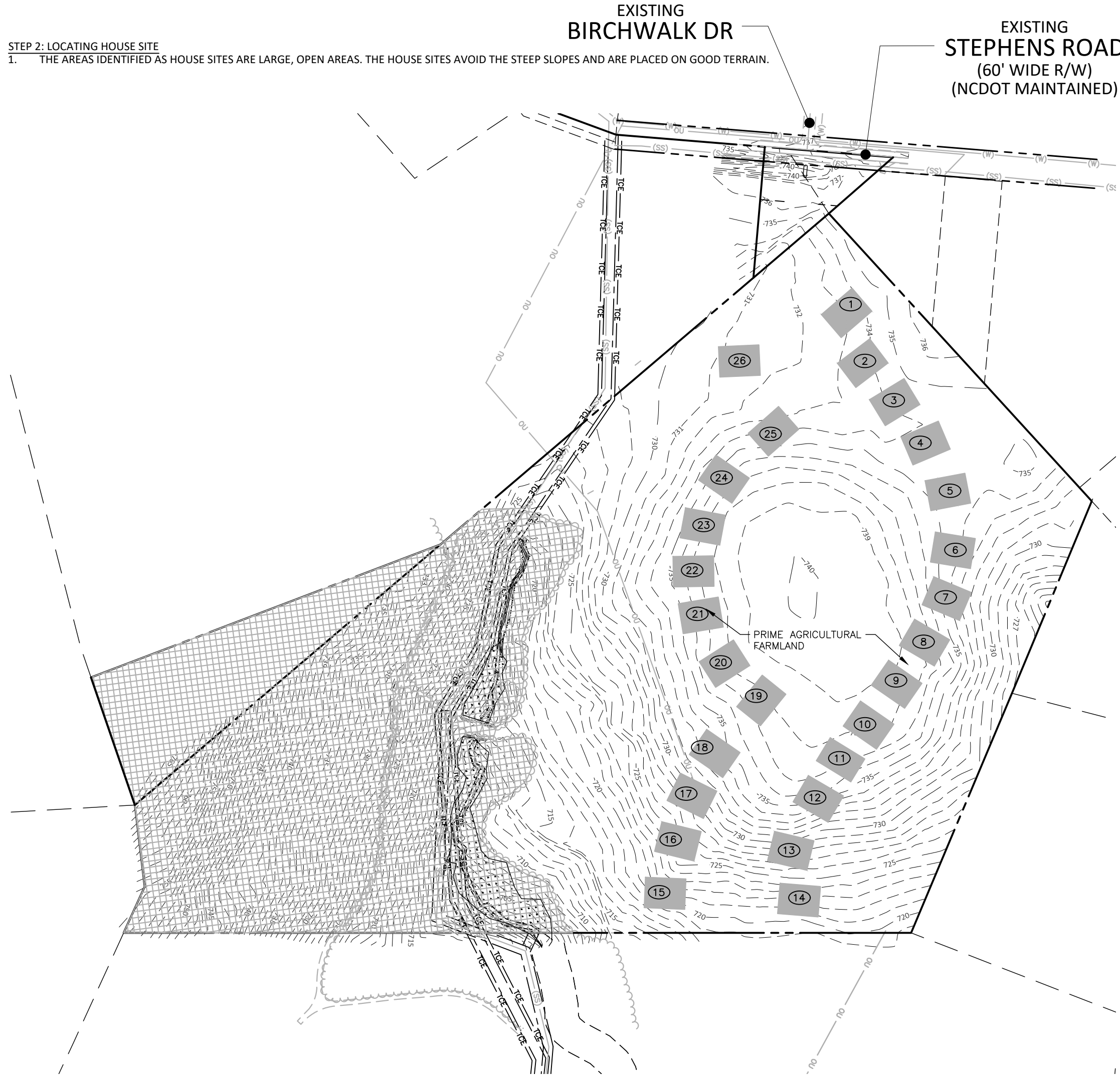
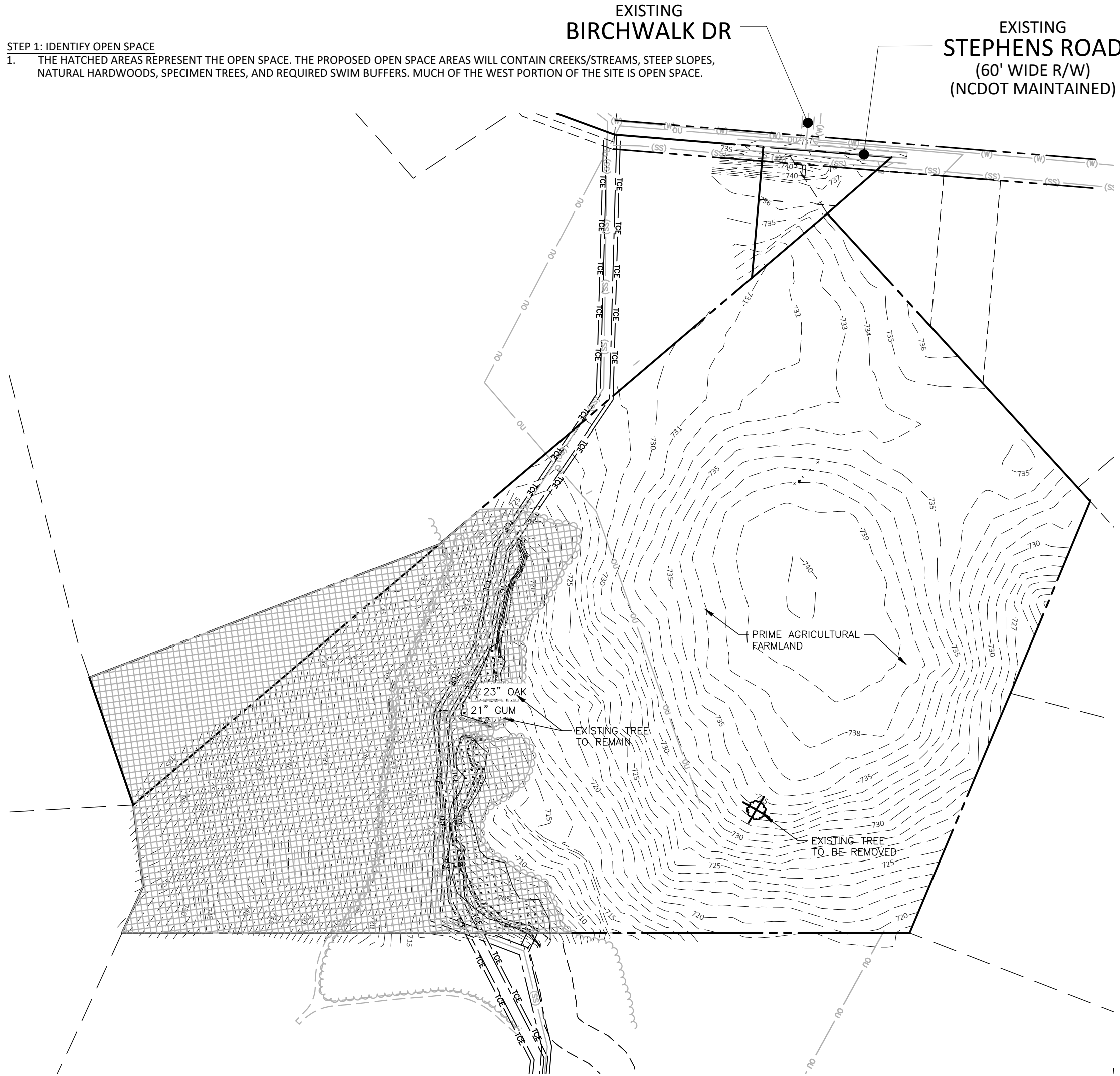
PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

SKETCH PLAN
JIM KIDD RD EXTENSION

C0.05



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Durham, NC 27713

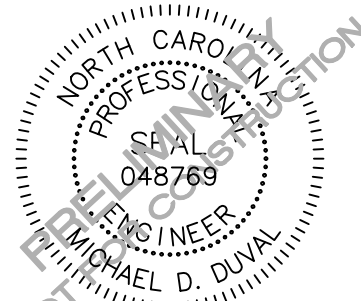
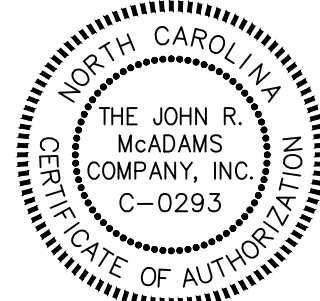
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CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION SKETCH PLAN HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK1
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

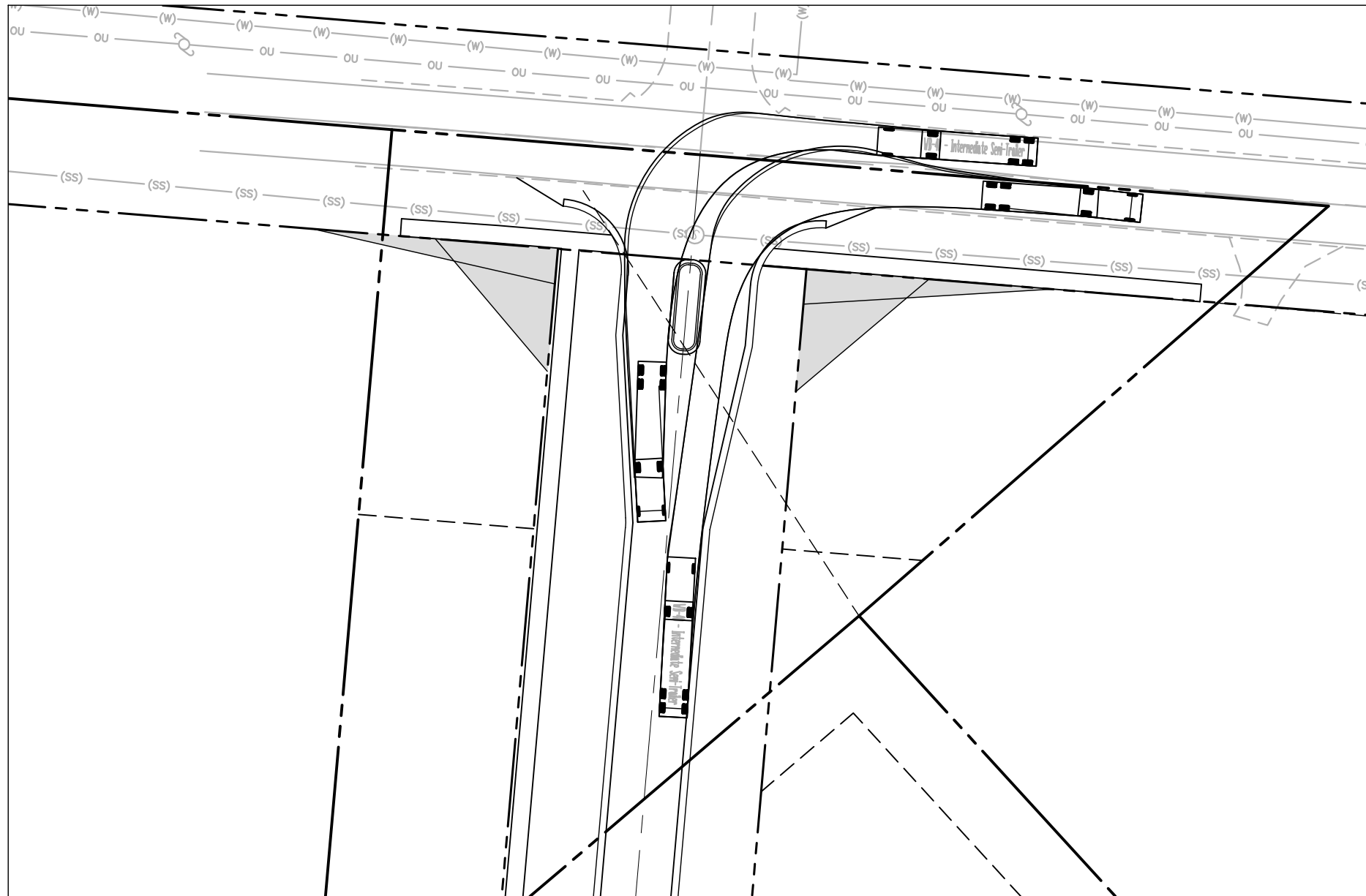
SHEET

FOUR STEP PROCESS

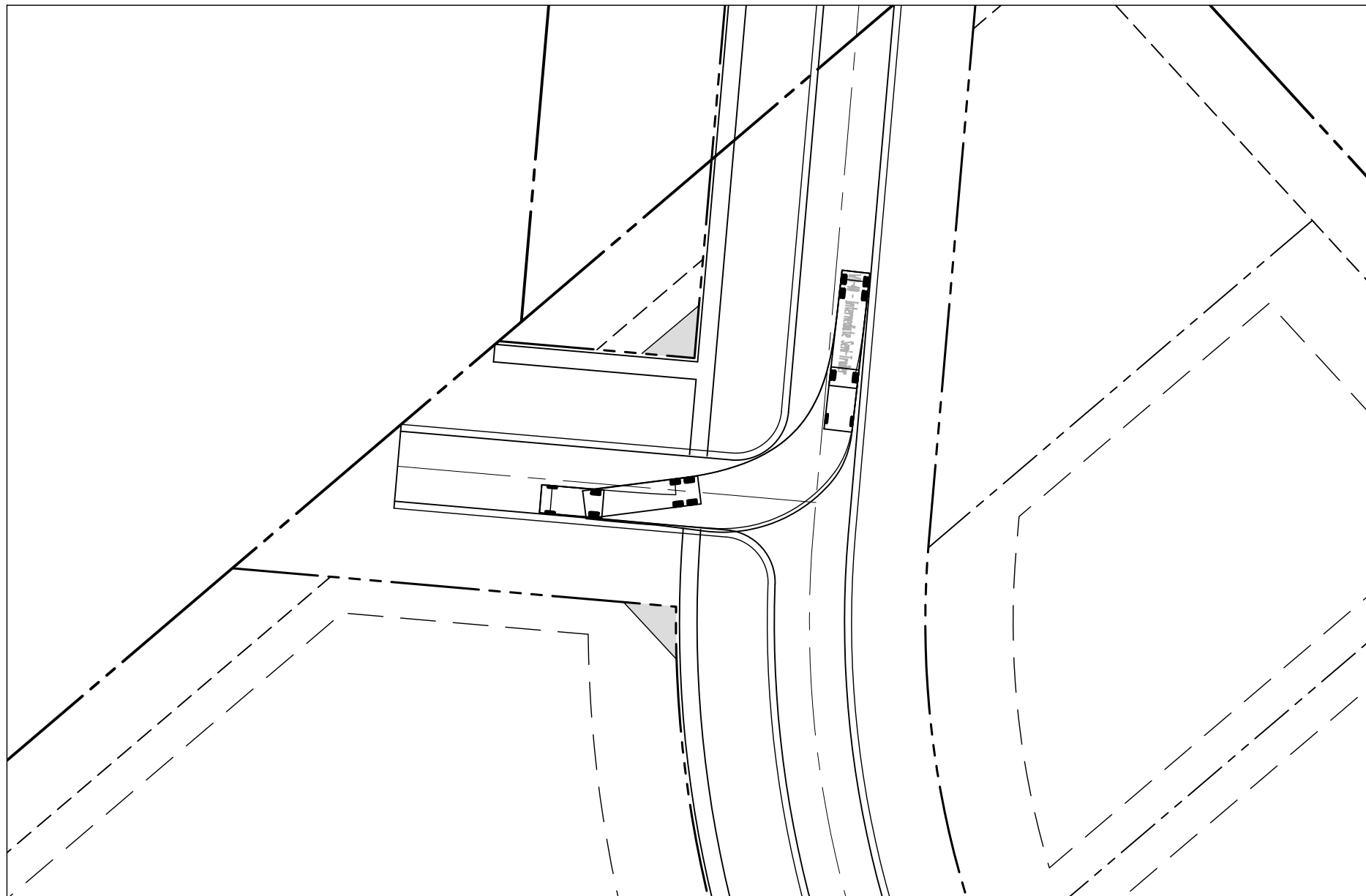
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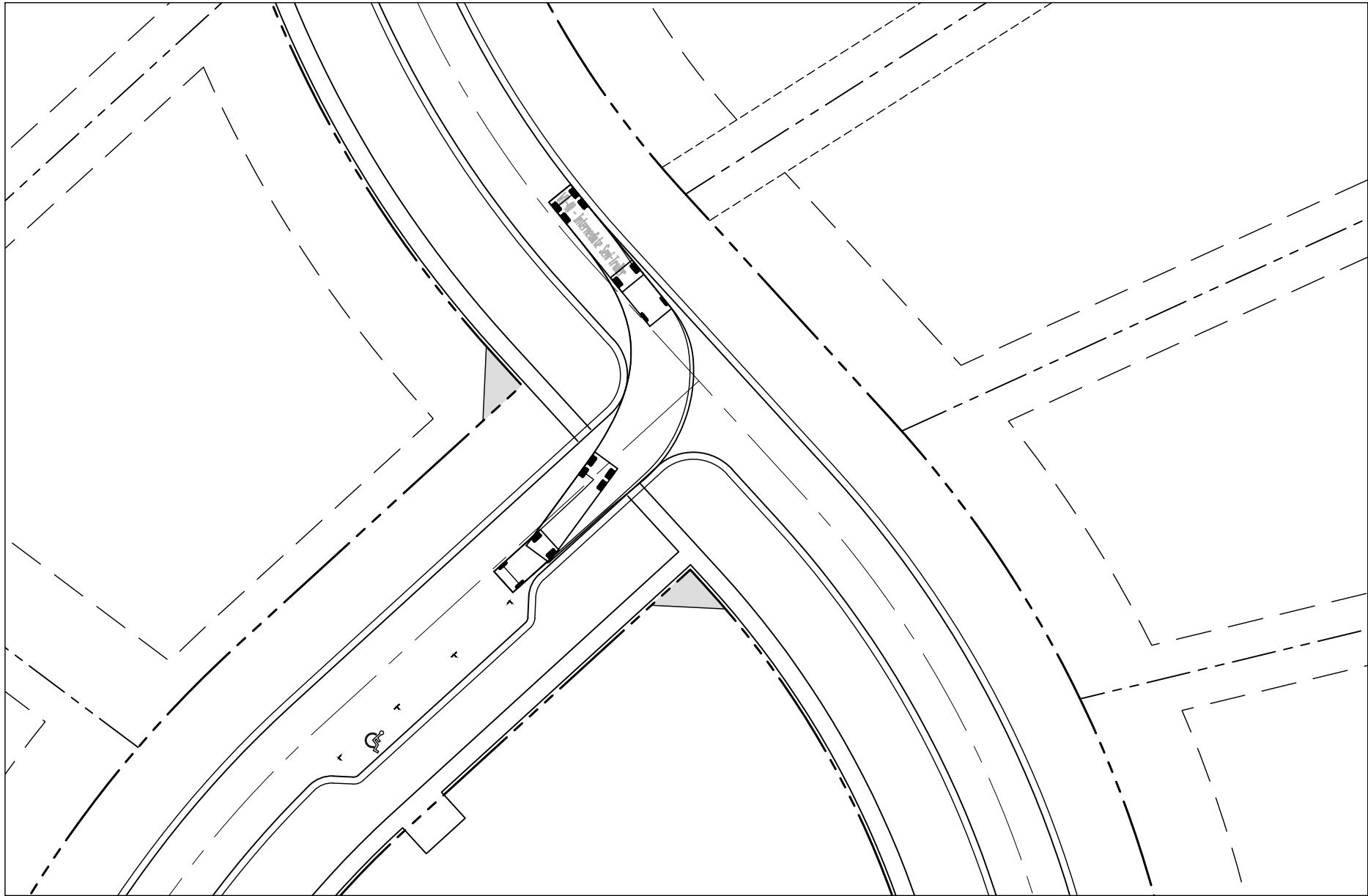
STEPHENS ROAD SUBDIVISION
SKETCH PLAN
EPM # _____



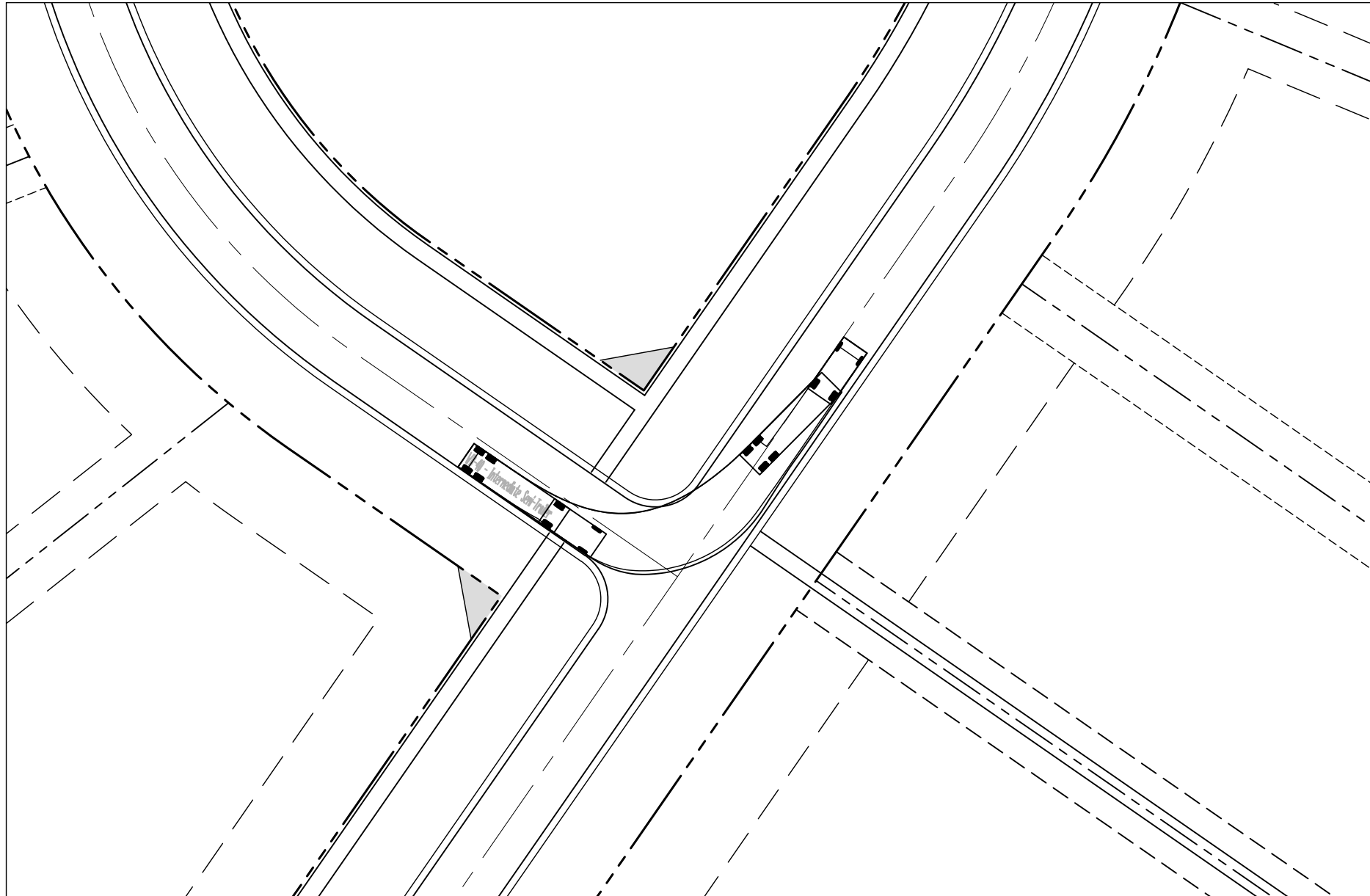
WB-40 MOVEMENT



WB-40 MOVEMENT



WB-40 MOVEMENT



WB-40 MOVEMENT



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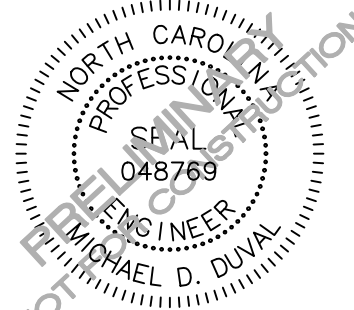
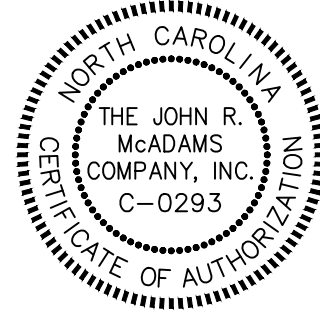
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**STEPHENS ROAD SUBDIVISION
SKETCH PLAN**

HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

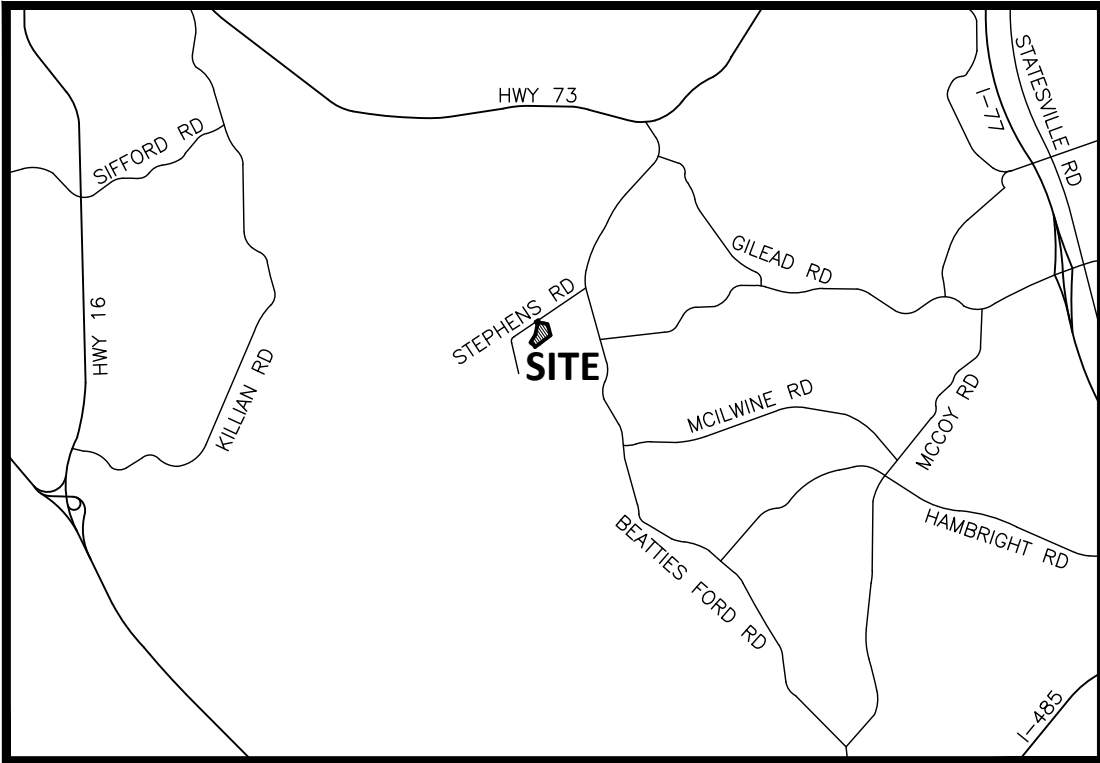
PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-SK3
CHECKED BY MD
DRAWN BY LJ
SCALE
DATE 05.05.2022

SHEET

VEHICULAR MOVEMENT

C0.07



PLANT SCHEDULE STREET TREES

CANOPY TREES	CODE	QTY	COMMON / BOTANICAL NAME	CAL	HEIGHT	CONT
	ASL	26	Legacy Sugar Maple <i>Acer saccharum</i> 'Legacy'	2" Min.	8' Min.	B&B
	LSR	28	Round-Lobed Sweet Gum <i>Liquidambar styraciflua</i> 'Rotundiloba'	2" Min.	8' Min.	B&B
	LTT	26	Tulip Tree <i>Liriodendron tulipifera</i>	2" Min.	8' Min.	B&B
	QPW	19	Willow Oak <i>Quercus phellos</i>	2" Min.	8' Min.	B&B
	UPA	25	Allee Lacebark Elm <i>Ulmus parvifolia</i> 'Allee'	2" Min.	8' Min.	B&B

PLANT SCHEDULE INTERNAL TREES

CANOPY TREES	CODE	QTY	COMMON / BOTANICAL NAME	CAL	HEIGHT	CONT
	ARO	21	October Glory Maple <i>Acer rubrum</i> 'October Glory' TM	2" Min.	8' Min.	B&B
	COH	12	Shagbark Hickory <i>Carya ovata</i>	2" Min.	8' Min.	B&B
	CLS	20	Sugar Hackberry <i>Celtis laevigata</i>	2" Min.	8' Min.	B&B
	DVP	12	Common Persimmon <i>Diospyros virginiana</i>	2" Min.	8' Min.	B&B
	FGA	11	American Beech <i>Fagus grandifolia</i>	2" Min.	8' Min.	B&B
	NSS	19	Sour Gum <i>Nyssa sylvatica</i>	2" Min.	8' Min.	B&B
	QAW	21	White Oak <i>Quercus alba</i>	2" Min.	8' Min.	B&B
	QCS	34	Scarlet Oak <i>Quercus coccinea</i>	2" Min.	8' Min.	B&B

TREE PLANTING SUMMARY

TREE SAVE AREA CALCULATIONS:
PROPOSED SITE AREA = 43.245 AC
EXISTING TREE SAVE AREA = 13.97 AC (32% OF SITE AREA)

STREET TREE PLANTING REQUIREMENTS:
STREET TREES WILL BE PLANTED AS FOLLOWS:
1 LARGE MATURING TREE EVERY 40 LF OF ROAD FRONTAGE
OR
1 SMALL MATURING TREE EVERY 30 LF OF ROAD FRONTAGE
IN INSTANCES WITH OVERHEAD UTILITIES

STREET A FRONTAGE = 3,312 LF
TREES REQUIRED = 3,312/40 = 83 LARGE MATURING TREES
TREES PROVIDED = 83 LARGE MATURING TREES

STREET B FRONTAGE = 183 LF
TREES REQUIRED = 183/40 = 5 LARGE MATURING TREES
TREES PROVIDED = 5 LARGE MATURING TREES

STREET C FRONTAGE = 1,186 LF
TREES REQUIRED = 1,186/40 = 30 LARGE MATURING TREES
TREES PROVIDED = 30 LARGE MATURING TREES

STEPHENS ROAD FRONTAGE = 238 LF
TREES REQUIRED = 238/40 = 6 LARGE MATURING TREES
TREES PROVIDED = 6 LARGE MATURING TREES

BUFFER PLANTING REQUIREMENTS:

TREE REQUIREMENT:
3 TREES PER 1,000 SF OF BUFFER AREA
25% LARGE MATURING TREES
25% SMALL MATURING TREES
25% EVERGREEN TREES

SHRUB REQUIREMENT:
10 SHRUBS PER 1,000 SF OF BUFFER AREA
100% EVERGREEN SHRUBS

BUFFER WIDTH: 20 LF
BUFFER AREA: 62,315 SF

TREES REQUIRED (3 PER 1,000 SF) = 187 TREES (62,315/1000 X3)
LARGE MATURING TREES PROVIDED = 140 TREES (75%)
SMALL MATURING TREES PROVIDED = 47 TREES (25%)
EVERGREEN TREES PROVIDED = 187 TREES (100%)

SHRUBS REQUIRED (10 PER 1,000') = 623 SHRUBS (62,315/1000 X 10)
SHRUBS PROVIDED = 623 SHRUBS (100% EVERGREEN)

INTERNAL TREE REQUIREMENTS:

2 FRONT YARD AND 2 REAR YARD CANOPY TREES ARE PROPOSED ON LOTS WITH AN AREA BETWEEN 15,001-20,000 SF.

3 FRONT YARD AND 3 REAR YARD CANOPY TREES ARE PROPOSED ON LOTS WITH AN AREA EXCEEDING 20,000 SF.

PLANT SCHEDULE BUFFER PLANTING

EVERGREEN TREES	CODE	QTY	COMMON NAME	BOTANICAL NAME	CAL	HEIGHT	CONT
	CDD	15	Deodar Cedar	<i>Cedrus deodara</i>	-	8' Min.	B&B
	CJU	24	Japanese Cedar	<i>Cryptomeria japonica</i>	-	8' Min.	B&B
	IOH	12	Hume Holly	<i>Ilex opaca</i> 'Hume#2'	-	8' Min.	B&B
	JVE	25	Eastern Red Cedar	<i>Juniperus virginiana</i>	-	8' Min.	B&B
	MGD	12	Southern Magnolia	<i>Magnolia grandiflora</i> 'D.D. Blanchard' TM	-	8' Min.	B&B
	PTL	34	Loblolly Pine	<i>Pinus taeda</i>	-	8' Min.	B&B
	QLL	12	Laurel Oak	<i>Quercus laurifolia</i>	2" Min.	8' Min.	B&B
	QVS	6	Southern Live Oak	<i>Quercus virginiana</i>	2" Min.	8' Min.	B&B

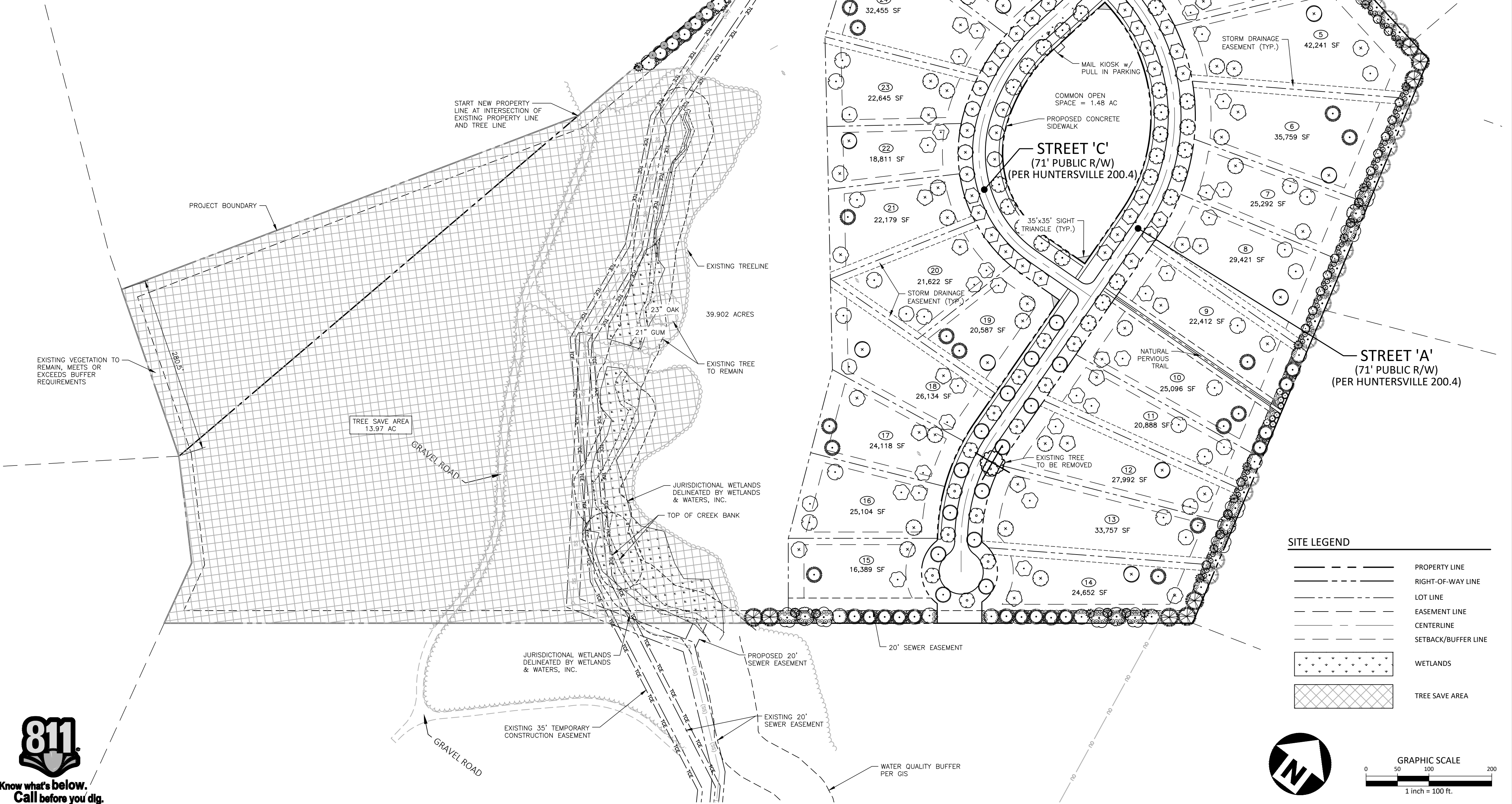
EVERGREEN UNDERSTORY TREES	CODE	QTY	COMMON NAME	BOTANICAL NAME	CAL	HEIGHT	CONT
	IVY	21	Yaupon Holly	<i>Ilex vomitoria</i>	-	8' Min.	B&B
	INS	8	Nellie Stevens Holly	<i>Ilex</i> x 'Nellie R Stevens'	-	8' Min.	B&B
	IXS	6	Savannah Holly	<i>Ilex</i> x <i>attenuata</i> 'Savannah'	-	8' Min.	B&B
	MGL	12	Dwarf Southern Magnolia	<i>Magnolia grandiflora</i> 'Little Gem'	-	8' Min.	B&B

EVERGREEN SHRUBS	CODE	QTY	COMMON NAME	BOTANICAL NAME	CONT	HEIGHT	SPREAD
	AGEG	114	Glossy Abelia	<i>Abelia</i> x <i>grandiflora</i> 'Edward Goucher'	7 gal	36" min	24" min
	ICRH	101	Japanese Holly	<i>Ilex crenata</i> 'Rotundifolia'	7 gal	36" min	24" min
	PLAE	113	Narrow Leaf English Laurel	<i>Prunus laurocerasus</i> angustifolia	7 gal	36" min	24" min
	RUYP	91	Yedda Hawthorn	<i>Rhaphiolepis umbellata</i>	7 gal	36" min	24" min
	RHHR	102	Hybrid Rhododendron	<i>Rhododendron hybrida</i>	7 gal	36" min	24" min
	VRLV	102	Leatherleaf Viburnum	<i>Viburnum rhytidophyllum</i>	7 gal	36" min	24" min

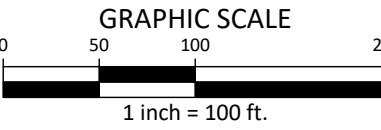
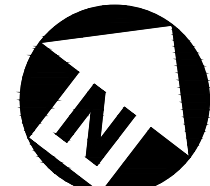
PLANT SCHEDULE MEDIAN PLANTING

UNDERSTORY TREES	CODE	QTY	COMMON NAME	BOTANICAL NAME	CAL	HEIGHT	CONT
	LNW	2	White Crape Myrtle Multi-Trunk	<i>Lagerstroemia</i> x 'Natchez'	2" Min.	8' Min.	B&B

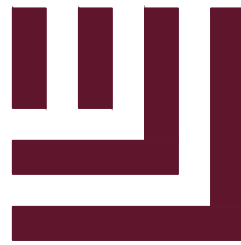
EVERGREEN SHRUBS	CODE	QTY	COMMON NAME	BOTANICAL NAME	CONT	HEIGHT	SPREAD
	AGEG	3	Glossy Abelia	<i>Abelia</i> x <i>grandiflora</i> 'Edward Goucher'	7 gal	36" min	24" min



SITE LEGEND	
	PROPERTY LINE
	RIGHT-OF-WAY LINE
	LOT LINE
	EASEMENT LINE
	CENTERLINE
	SETBACK/BUFFER LINE
	WETLANDS
	TREE SAVE AREA



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



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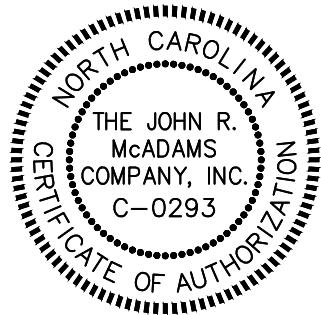
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CLIENT

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CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION
CONSTRUCTION DRAWINGS
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-L51
CHECKED BY BAP
DRAWN BY ASB/KML
SCALE 1"= 100'
DATE 05.05.2022

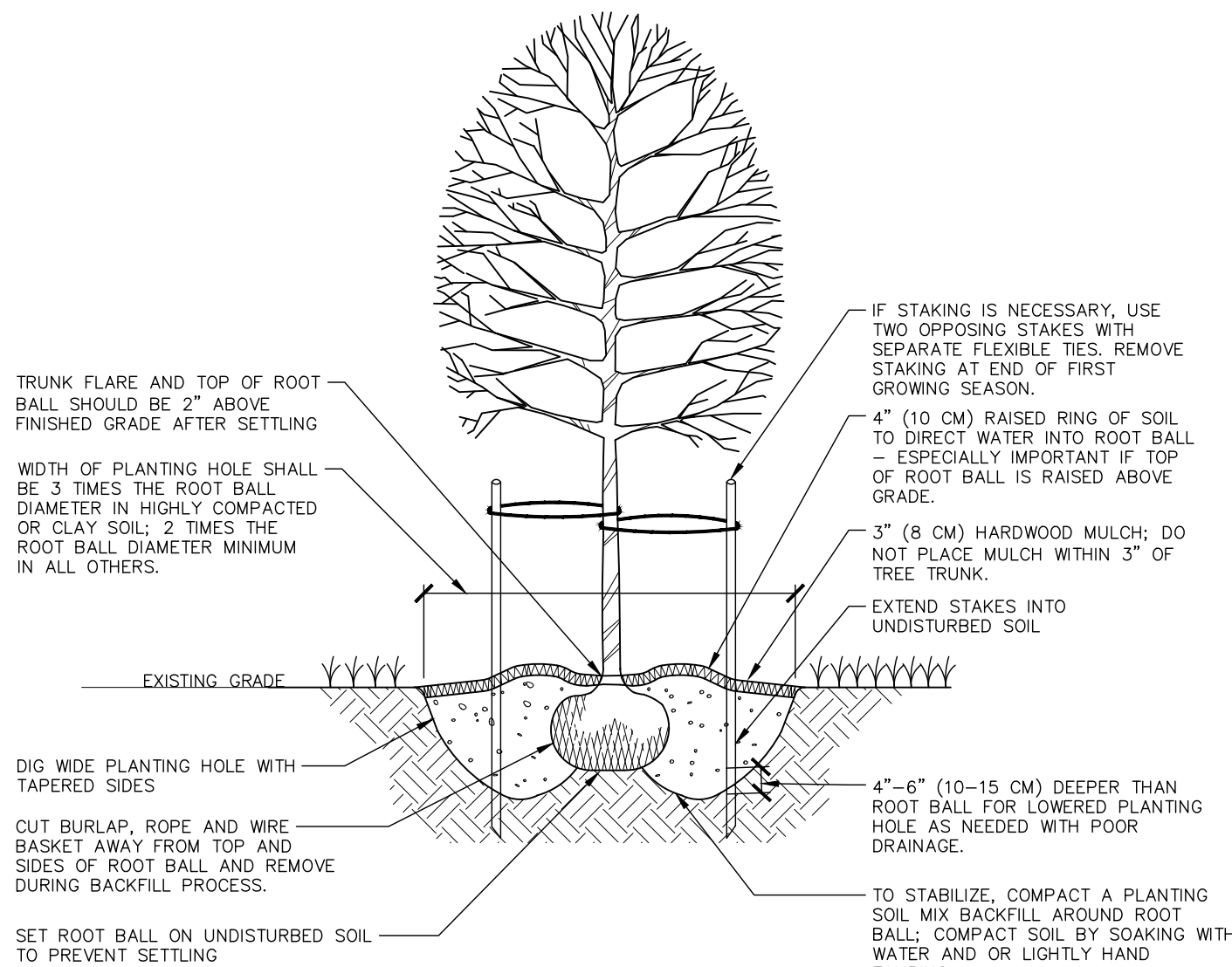
SHEET

OVERALL CODE
LANDSCAPE PLAN

L5.00

GENERAL LANDSCAPE NOTES:

- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN OF HUNTERSVILLE AND THE STATE OF NORTH CAROLINA STANDARDS AND SPECIFICATIONS.
- CONTRACTOR IS RESPONSIBLE FOR THE SITE INSPECTION BEFORE LANDSCAPE CONSTRUCTION AND INSTALLATION IN ORDER TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS.
- LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES BEFORE BEGINNING DEMOLITION OR INSTALLATION.
- CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE NOTES, SPECIFICATIONS, DRAWINGS OR SITE CONDITIONS FOR RESOLUTION PRIOR TO INSTALLATION.
- ANY DAMAGE TO UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THIS PLAN IS FOR PLANTING PURPOSES ONLY. FOR INFORMATION REGARDING BUILDINGS, GRADING, WALLS, ETC., REFER TO ARCHITECTURE, SITE AND GRADING PLANS.
- VERIFICATION OF TOTAL PLANT QUANTITIES AS SHOWN IN THE PLANT SCHEDULE SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT.
- CONTRACTOR TO ENSURE PROPER STABILIZATION AND SEEDING OF THE SITE IN ACCORDANCE WITH APPLICABLE REGULATIONS.
- LANDSCAPE MATERIAL SHALL BE WELL FORMED, VIGOROUS, GROWING SPECIMENS WITH GROWTH TYPICAL OF VARIETIES SPECIFIED AND SHALL BE FREE FROM DAMAGE, INSECTS AND DISEASES. MATERIAL SHALL EQUAL OR SURPASS #1 QUALITY AS DEFINED IN THE CURRENT ISSUE OF "AMERICAN STANDARD FOR NURSERY STOCK" AS PUBLISHED BY THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION.
- ALL PLANT MATERIAL IS TO BE CAREFULLY HANDLED BY THE ROOT BALL, NOT THE TRUNK, BRANCHES AND/OR FOLIAGE OF THE PLANT. MISHANDLED PLANT MATERIAL MAY BE REJECTED BY THE LANDSCAPE ARCHITECT.
- ALL PLANT MATERIAL IS TO BE WELL ROOTED, NOT ROOT BOUND, SUCH THAT THE ROOT BALL REMAINS INTACT THROUGHOUT THE PLANTING PROCESS. DEFICIENT PLANT MATERIAL MAY BE REJECTED BY THE LANDSCAPE ARCHITECT OR OWNER.
- ALL PLANTS TO BE A MINIMUM OF WHAT IS SPECIFIED IN THE PLANT SCHEDULE. ANY CHANGES OR SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT AND GOVERNING JURISDICTION PRIOR TO ANY HOLE BEING DUG.
- CONTRACTOR TO COORDINATE WITH OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT TO ESTABLISH THE EXTENTS OF MULCH/SEED/SOD IF NOT SPECIFICALLY SHOWN ON PLANS.
- CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE IN ALL PLANTING AREAS.
- PROPOSED TREES TO BE PLANTED A MINIMUM 10 FEET FROM ANY LIGHT POLE AS MEASURED FROM TRUNK OF THE TREE TO THE POLE.
- PROPOSED TREES TO BE PLANTED A MINIMUM 5 FEET FROM ANY FIRE HYDRANT AS MEASURED FROM TRUNK OF THE TREE TO THE HYDRANT.
- CONTRACTOR SHALL COMPLETE SOIL TEST IN ALL PLANTING AREAS TO DETERMINE SOIL AMENDMENT REQUIREMENTS UNLESS WAIVED BY OWNER'S REPRESENTATIVE. CONTRACTOR SHALL ADJUST PH AND FERTILITY BASED UPON THE SOIL TEST RESULTS.
- TOPSOIL SHALL BE FREE OF MATERIAL LARGER THAN 1.0 INCH IN DIAMETER OR LENGTH AND SHALL NOT CONTAIN SLAG, CINDERS, STONES, LUMPS OF SOIL, STICKS, ROOTS, TRASH, OR OTHER EXTRANEOUS MATERIAL.
- LOOSEN SUBGRADE / SURFACE SOIL TO A MINIMUM DEPTH OF 6 INCHES. APPLY SOIL AMENDMENTS AND FERTILIZERS AS REQUIRED BY THE SOIL TEST RESULTS TO ACHIEVE A HEALTHY GROWING MEDIA AND MIX THOROUGHLY INTO TOP 4 INCHES OF SOIL. SPREAD PLANTING SOIL MIX TO A DEPTH OF 6 INCHES BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER NATURAL SETTLEMENT. DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.
- IF IMPORTED TOPSOIL IS REQUIRED, THE SUBGRADE SHALL BE SCARIFIED OR TILLED TO A DEPTH OF AT LEAST 6 INCHES PRIOR TO INSTALLATION OF IMPORTED TOPSOIL. FOLLOWING INSTALLATION OF IMPORTED TOPSOIL, THE TOPSOIL SHALL BE TILLED TO INTEGRATE THE SOIL PROFILES.
- PLANT MATERIALS ARE TO BE GUARANTEED FOR A PERIOD OF 12 MONTHS. PLANT MATERIALS WHICH REMAIN UNHEALTHY WILL BE REPLACED BY THE LANDSCAPE CONTRACTOR BEFORE THE EXPIRATION OF THE GUARANTEE PERIOD OR IMMEDIATELY IF SO DIRECTED BY THE OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT.
- ALL TREE PLANTINGS SHALL BE MULCHED TO A DEPTH OF 3 INCHES, AND WITH A MINIMUM 3 FOOT RADIUS FROM BASE OF TREE OR TO DRIPLINE. MULCH SHALL BE FREE OF TRASH AND MAINTAINED WEED FREE. MULCH SHALL NOT COVER THE ROOT FLARE. CONFIRM MULCH SPECIFICATIONS WITH OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT.
- DO NOT PRUNE TREES AND SHRUBS BEFORE DELIVERY. PROTECT BARK, BRANCHES, AND ROOT SYSTEMS FROM SUN SCALD, DRYING, SWEATING, WHIPPING, AND OTHER HANDLING AND TYING DAMAGE. DO NOT BEND OR BIND THE TREES OR SHRUBS IN SUCH A MANNER AS TO DESTROY THEIR NATURAL SHAPE. PROVIDE PROTECTIVE COVERING OF EXTERIOR PLANTS DURING DELIVERY. DO NOT DROP EXTERIOR PLANTS DURING DELIVERY AND HANDLING.
- DELIVER EXTERIOR PLANTS AFTER PREPARATIONS FOR PLANTING HAVE BEEN COMPLETED AND INSTALL IMMEDIATELY. IMMEDIATELY AFTER UNLOADING, STAND THE TREES UP TO REDUCE THE RISK OF SUN SCALD. PROPERLY STAGED TREES ARE STANDING, UNTIED AND SPACED. UNLESS IMMEDIATELY INSTALLED, SET EXTERIOR PLANTS AND TREES IN SHADE, PROTECT FROM WEATHER AND MECHANICAL DAMAGE, AND KEEP ROOTS MOIST.
- SEE LANDSCAPE DETAILS FOR TREE STAKING REQUIREMENTS.
- EXCAVATE EDGES OF ALL PLANTING BEDS TO 2 INCH DEPTH TO FORM A NEAT AND CRISP DEFINITION.
- CONTRACTOR SHALL REMOVE DEBRIS AND FINE GRADE ALL PLANTING AREAS PRIOR TO INSTALLATION.
- REMOVE ARBOR TIES AND STAKES AT END OF WARRANTY PERIOD OR ESTABLISHMENT.
- FINISH GRADING: GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. GRADE TO WITHIN PLUS OR MINUS 1/2 INCH OF FINISH ELEVATION. ROLL AND RAKE, REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES. LIMIT FINISHED GRADING TO AREAS THAT CAN BE PLANTED IN THE IMMEDIATE FUTURE.

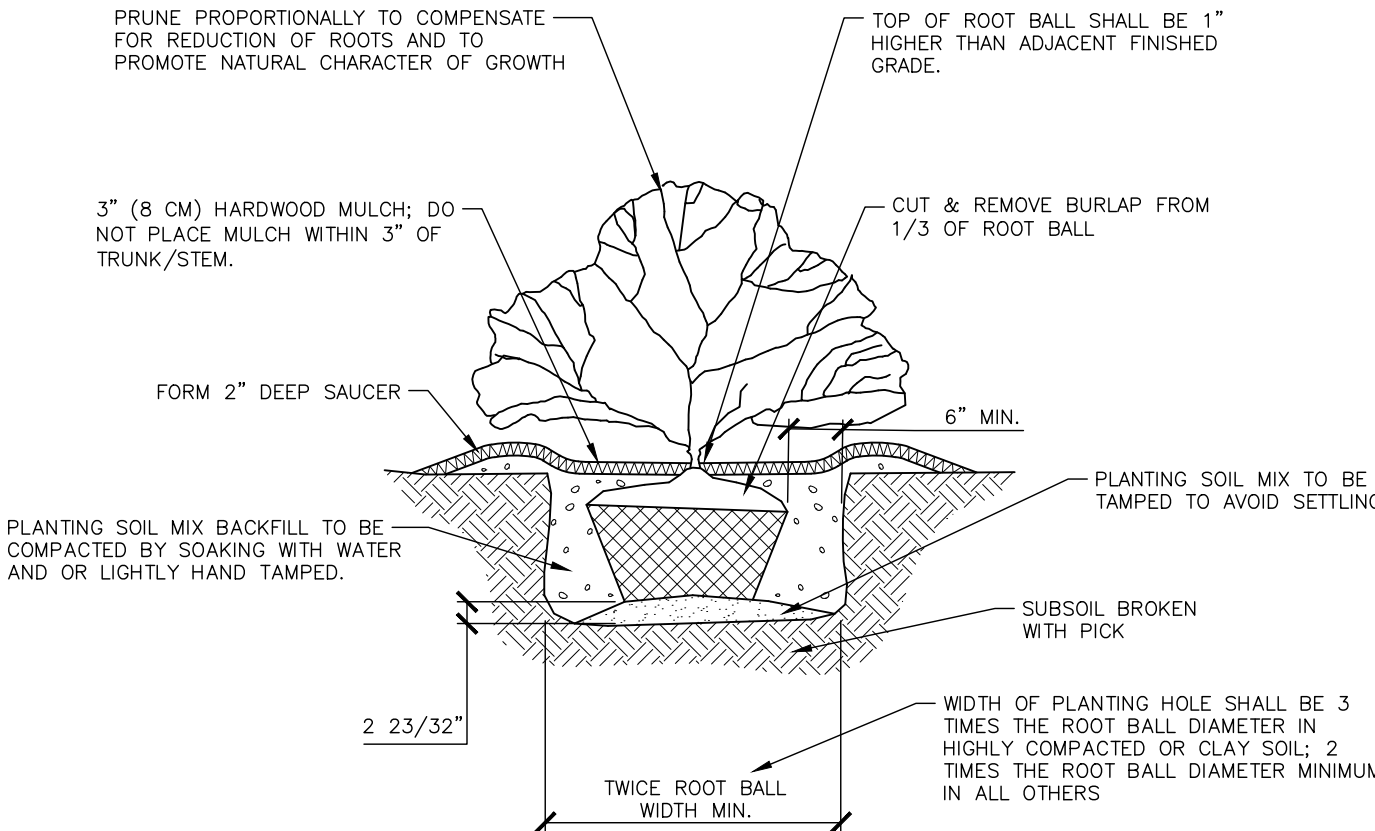


NOTES:

- SELECT TREES THAT HAVE: STRONG CENTRAL LEADER; CROWN WITH FULL FOLIAGE; ARE GROWN IN HEAVY CLAY SOIL WITH DRIP IRRIGATION.
- BEFORE INSTALLING PLANTING SOIL MIX BACKFILL AROUND ROOT BALL, BE SURE TO SOAK HOLE TO CONFIRM WATER FILTERS THROUGH UNDISTURBED SOIL. DESIGN ALTERNATIVE DRAINAGE SYSTEM IF REQUIRED.
- A SOIL EXPERT CAN BE CONSULTED TO HELP MODIFY AND FERTILIZE TOPSOIL TO CREATE AN ACCEPTABLE PLANTING SOIL MIX FOR THE SITE CONDITIONS AND SPECIFIC TREE SPECIES.
- IF USING CONTAINER GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
- THOROUGHLY SOAK THE TREE ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND DURING DRY PERIODS.

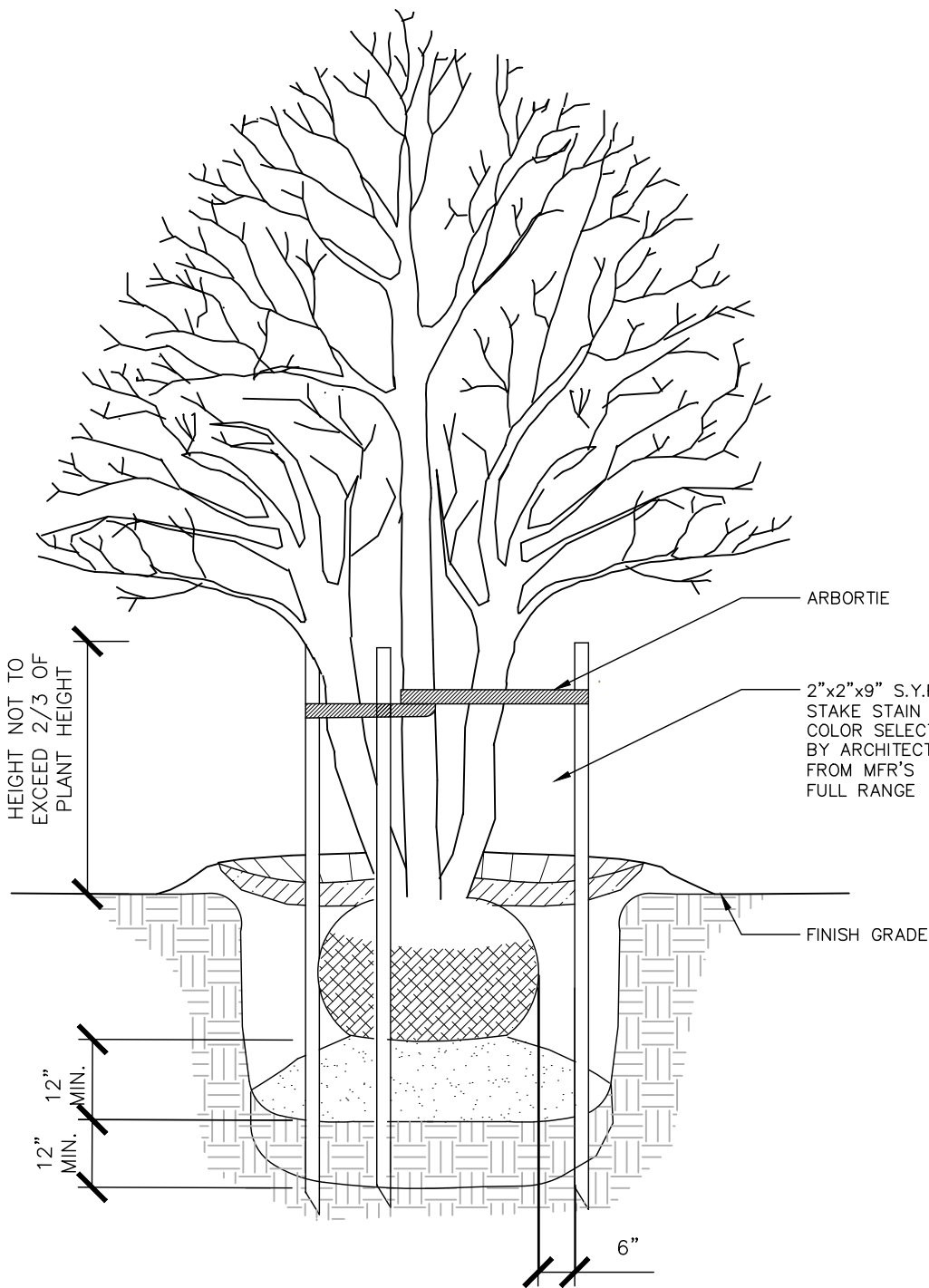
01 TREE INSTALLATION

SCALE: 3/8"=1'-0"



02 SHRUB INSTALLATION

SCALE: 3/8"=1'-0"

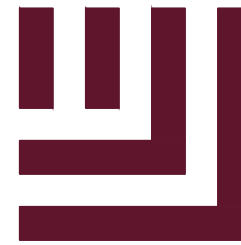


NOTES:

- STAKING BASIS OF DESIGN PRODUCT; ARBORTIE OR APPROVED EQUAL.
- STAKING FOR TREES 2" CAL. DA-TRUNK OR SMALLER.
- REMOVE TREE STAKING AFTER 1 GROWING SEASONS PER MANUFACTURER'S SPECIFICATIONS.

03 MULTI-TRUNK TREE INSTALLATION

SCALE: 3/8"=1'-0"



McADAMS

The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

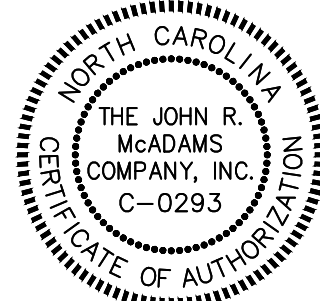
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

LARRY BURTON
CLASSICA HOMES, LLC
2215 AYRSLEY TOWN BLVD, SUITE G
CHARLOTTE, NORTH CAROLINA 28273

STEPHENS ROAD SUBDIVISION
CONSTRUCTION DRAWINGS
HUNTERSVILLE, NORTH CAROLINA



REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO. CSH-21001
FILENAME CSH21001-L51
CHECKED BY BAP
DRAWN BY ASB/KML
SCALE AS SHOWN
DATE 05. 05. 2022

SHEET

LANDSCAPE DETAILS

L5.01



COMMUNITY MEETING REPORT

STEPHENS ROAD - SUBDIVISION

PETITIONER: Classica Homes

AGENT: Michael Duval, PE, MCADAMS

PARCEL #'s: 01309104 + 01309107

SITE: Stephens Road

DATE: April 11, 2022

This Community Meeting Report is being filed with the Town of Huntersville and available for review.

PERSONS AND ORGANIZATIONS CONTACTED WITH DATES AND EXPLANATIONS OF HOW CONTACTED:

The required Community Meeting was held on Monday, April 11, 2022. McAdams mailed a written notice of the date and time of the Community Meeting to the individuals and organizations set out on **EXHIBIT A** by depositing the Community Meeting Notice in the U.S. First Class Mail on April 1, 2022. A copy of the written notice is attached as **EXHIBIT B**.

TIME AND LOCATION OF MEETING:

The Community Meeting, required by the Ordinance, was held on site, on Monday, April 11, 2022, at 5:30 PM.

PERSONS IN ATTENDANCE AT MEETING:

A sign in sheet from the required Community Meeting is attached as **EXHIBIT C**.

Rick Jasinski with Classica Homes conducted the meeting. In addition, Larry Burton with Classica Homes, Michael Duval and Luke Johnson from McAdams, and Brian Richards from the Town of Huntersville attended the meeting.

SUMMARY OF ISSUES DISCUSSED AT MEETING:

I. Overview of Applicant's Presentation.

Introduction and Overview of Development Plan:

Rick Jasinski, with Classica Homes opened the meeting and introduced Larry Burton, Michael Duval, Luke Johnson, and Brian Richards with the Town of Huntersville.

Mr. Richards did a brief rundown on the type of process this site will adhere to in order to follow Huntersville regulations. He provided documentation of this process and his business card to any that wanted them.

Mr. Jasinski provided an overview of Classica Homes and where Classica Homes is developing within the neighboring markets. Then provided an overview of the site, proposed number of dwellings, density, buffers, open space, and site constraints. As well as the type of homes and how they would be situated on the lots.

II. Summary of Questions/Comments and Responses:

Attendees made the following statements and asked the following questions and the development team provided responses to those questions:

1. For this development we are not allowed to contact our elected officials? – *Mr. Richards confirmed that all questions and comments would need to go through staff.*
2. Will this development be required to widen/add traffic measures on Stephens Road? – *No, this subdivision does not kick in the Town or NCDOT requirements for a TIA or improvements.*
3. Will the cul-de-sac be extended to connect to Kidd Road to the south in the future? – *The Town and City of Charlotte are working together to determine if this is apart of their master plan. Currently the development is required to show an extension for future connections.*
4. How will the homes sit on the lots? – *The homes will be closer to the front of the lots. One reason is to limit the driveway lengths due to the strict BUA requirements.*
5. What is the build out time for the development? – *The development is projected to be completed by 2025.*

Mr. Jasinski thanked everyone in attendance and the meeting was adjourned.

CHANGES MADE TO PETITION AS A RESULT OF THE MEETING:

There were no changes made to the plan due to meeting input.

ANTHONY + SADIE KIDD
5900 STEPHENS RD
HUNTERSVILLE, NC 28078

SEAN + ASHLEY MCMILLIAN
5930 STEPHENS RD
HUNTERSVILLE, NC 28078

ANTHONY KIDD
5908 STEPHENS RD
HUNTERSVILLE, NC 28078

ABRAHAM + LINDSEY LEHMAN
14130 LEA POINT CT
HUNTERSVILLE, NC 28078

LLOYD + DARLENE RADESCHI
212 BROADLEAF DR
DENVER, NC 28037

JOHN + STACEY FREGOSI
11350 HERITAGE GREEN DR
CORNELIUS, NC 28031

DOUGLAS + LYNN TANNER
6100 STEPHENS RD
HUNTERSVILLE, NC 28078

MATTHEW + VICTORIA SCHAFER
6114 STEPHENS ROAD
HUNTERSVILLE, NC 28078

JOHN + JUDY KISER
6216 STEPHENS RD
HUNTERSVILLE, NC 28078

MECKLENBURG COUNTY
C/O REAL ESTATE / FINANCE DEPT.
600 E 4TH ST 11TH FLOOR
CHARLOTTE, NC 28202

CITY OF CHARLOTTE
600 EAST 4TH ST
CHARLOTTE, NC 28202

HARRIET MCKENZIE
5840 JIM KIDD RD
HUNTERSVILLE, NC 28078

DESIREE BRYAN
14209 BALD CYPRESS CT
HUNTERSVILLE, NC 28078

WILLIAM + CARRIE FERGUSON
14203 BALD CYPRESS CT
HUNTERSVILLE, NC 28078

BRIAN + CHERYL MARROW
14202 BALD CYPRESS CT
HUNTERSVILLE, NC 28078

JOHN WIGGINS
14208 BALD CYPRESS CT
HUNTERSVILLE, NC 28078

HILLSIDE LEGACY LLC
16806 SILVERSWORD DR
CHARLOTTE, NC 28213

JENNIFER GALLAGHER + JOHN
BARNHARDT
7505 BLACKGUM FALLS CT
HUNTERSVILLE, NC 28078

RICHARD + LAURS CHAMPURY
7504 BLACKGUM FALLS CT
HUNTERSVILLE, NC 28078

KEVIN + KAREN GORMAN
7510 BLACKGUM FALLS CT
HUNTERSVILLE, NC 28078

HPA BORROWER 2018-1 MS LLC
120 S RIVERSIDE PLAZA, STE 2000
CHICAGO, IL 60606

ROBERT THACH + SOCHEAT HEM-MAM
14200 CITRUS CT
HUNTERSVILLE, NC 28078

BOB BRETHEN
C/O STEPHENS GROVE HOA INC
14332 MCLAUREN LN
HUNTERSVILLE, NC 28078

HAWTHORNE MANAGEMENT
C/O CASS SHAPARD
PO BOX 11906
CHARLOTTE, NC 28220

DAVID PEETE
TOWN OF HUNTERSVILLE PLANNING
105 GILEAD RD
HUNTERSVILLE, NC 28078

DEBRA HARPER + SANTIAGO SALAZAR
4602 HORSESHOE CREEK DR
HUNTERSVILLE, NC 28078

MIGNON S PATTERSON
JOHN L II PATTERSON
7511 BLACKGUM FALLS CT
HUNTERSVILLE, NC 28078

SHEA HOMES STEPHENS GROVE
HOMEOWNERS ASSOC
7401 CARMEL EXECUTIVE PK DR
STE 106
CHARLOTTE, NC 28226

STEPHENS GROVE OWNERS ASSOC INC
C/O SHEA HOMES LLC
7401 CARMEL EXECUTIVE PK DR
STE 106
CHARLOTTE, NC 28226

NOTICE TO INTERESTED PARTIES OF
COMMUNITY MEETING

Subject:	Stephens Road
Date & Time of Meeting:	Time: 5:30 – 6:30 PM
Place of Meeting:	On-Site – Existing Barn 5900 Stephens Rd Huntersville, NC
Petitioner:	Classica Homes, LLC

Classica Homes, LLC (the "Petitioner"), is seeking to subdivide approximately 43 acres, located at 6010 Stephens Road, for 26 single-family lots. The proposed entrance to this subdivision is located opposite Birchwalk Drive of the Stephens Grove Neighborhood.

See the plan and location map attached for site information.

We hereby notify you, on behalf of the Petitioners, that the Petitioners and representatives of the Petitioners will hold a Community Meeting regarding this subdivision from 5:30 to 6:30 PM, at the existing barn at 5900 Stephens Road. Entrance to the barn is located at the last driveway, on the left, at the end of Stephens Road. The barn location is down the driveway on the left. The location map provides the proposed site and surrounding areas and community meeting location.

You may also call in advance, and ask your questions prior to the meeting if you are unable to attend the meeting in public. Contact information is below.

The Petitioner's representatives look forward to sharing this subdivision proposal with you and to answering any questions.

Any questions, please contact Eddie Moore – McAdams, 704-724-3594, emoore@mcadamsco.com.

Date Mailed: April 1, 2022

Attached: Conceptual Subdivision Plan
Location Map



SCALE: 1"= 100'







COMMUNITY MEETING – ATTENDANCE LIST

STEPHENS ROAD SUBDIVISION

Below is a list of individuals and/or organizations that and attended the Monday, April 11, 2022 Community Meeting.

NAME	Phone #	EMAIL
Doug & Lynn Tanner	704-300-5810	Douglastanner60@gmail.com
Sean & Ashley Mumillan	704-995-4514	
Linda Kidd	704-650-2827	
Richard Champury	704-453-8530	rchampury@yahoo.com
Greg Novroski		
Gus Pistolis	704-877-0256	guspistolis@gmail.com
Stacey Spithaler	704-516-7182	staceyspithaler@gmail.com
Bob Gasbarro	828-406-1842	BobGasbarro@gmail.com
Bob & M. Lanigan	617-201-3628	laniganbob@gmail.com
Gail Branner	704-992-1700	
David McCullar	704-284-3464	dmccullar@yahoo.com
Brian Marrow	704-875-6585	Brianbkm@roadrunner.com
Gary & Sandy Stansbury	704-607-0969	Garystansbury1@gmail.com
John & Stacey Fregos	704-426-9090	staceyfregosi@gmail.com
Ken Sussewell		ksussewell@yahoo.com
Crys Roeder		crys@dancingmoonpilates.com
Melochy Funr		Melochy.funr@exprealty.com
Suzanne Davis		scandavis@yahoo.com
Alexandra Cresa		Acresci45@gmail.com
Patty & Keith Crawford		Pbc1234@yahoo.com
Lynn Clark		Lynnclark672@gmail.com
Steve Keane		Steve.Keane@allentotal.com
Cory Neal		Cory5neal@gmail.com
Kathleen Venant		Kathleen.venant@gmail.com
Reder Kullmam		Pckjr73@gmail.com
Tona Bailey		baileytona@gmail.com

VII Stephens Roads Sign in Sheet

- Name Phone # Email

Doug Tanner 704-300-5810 dougtanner60@gmail.com

Lynn Tanner 704-948-6892 " " " " " "

Sean + Ashley Mullan 704-995-4514

Aida Kidd 704.650.2827

Richard Champury 704-453-8530
rchampury@yahoo.com

Greg Novoski

Gus Pistolis 704-877-0256 guspistolis2@gmail.com

Stacey Spithaler 704-516-7182 StaceySpithaler@gmail.com

Bob Gasbarro 828-406-1842 BOBGASBARRO@GMAIL.COM

Bob + Maureen
Lanigan laniganbob@gmail.com
617-201-3628

Gail Branner
704-992-1760

David McCullar 704-284-3464 dmccullar@yahoo.com

Brian Marrow 704-875-6585 BRIANBKM@Roadrunner.com

GARY - SANDY STANSBURY 704-607-0969

GARYSTANSBURY1@GMAIL.COM

John + Stacey Fregosi 704 426 9090
Staceyfregosi@gmail.com

<u>Name</u>	<u>Phone #</u>	<u>Email</u>
Ken Sussewell		KSussewell@yahoo.com
Crys Roeder		crys@dancingmon pilates.com
Melody Fuhr		melody.fuhr@expressly.com
Suzanne Davis		scardavis@yahoo.com
Alexandra Cresci		acresci45@gmail.com
Patty + Keith Crawford		pbc1234@yahoo.com
Lynn Clark		lynnclark672@gmail.com
Steve Keane		Steve.Keane@Allentofc Cory5neal@gmail.com 'com
Cory Neal		
Kathleen Venant		kathleen.venant@gmail.com
Peter Kullman		pckjr73@gmail.com
Tina Bailey		baileytmba@gmail.com



Planning Services

4421 Stuart Andrew Blvd.

Charlotte, NC 28217

Phone: 980-343-6246

Email: planning@cms.k12.nc.us

Town of Huntersville: Stephens Road Subdivision

IMPACT OF THE PROPOSED DEVELOPMENT

Proposed Housing Units: 26 single family detached homes under R zoning.

CMS Planning Area: North

Average Student Yield per Unit: 0.5118

This development may add 13 students to the schools in this area.

The following data is as of the 20th Day of the 2021-22 school year.

<i>Schools Affected</i>	<i>Total Classroom Teachers</i>	<i>Building Classrooms/ Teacher Stations</i>	<i>20th Day, Enrollment (non-EC)</i>	<i>Building Classroom/ Adjusted Capacity (Without Mobiles)</i>	<i>20th Day, Building Utilization (Without Mobiles)</i>	<i>Additional Students As a result of this development</i>	<i>Utilization As of result of this development (Without Mobiles)</i>
BARNETTE ELEMENTARY	41.50	39	704	662	106%	5	106%
BRADLEY MIDDLE	57	53	1075	1000	108%	3	108%
HOPEWELL HIGH	99.0	100	1809	1827	99%	5	99%

The total estimated capital cost of providing the additional school capacity for this new development is \$281,000; calculated as follows:

Elementary School: **5**x \$34,000 = \$170,000

Middle School: **3**x \$37,000 = \$111,000

RECOMMENDATION

Adequacy of existing school capacity is a significant problem. We are particularly concerned about a case where school utilization exceeds 100% since the proposed development may exacerbate the situation. Approval of this petition may increase overcrowding and/or reliance upon mobile classrooms at the schools listed above.

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: June 21, 2022

Subject: Budget Amendment - Traffic Signal at US 21 at Northdowns Lane

EXPLAIN REQUEST:

Consider decision on budget amendment appropriating fund balance (103890.9999) in the amount of \$250,000 to Intersection Improvements (105400.0634.22018) to fund the traffic signal at the intersection of US 21 at Northdowns Lane.

ACTION RECOMMENDED:

Decision

FINANCIAL IMPLICATIONS:

Fund \$250,000 from general fund balance

ATTACHMENTS:

1. US21 at Northdowns CIP Addition

PROJECT NAME: US21 at Northdowns**DEPT:** Engineering / Public Works**PROJECT DESCRIPTION:**

Modify the intersection of US21 at Northdowns Lane for the installation of a traffic signal.
 Install a traffic signal at the intersection of US 21 at Northdowns.

PROJECT COSTS:

Project spent to date	\$ -
Remaining to be spent	
Total Project costs	<u>\$ -</u>

PART A: TOTAL PROJECT BUDGET**DESCRIPTION/DETAIL**

Design / Right of Way / Utility Relocation / Construction

TOTAL

<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>Total</u>
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
					-
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PART B: FUNDING SOURCES**DESCRIPTION/DETAIL**

General Fund Appropriation

General Obligation Bonds - Future Referendum

Special Revenue Funds-Transportation Reserve

Other(Describe) -

TOTAL

<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>Total</u>
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
-	-	-	-	-	-
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PART C: OPERATING IMPACTS**DESCRIPTION/DETAIL**

Debt Service

Facility Operating Cost

Personnel

Other Operation Cost; Grounds Maintenance

TOTAL

<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: David Lucore, Electric System Manager

Date: June 21, 2022

Subject: Consider Approving Purchase Agreement

EXPLAIN REQUEST:

Electricities needs to purchase land for an electric distribution substation. Duke has offered to sell the Town 1.13 acres of a 3.60 acre tract for \$466,125.

ACTION RECOMMENDED:

Approve purchase agreement.

FINANCIAL IMPLICATIONS:

\$466,125

ATTACHMENTS:

1. Town of Huntersville - DEC Seller - Sam Furr Retail (EMD and Reserve ROW)
FINAL COPY
2. Sam Furr Road Property Exhibit Sketch Cut to HVL

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

Property No.: 003596
Land Unit: 0042043
Project No.: 003596-859797

CONTRACT TO SELL AND PURCHASE REAL ESTATE

This Contract (this "Contract"), is made as of _____, 2022 (the "Effective Date"), by and between **DUKE ENERGY CAROLINAS, LLC**, a North Carolina limited liability company, hereinafter referred to as "Seller", and **TOWN OF HUNTERSVILLE**, a North Carolina municipal corporation, hereinafter referred to as "Buyer";

WITNESSETH:

That for and in consideration of the mutual covenants, agreements and undertakings set forth herein, Seller agrees to sell to Buyer and Buyer agrees to purchase from Seller a fee simple interest in that certain real property, together with all the rights, easements, privileges, hereditaments and appurtenances pertaining thereto, hereinafter referred to as the "Property", located in Huntersville Township, Mecklenburg County, North Carolina, as more particularly described as follows:

An approximately 1.13 ± portion of Parcel ID Number 00911112 shown on **Exhibit A**, attached hereto an incorporated herein by reference, located in Huntersville Township, Mecklenburg County, North Carolina, and acquired by Seller in that deed recorded in Deed Book 3465, Page 195, in the Office of the Register of Deeds of Mecklenburg County.

1. **PURCHASE PRICE:** The total purchase price for the Property (the "Purchase Price") is **Four Hundred Sixty-Six Thousand One Hundred Twenty-Five and No/100 Dollars (\$466,125.00)**, to be paid as follows:
 - A. Forty-Six Thousand and No/100 Dollars (\$46,000.00) in "Earnest Money" to be paid by Buyer to Seller's designated closing attorney or escrow agent within five (5) days of the latter of Buyer being notified of the recipient or the Effective Date as a partial payment of the Purchase Price as provided in Paragraph 1.B below.
 - B. Four Hundred Twenty Thousand One Hundred and Twenty-Five and No/100 Dollars (\$420,125.00) the balance of the Purchase Price, in cash, or its equivalent, at Closing (as defined in Paragraph 8) after title to the Property has been updated and reveals that title to the Property can be conveyed in accordance with this Contract and the Deed (as defined in Paragraph 7) has been recorded in the applicable public registry, or as otherwise provided herein.
2. **POSSESSION:** Possession of the entire Property will be given to Buyer upon Seller's execution and delivery of the Deed to Buyer.
3. **INVESTIGATION PERIOD AND BUYER'S ELECTION:** Buyer shall have a period of time (hereinafter referred to as "Investigation Period") beginning on the Effective Date and concluding at 5:00 PM on the date which is six (6) months after the Effective Date, to conduct all studies, surveys and investigations of the Property, including environmental audits and testing (subject to the terms and provisions hereof) (hereinafter collectively referred to as "Investigations") to determine in Buyer's sole judgment if it is feasible for Buyer to purchase the Property; provided, however, Buyer shall not be entitled to conduct any environmental Investigations on the Property beyond a Phase I environmental site assessment (i.e., no sampling, drilling, etc.) without the prior written consent of Seller, which may be granted, withheld or conditioned in Seller's sole discretion. Buyer shall not interfere with normal business operations of Seller on the Property during the Investigation Period. Immediately upon completing the Investigations, Buyer, at its sole cost and expense, shall restore the Property to substantially the same or better condition as same existed prior to such Investigations. Buyer shall indemnify, defend and hold Seller harmless from and against any and all costs, liabilities, and claims, including legal fees and court costs, arising from, caused by, or resulting from, the action or inaction of Buyer, any agent or contractor or other representative of Buyer. Buyer's obligations contained within the immediately preceding two (2) grammatical sentences (collectively being the "Survival Obligations") shall survive the termination of this Contract and the Closing indefinitely. Buyer shall promptly provide Seller with the results of any Investigations made hereunder upon the completion thereof. If such Investigations do not, in the sole discretion of Buyer, warrant the purchase of the Property, then Buyer may deliver written notice to Seller, prior to the expiration of the Investigation Period, that it is not feasible for Buyer to purchase the Property, whereupon this Contract shall terminate, and neither Buyer nor Seller will have any further rights or obligations under this Contract (except for the Survival Obligations). The failure of Buyer to provide such notice of termination prior to the expiration of the Investigation Period shall be deemed conclusively a waiver of Buyer's termination rights under this Paragraph 3.

IF BUYER DOES NOT EXERCISE ITS RIGHT TO TERMINATE THIS CONTRACT PRIOR TO THE EXPIRATION OF THE INVESTIGATION PERIOD AS PROVIDED IN THIS PARAGRAPH 3, BUYER SHALL BE DEEMED TO BE SATISFIED WITH ALL ASPECTS OF THE PROPERTY (INCLUDING, WITHOUT LIMITATION, THE ENVIRONMENTAL CONDITION) AND SHALL ACCEPT THE PROPERTY AT CLOSING “AS IS” AND WITH ALL FAULTS.

4. SELLER’S ENVIRONMENTAL INVESTIGATIONS: Seller may, during the Investigation Period, conduct its own environmental testing on the Property to determine if, in Seller’s sole discretion, the Property is environmentally acceptable for sale. Seller may disclose, **without warranty**, the results of any environmental testing conducted by Seller to Buyer. Any disclosure relating to environmental issues shall contain the following disclaimer:

Attached you will find environmental information on the above referenced Property. The scope of Duke Energy Carolinas, LLC’s environmental investigation does not include all possible contaminants. As a result, this report may not represent all the environmental considerations at the site. Duke Energy Carolinas, LLC encourages you to conduct your own environmental assessment of the Property to determine if the Property is suitable for your intended use.

*This information is provided to you for the purpose of assisting you in your own environmental assessment of the Property. **DUKE ENERGY CAROLINAS, LLC MAKES NO WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, REGARDING THE ENVIRONMENTAL CONDITION OF THE PROPERTY, THE EXISTENCE OF ANY ENVIRONMENTAL CONTAMINATION UPON THE PROPERTY, THE ACCURACY OF THE INFORMATION SUPPLIED OR THE SUITABILITY OF THE PROPERTY FOR ANY SPECIFIC USE.***

5. SELLER’S ELECTION: Should environmental investigations conducted by either Buyer or Seller reveal the presence of hazardous materials on the Property, Seller may, at its sole option, elect to remediate said hazardous material in accordance with this Paragraph 5 or to terminate this Contract, and after such termination, neither party shall have any further rights or obligations hereunder, except for the Survival Obligations. Buyer agrees that if Seller elects to remediate said hazardous material, Seller shall have access to the Property subsequent to Closing to perform remediation operations. Buyer further acknowledges and agrees that upon completion of any remediation of hazardous material by Seller hereunder that certain hazardous materials may remain on the Property provided the levels of such remaining hazardous materials are deemed acceptable by state and federal guidelines. Subject to the foregoing, Seller agrees that if remediation operations are performed, the Property will be restored to a condition comparable to its condition on the date of commencement of remediation, except for the hazardous materials that are remediated.

6. SURVEY: Buyer shall cause a survey of the Property, at Buyer’s expense, to be performed by a North Carolina Registered Licensed Surveyor. The survey shall include any facilities, rights of way, and easements owned by Seller or to be reserved by Seller to be performed by a North Carolina Registered Licensed Surveyor. Said survey shall be provided to Seller at least thirty (30) days in advance of the end of the investigation period. Before the end of the Investigation period, Buyer may, at its sole discretion, determine that the property is not feasible based on the rights of way and easements shown on the survey, and may terminate this Contract, whereupon neither Buyer nor Seller will have any further rights or obligations under this Contract (except for the Survival Obligations) and the Earnest Money shall be disbursed as set forth in this Agreement.

7. CLOSING COSTS AND PRORATIONS: All due and payable City and County ad valorem taxes for the Property for the year in which the Closing occurs shall be prorated to the date of Closing and shall be paid by Buyer. Buyer shall pay any and all ad valorem taxes for the Property for all years preceding the year of Closing prior to Closing.

Buyer shall pay the cost of any documentary or revenue stamps required to be paid in connection with the recording of the Deed and for the costs of preparing and recording any instruments required by Seller, Seller’s attorney, or Seller’s lender.

Buyer shall be responsible for the recording of the Deed. Buyer shall pay for preparation and recording of any and all instruments required by Buyer, Buyer’s attorney or Buyer’s lender.

Should this Contract expire, terminate, or be terminated for any reason other than by Seller in its sole discretion then Seller shall be entitled to received reimbursement for any actual expenses incurred by it in relation to this Contract or the obligations imposed upon it by this Contract. Such reimbursement shall be paid form the Earnest Money. The holder of the Earnest money shall pay the reimbursement to Seller and then release any remaining Earnest Money to Buyer. Seller shall not be entitled to reimbursement for any amounts in excess of the Earnest Money.

8. DEED: The special warranty deed conveying the Property from Seller to Buyer (the “Deed”) shall be prepared by Seller and submitted to Buyer for review at least seven (7) business days in advance of the Closing. With regard to the legal description of the Property to be included in the Deed, Seller may, in its sole discretion, take such legal description from its acquisition deed, from existing property descriptions or surveys in Seller’s possession, or from Buyer’s survey of the Property (if any).

9. CLOSING: The closing of the transaction contemplated by this Contract (the “Closing”) shall take place on or before **ninety (90) days** from the end of the Investigation Period. Closing shall occur at the offices of Buyer’s closing attorney or at a location mutually acceptable to both Buyer and Seller.

10. CONDITION OF TITLE: The Deed shall contain the following exceptions (the “Permitted Exceptions”):

- (a) Rights of Way to be reserved by Seller over the Property for any existing or contemplated distribution and or transmission power lines as well as access easements for such power lines and other needs of Seller. Reservation of said rights of way shall be in form of Seller’s then-standard right-of-way reservation language, a copy of which is attached hereto as **Exhibit B**.
- (b) Public streets and roads, visual easements, restrictions, and recorded rights of way.
- (c) All matters of survey and recorded plats (including matters that would be revealed by a current, accurate physical survey of the Property).
- (d) All easements, restrictions, rights of way and all other matters of record and all matters that would be revealed by a physical inspection of the Property.
- (e) Lien of the First and Refunding Mortgage given to The Bank of New York Mellon Trust Company, N.A. (formerly known as JPMorgan Chase Bank, N.A.), successor Trustee to Morgan Guaranty Trust Company, dated December 1, 1927, recorded in Book 686 at Page 311 in the Office of the Register of Deeds for Mecklenburg County (as amended). Seller agrees to apply for, obtain and record a release of said lien of Mortgage within one (1) year from the date of Closing and shall indemnify and save harmless Buyer from any and all damages, costs and expenses relating to Seller’s failure to obtain the release of said Mortgage. In the event Buyer cannot reasonably obtain title insurance from Buyer’s title insurance company because of this Section 10(e), Buyer shall be entitled to terminate this Contract, and neither Buyer nor Seller will have any further rights or obligations under this Contract (except for the Survival Obligations).

Seller shall provide Buyer with such affidavits as may be reasonably required by Buyer’s title insurance company attesting to the absence of any unrecorded materialmen’s liens relating to the Property. Acceptance by Buyer at Closing of the Deed from Seller shall constitute full performance by Seller in accordance with this Contract, except for warranties specifically provided herein (if any) that expressly survive the Closing

If Buyer shall discover any matters affecting the Property, other than the Permitted Exceptions, Buyer shall advise Seller in writing of any such matters to which it objects prior to the expiration of the Investigation Period, and Seller shall have a period of twenty (20) days from the date Seller receives such notice of said objections in which to remedy said objections to the reasonable satisfaction of Buyer or to refuse to remedy any such objections. In the event said objections are not cured or remedied within such twenty (20) day period or Seller refuses to remedy any such objections, then Buyer shall be entitled to terminate this Contract by giving written notice of such election to Seller within ten (10) days following the earlier of (i) the date Seller notifies Buyer of its refusal to satisfy any such objection(s), or (ii) the end of such twenty (20) day period, in which event neither party shall thereafter have any obligations hereunder, except for the Survival Obligations.

11. ASSIGNMENT: Seller specifically reserves the right to assign this Contract in connection with a tax-free exchange. Buyer shall be entitled to assign this Contract, but not without the prior written consent of Seller (which may be withheld, conditioned or delayed in Seller’s sole discretion).

12. DEFAULT AND REMEDIES: In the event Seller fails to perform any of the conditions or obligations of Seller under this Contract and Seller does not commence to cure such failure within twenty (20) days after receiving written notice thereof from Buyer, Buyer, as its sole and exclusive remedy, shall be entitled to either (i) terminate this Contract, after which Buyer and Seller shall have no obligations to one another hereunder except for the Survival Obligations, or (ii) commence an action against Seller for specific

performance of this Contract. In the event Buyer defaults or fails to perform any of the covenants and conditions of this Contract, then Seller shall be entitled to terminate this Contract.

13. INTENTIONALLY DELETED.

14. NOTICES: Any notices, requests, or other communications required or permitted to be given hereunder shall be in writing and shall be either (i) delivered by hand, (ii) mailed by United States registered mail, return receipt requested, postage prepaid, (iii) sent by a reputable, national overnight delivery service (e.g., Federal Express, Airborne, etc.) or (iv) sent by facsimile (with the original being sent by one of the other permitted means provided in this grammatical paragraph) and addressed to each party at the applicable address set forth herein. Any such notice, request, or other communication shall be considered given or delivered, as the case may be, on the date of hand delivery (if delivered by hand), on the third (3rd) day following deposit in the United States mail (if sent by United States registered mail), on the next business day following deposit with an overnight delivery service with instructions to deliver on the next day or on the next business day (if sent by overnight delivery service), or on the day sent by facsimile (if sent by facsimile, provided the original is sent by one of the other permitted means as provided herein in this grammatical paragraph). However, the time period within which a response to any notice or request must be given, if any, shall commence to run from the date of actual receipt of such notice, request, or other communication by the addressee thereof. Rejection or other refusal to accept or inability to deliver because of a changed address of which no notice was given shall be deemed to be receipt of the notice, request, or other communication. By giving at least ten (10) days prior written notice thereof, any party hereto may, from time to time and at any time, change its mailing address hereunder.

NOTICE TO SELLER: Duke Energy Carolinas, LLC
Data & Document Management ECII-05
526 South Church Street
Charlotte, North Carolina 28202

NOTICE TO BUYER: Town of Huntersville
Attn:

Huntersville, North Carolina

15. APPLICABLE LAW: This Contract shall be governed by and construed in accordance with the laws of the state in which the Property is located.

16. RISK OF LOSS, DAMAGE OR REPAIR: Until Closing, the risk of damage or loss to the Property, except as otherwise provided herein, shall be borne by Seller. In the event the Property is damaged between the Effective Date and Closing so that it cannot be conveyed in substantially the same condition as it was as of the Effective Date, Buyer may elect to terminate this Contract, and neither party shall thereafter have any rights or obligations hereunder, except for the Survival Obligations. Except for maintaining the Property as provided herein, Seller shall have no responsibility for the repair of the Property, including any improvements, unless both parties agree in writing.

17. AGENTS: Seller and Buyer represent and warrant to each other that there are no brokers, agents or other persons who are or will be entitled to a commission, fee or other similar compensation relating to this Contract or the transactions contemplated hereby other than the following:

For Buyer: _____ N/A _____
For Seller: _____ N/A _____

Each party agrees to defend and hold harmless the other in the event any claim for commission should be brought against either party for payment of any alleged commission allegedly due because of the acts or alleged acts of the other party.

18. SURVIVAL OF WARRANTIES AND CONDITIONS: Except as otherwise expressly provided herein, all conditions, warranties, representations and agreements made herein shall survive Closing and delivery of the Deed for a period of six (6) months.

19. ENTIRE AGREEMENT: This instrument (and any exhibits or addenda attached hereto) contains the entire understanding and agreement by and between the parties and all prior or contemporaneous oral or written agreement or instruments are merged herein. No amendment to this Contract shall be effective unless the same is in writing and signed by the parties hereto.

20. MISCELLANEOUS:

- a. The provisions of this Contract shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective heirs and permitted successors and assigns, as may be applicable.
- b. TIME IS OF THE ESSENCE in this Contract. In addition, if the final day of any period of time set out in any provision of this Contract, falls on a Saturday, Sunday or holiday recognized by Bank of America, N.A., or any successor thereto ("Bank of America"), in Charlotte, North Carolina, then in such case, such period shall be deemed extended to the next day which is not a Saturday, Sunday or holiday recognized by Bank of America in Charlotte, North Carolina.
- c. No presumption shall be created in favor of or against Seller or Buyer with respect to the interpretation of any term or provision of this Contract due to the fact that this Contract was prepared by or on behalf of one of said parties.
- d. The captions used in connection with the paragraphs of this Contract are for reference and convenience only and shall not be deemed to construe or limit the meaning of the language contained in this Contract or be used in interpreting the terms and provisions of this Contract.
- e. This Contract may be executed in two or more counterparts and shall be deemed to have become effective when and only when one or more of such counterparts shall have been signed by or on behalf of each of the parties hereto (although it shall not be necessary that any single counterpart be signed by or on behalf of each of the parties hereto, and all such counterparts shall be deemed to constitute but one and the same instrument), and shall have been delivered by each of the parties to the other.
- f. If any provision of this Contract is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable; this Contract shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Contract; and the remaining provisions of this Contract shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Contract. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid or enforceable.
- g. Each party hereto represents and warrants to the other party that the execution of this Contract and any other documents required or necessary to be executed pursuant to the provisions hereof are valid, binding obligations and are enforceable in accordance with their terms.
- h. Should any distribution line or lines currently located on or in the vicinity of the Property need to be relocated to accommodate Buyer's use of the Property post-closing, then Buyer shall reimburse Seller for those projected costs up to One Hundred Thousand and no/100 Dollars (\$100,000.000), prior to or at Closing.
- i. Buyer shall be responsible for all costs associated with the Huntersville Zoning Ordinance Article 7.4, and related or successor provisions, relating to saving a percentage of the mature specimen trees currently existing on or in the vicinity of the Property and/or the requirement for additional landscaping for buffer or screening purposes.

IN WITNESS WHEREOF, Seller and Buyer have caused this Contract to be executed, this the _____ day of _____, 2022.

SELLER:

DUKE ENERGY CAROLINAS, LLC

By: _____

Name: _____

Title: _____

BUYER:

TOWN OF HUNTERSVILLE

By: _____

Name: _____

Title: _____

Exhibit B

DISTRIBUTION LINE RIGHT OF WAY

Grantor for itself, its successors and assigns, reserves over and across the land conveyed in fee above, a perpetual easement and right of way for the purposes hereinbelow set out, and consisting of the following rights, privileges and easements to wit

OVERHEAD DISTRIBUTION LINE RIGHT OF WAY

Grantor reserves for itself, its successors and assigns, a perpetual easement and right of way for the purposes hereinbelow set out, over and across the portion of the Property more particularly shown on the Plat labeled "D.E.C. OVHD Distribution Line 30' R/W To Be Retained" (the "Overhead Distribution Strip"). Within the Overhead Distribution Strip above referred, Grantor shall have the right to construct, maintain and operate with poles, lighting fixtures, crossarms, wires, guys, anchors, cables, transformers and other apparatus and appliances, overhead lines for the purpose of transporting electricity and/or providing lighting services and for the communications purposes of the Grantor and regulated telephone utilities. The following rights are also reserved by Grantor: to enter said Overhead Distribution Strip to inspect said lines, equipment and facilities; to perform maintenance and repairs, and to make alterations and additions thereto; to remove from the Overhead Distribution Strip, now or at any time in the future, trees, structures or other obstructions that may endanger the proper maintenance and operation of said lines or other facilities or equipment and trees of any species that Grantor determines will grow at maturity to a height that will endanger the proper maintenance and operation of said lines or facilities or equipment; to trim or remove and to keep trimmed or removed dead, diseased, weak or leaning trees or limbs outside of the Overhead Distribution Strip which, in the opinion of Grantor, might interfere with or fall upon the electric, lighting, telecommunications, or other communications facilities within the Overhead Distribution Strip; and to install guy wires and anchors extending beyond the limits of the Overhead Distribution Strip.

Grantor further reserves the right to relocate its facilities and Overhead Distribution Strip over the Property to conform to any future highway or street relocation, widening or improvement.

UNDERGROUND DISTRIBUTION LINE RIGHT OF WAY

Grantor reserves for itself, its successors and assigns, a perpetual easement and right of way for the purposes hereinbelow set out, over and across the portion of the Property to be agreed upon by Grantor and Grantee, (the "Underground Distribution Strip"). Within the Underground Distribution Strip above referred, Grantor shall have the right to construct, maintain and operate with poles, lighting fixtures, crossarms, wires, guys, anchors, cables, transformers and other apparatus and appliances, either above ground or below ground, to include transformers and service connections, for the purpose of transporting electricity, providing lighting services and for the communications purposes of Grantor. The following rights are also granted to Grantor: to enter said premises to inspect said lines, equipment and facilities, to perform maintenance and repairs, and to make alterations and additions thereto; and to clear the land within the Underground Distribution Strip and to keep it clear of trees, structures or other obstructions; and to clear that land outside the right-of-way strip within ten feet of the service door of any transformer or cabinet located within the Underground Distribution Strip and to keep the area within ten feet of said door clear of trees, structures or other obstructions.

TRANSMISSION LINE RIGHT OF WAY

Grantor, for itself, its successors and assigns, reserves over and across the land conveyed in fee above, a perpetual easement and right of way for the purposes hereinbelow set out, and consisting of the following rights, privileges and easements, to wit:

- (a) Grantor's Use of Right of Way Strip. Grantor reserves for itself and its successors and assigns, a perpetual easement within the Right of Way Strip (as defined herein) to construct, reconstruct, replace, rebuild, enlarge, modify, remove, inspect, repair, maintain, operate and use within the Right of Way Strip multiple lines for transporting electrical energy and for telecommunications and/or data uses of Grantor, its successors and assigns. As used herein, the "Right of Way Strip" shall refer to those areas or parcels of land containing _____ ± acres, all as shown on a plat of survey entitled "_____", dated _____, marked Map: _____, said Plat attached hereto as **Exhibit A** and incorporated herein by reference. Which lines may consist of single or multiple rows of poles, towers, or other structures (at appropriate intervals and without limitation as to number) and related footings and foundations; crossarms; insulators; aboveground and/or underground conductors, static wires, grounds, cables, conduits, electronic equipment, and other appurtenant apparatus, fixtures, hardware, and appliances; and guy wires and anchors inside and/or outside the Right of Way Strip to support Grantor's overhead facilities at angle points. Grantor shall have the right to: (i) clear and keep the Right of Way Strip free of all trees and other vegetation (except as provided in subsection (b) below), structures, and other objects of any nature including, without limitation, satellite signal receiver systems, billboards, signs, buildings, manufactured homes, mobile homes and trailers, graves, wells, retaining walls, racking, dumpsters, sheds, fire pits or barbecues, swimming pools and any associated decking, septic systems or storage tanks and systems (whether aboveground or belowground), flammable materials, building materials, wrecked or disabled vehicles or equipment, refuse of any type and all other objects (whether aboveground or belowground); and (ii) install and maintain roads within the Right of Way Strip and install gates in any fences located within the Right of Way Strip, to afford Grantor access to the Right of Way Strip.
- (b) Grantee's Use of Right of Way Strip. Grantee shall be entitled to use the Right of Way Strip for all purposes not inconsistent with the rights and easements herein reserved by Grantor, including the right to: (i) cultivate and harvest annual seasonal crops (not including orchards or timber); (ii) pave, improve and use the Right of Way Strip for vehicular parking, provided that such vehicles are operable and readily moveable under their own power and further provided that Grantee installs protective barriers satisfactory to Grantor for the protection of Grantor's facilities; (iii) use the Right of Way Strip for recreation, provided no structures or objects (aboveground or belowground) are erected or placed therein without the prior written approval of Grantor (which Grantor may withhold in its sole discretion); (iv) use and maintain existing roads and drives and sewer, water and other utility lines within the Right of Way Strip at their existing locations as of the date of this instrument; (v) construct, use, and maintain new paved or unpaved roads, streets and driveways and new water, sewer, drainage, and other utility lines or pipes crossing the Right of Way Strip, provided such facilities conform to the following requirements: (A) such facilities cross the Right of Way Strip from one side of the Right of Way Strip to the other side at an angle of not less than thirty (30) degrees between the center line of said facilities and the center line of the Right of Way Strip, (B) no road, street, or driveway shall intersect with any other road, street or driveway, in whole or in part, within the Right of Way Strip, (C) no portion of such facilities and their associated easement area, if any, is located within twenty-five (25) feet of any of Grantor's poles, towers, structures, guy wires, or guy anchors, (D) such facilities are constructed in such a manner as to withstand the weight of Grantor's heavy equipment, and (E) such facilities are constructed in strict compliance with all clearance requirements of Grantor and all other regulations and ordinances then applicable to electrical facilities; (vi) maintain existing fences, provided that Grantor may add gates to allow it access as set forth in subsection (a)(ii) above; (vii) build new fences on the Right of Way Strip with the prior written approval of Grantor (which Grantor may withhold in its sole discretion), provided any such new fences conform to the following requirements: (A) such fences shall not be attached to Grantor's poles, towers or structures, (B) such fences shall be installed at least twenty-five (25) feet from Grantor's poles, towers, structures, guy wires, and guy anchors, (C) such fences shall not exceed ten (10) feet in height (D) such fences shall cross the Right of Way Strip from one side of the Right of Way Strip to the other side at an angle of not less than thirty (30) degrees between the centerline of the fence and the center line of the Right of Way Strip, and (E) if a fence crosses the Right of Way Strip or makes part of it inaccessible to Grantor, Grantee shall install a gate pursuant to Grantor's specifications to allow free access required by Grantor's vehicles and equipment; and (viii) excavate, grade and fill, provided Grantee receives Grantor's prior written approval (which Grantor may withhold in its sole discretion), which approval may contain conditions including, without limitation, the allowable grade and distances from Grantor's facilities that cannot be excavated.
- (c) Grantor's Use of Property Outside of the Right of Way Strip. Grantor further reserves for itself, its successors and assigns, the right to enter upon the Property for the following purposes and uses:

- (1) to cut, fell and remove any and all trees on the Property that are or may become tall enough, in Grantor's opinion, to fall on or otherwise endanger a line or other facility or structure within the Right of Way Strip ("***Danger Trees***").
- (2) to gain access to the Right of Way Strip and Danger Trees at any time and from time to time by vehicles, equipment and pedestrians, provided that Grantor's use of the Property outside of the Right of Way Strip shall be confined to then-existing streets, roads, and driveways to the extent they provide sufficient access to the Right of Way Strip and/or Danger Trees by vehicles, equipment and pedestrians. If then-existing streets, roads and driveways do not provide sufficient access, then Grantor shall be entitled to use a reasonably convenient and feasible access route or routes over the Property to access the Right of Way Strip and/or Danger Trees and shall be entitled to construct and maintain a roadway or driveway for such purposes.

(d) Antennas and Related Equipment. Grantor reserves for itself and its successors and assigns, the following rights:

- (1) to attach antenna or other equipment or devices for wireless or other telecommunications or data transmission ("***Communications Equipment***") to poles, towers, or other support structures within the Right of Way Strip, including the right to add, modify, enlarge, and/or extend any poles, towers, or other support structures for such purposes.
- (2) to use one or more portions of the Right of Way Strip, having dimensions not exceeding twenty-five (25) feet by twenty-five (25) feet and located adjacent to or at the base of each such pole, tower or other support structure to which Communications Equipment is attached (each a "***Communications Area***") to construct, reconstruct, replace, rebuild, enlarge, modify, remove, inspect, maintain and use electronic equipment and other equipment necessary or desirable in connection with wireless or other communications from and to the Communications Equipment installed upon such pole, tower or other support structure. Grantor shall be entitled to designate the location of the Communications Areas and may relocate such Communications Areas within the Right of Way Strip if such pole, tower or other support structure to which Communications Equipment is attached is relocated.
- (3) to enter upon the Property at any time and from time to time to gain access to the Communications Areas and Communications Equipment by vehicles, equipment and pedestrians, provided that Grantor's use of the Property outside of the Right of Way Strip shall be confined to then-existing streets, roads, and driveways to the extent they provide sufficient access to the Communications Areas and/or Communications Equipment by vehicles, equipment and pedestrians. If then-existing streets, roads and driveways do not provide sufficient access, then Grantor shall be entitled to use a reasonably convenient and feasible access route or routes over the Property to access the Communications Areas and/or Communications Equipment and shall be entitled to construct and maintain a roadway or driveway for such purposes, provided that Grantee shall be entitled to relocate any such roadway or driveway constructed by Grantor for such purposes, at Grantee's sole cost and expense and after obtaining Grantor's prior written approval, elsewhere on the Property, but in such case, Grantee also must construct and install a comparable replacement roadway or driveway, at Grantee's sole cost and expense and without interrupting access to the Communications Areas and/or Communications Equipment. Grantor shall not unreasonably withhold written approval of Grantee's request to relocate such roadway or driveway hereunder; provided, however, that Grantor's failure to approve shall be deemed reasonable if reasonably convenient and feasible access to and from the Communications Areas and/or Communications Equipment is not afforded by the proposed replacement access route or routes.
- (4) to construct, reconstruct, replace, rebuild, inspect, maintain and use underground telephone and electrical lines to serve the Communications Equipment and Communications Areas, which underground lines may be installed along and generally parallel to the access route or routes established pursuant to subpart (d)(3) above. Provided, however, that if Grantee relocates a roadway or driveway pursuant to subpart (d)(3) above and within which Grantor has installed underground lines pursuant to this subpart (d)(4), then Grantee also must relocate such underground lines, at Grantee's sole cost and expense and without interrupting service to the Communications Areas and/or Communications Equipment along or in the vicinity of the access route or routes as relocated by Grantee.

(e) Grantor's Repair Obligation. Grantor shall repair damage to the Property, including roads, driveways and fences, resulting directly from Grantor's exercise of its rights granted herein. Provided, however, for purposes of the initial clearing of all trees which Grantor is entitled to cut and remove from the Property pursuant to Paragraphs (a) and (c) herein, said trees shall, upon

such cutting, become the property of Grantor. Nothing in this instrument shall impose upon Grantor any duty to repair or warn of any condition or any type of injury or damage to the Property existing prior to the date of this instrument nor shall Grantor have any duty to repair or warn of any condition or any type of injury or damage upon the Property caused by the Grantee, any third party, any Act of God, or any natural process, including, without limitation, erosion or conditions caused by vegetation.

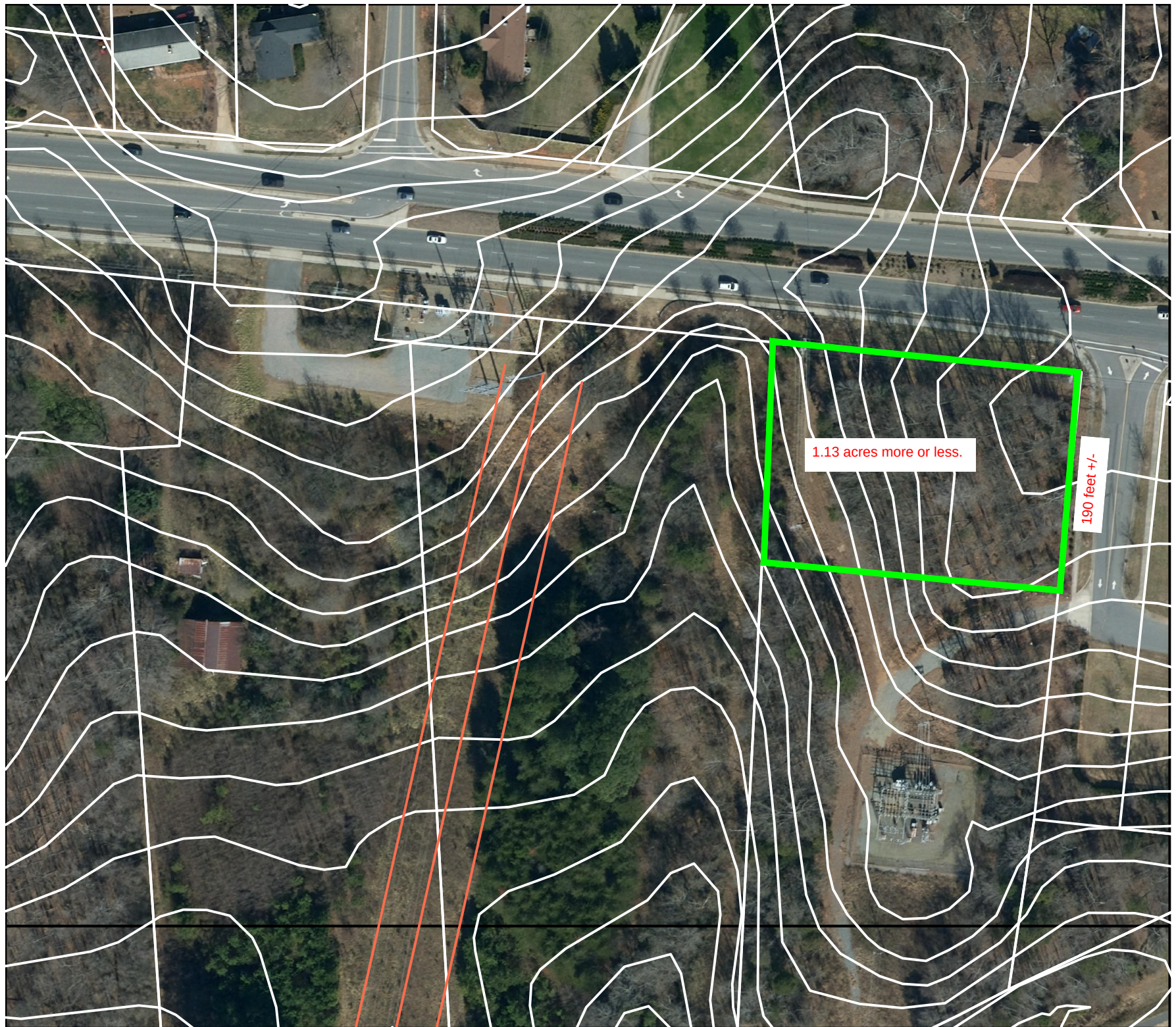
Grantor shall provide reasonable notice to Grantee prior to entering the property for any use associated with this agreement.

The failure of Grantor to exercise any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter of at any time or from time to time to exercise any and all of such rights.

ACCESS ROAD RIGHT OF WAY

Seller reserves for itself and its successors and assigns a perpetual easement and right of way for ingress and egress for pedestrian and vehicular traffic over the Access Strip (as defined herein), together with the right to grade, level, fill, pave, build, maintain, repair and use a road on, over and across said Access Strip. As used herein, the "Access Strip" is described as follows:

That strip of land containing acres labeled " ," as shown on a plat of survey entitled " ", dated , marked Map: , and recorded in Book at Page in the Office of the Register of Deeds of Mecklenburg County, North Carolina.



1.13 acres more or less.

190 feet +/-

**Town of Huntersville
Town Board
June 21, 2022**

To: Town Board

From: Jack Simoneau, Planning Director

Date: June 21, 2022

Subject: Planning Board Appointments

EXPLAIN REQUEST:

Three board seats filled by Jeff Sny, Greg Baber, and Trina Loomis are expiring on June 30, 2022. The current members have expressed a desire to be considered for reappointment. We have confirmed that they are eligible for an additional term.

ACTION RECOMMENDED:

Consider Appointments to the Planning Board.

FINANCIAL IMPLICATIONS:

n/a

ATTACHMENTS:

1. PB June22 Appointment Pkg



To: Board of Commissioners
From: Jack Simoneau
CC: Mayor Bales, Town Manager Anthony Roberts
Date: 05/26/2022
Re: **Planning Board Members**

Comments: The following Planning Board seat terms will expire on June 30, 2022.

- Jeff Sny: Eligible for 2nd full term
- Greg Baber: Eligible for 2nd full term
- Trina Loomis: Eligible for 1st full term, currently filling unexpired term

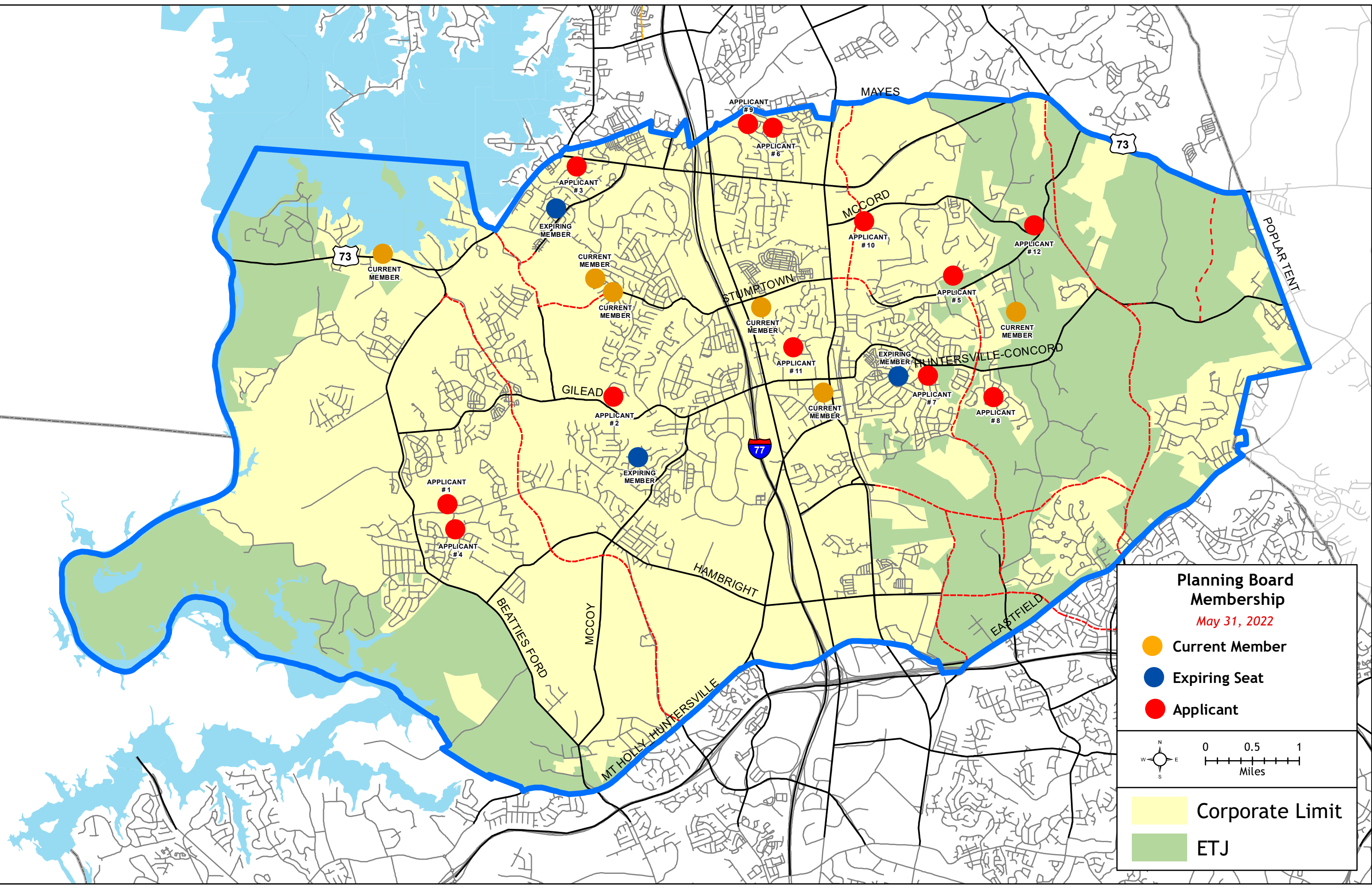
All three Board members have confirmed that they would like to be considered for reappointment. They are each eligible for another term. Their attendance records are included for your consideration.

Planning Board Attendance – Regular Meetings 2021-2022

Name	July 2021	Aug	Sept	Oct 14	Oct 26	Nov	Dec	Jan. 2022	Feb	March	Apr	May	June
Boyd, Chris	X	X	X	X	X	X	X	X	X	X	A	X	
Davis, Jennifer (July-Feb) Henson, Jay (Mar-Jun)	X	X	X	X	X	A	X	X	Withdrew	X	X	X	
Gammon, Frank	X	X	X	X	X	X	X	X	X	X	X	X	
Graffy, Catherine (July – Nov) T. Loomis (Dec-June)	X	X	x	X	X	Withdrew	X	X	X	X	X	A	
Hensley, Scott	X	X	X	X	X	X	X	X	X	X	X	X	
Baber, Greg	X	X	X	X	X	X	A	X	X	X	X	X	
Sny, Jeff	X	X	X	X	X	X	X	X	X	X	X	X	
Swanick, Stephen	X	X	X	X	X	X	X	X	X	X	X	A	
Partee, Derek (July-Nov) Wright, Jodi (Dec-June)	X	X	X	X	X	Elected to TB	X	X	X	X	X	X	

X = Present

A = Absent





NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
PLANNING BOARD

Please type or print in black ink

NAME Jeff Sny HOME PHONE 704-948-5669
HOME ADDRESS 10830 Drake Hill Drive, Huntersville CELL PHONE 704-875-7123
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? Town limits
PRESENT OCCUPATION Realtor WORK PHONE 704-875-7123
PLACE OF EMPLOYMENT Helen Adams Realty
EMAIL ADDRESS Work: jsny@helenadamsrealty.com Personal: jeffrey.sny@gmail.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD 10-15hrs/mth

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY
SERVING ON: N/A EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION BA, Finance from Michigan State University

BUSINESS AND CIVIC EXPERIENCE Realtor in Huntersville with Helen Adams Realty, Realtor
Care Day volunteer, past work with Macomb County Crisis Center

AREAS OF EXPERTISE AND INTERESTS/SKILLS _____
Small business endeavors, town development, fostering a sense of community

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant.

Jeffrey T. Sny

dotloop verified
04/02/15 4:41PM EDT
GAKS-V00T-YPPP-NTVT

(Signature of Applicant)

(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Planning Board consists of nine (9) members who reside within the corporate limits and at least two (2) ETJ members who are appointed by the Mayor and Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Volunteer on Vermillion's Social Committee
Volunteer for Realtor Care Day
Crisis counselor for Macomb County Crisis Center

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

1) Downtown Huntersville will resemble that of a downtown Davidson or at least downtown Cornelius.
2) Infrastructure will allow for the development of "East" Huntersville.
3) Huntersville, defying the odds due to population increase, maintains it's small town feel and sets the standard for all of LKN.

3. What obstacles do you see to achieving this vision?

1) The sustainability of Huntersville's fiscally responsible approach to the budget in the wake of our population growth.
2) Huntersville having the courage to not only continue but grow/embrace our forward-thinking ways and out-of-the-box solutions.

4. What special opportunities could be used to achieve your vision?

1) The rail corridor and mill property are the two areas most important to revitalizing our downtown. Small business and community will flourish if done right.
2) Commerce Station and The Park need continued growth in order to provide infrastructure funds and maintain a balanced tax base.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Our small town feel will all but disappear if a vibrant downtown doesn't return. Without that, we're in serious jeopardy of becoming just another suburb.



Other comments:

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

Town of Huntersville
Attn: Michelle Haines
Post Office Box 664
Huntersville, NC 28070

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at (704) 875-7000.

**Thank you for completing the application and questionnaire.
Please return to the Huntersville Planning Department**

From: noreply@civicplus.com
To: [Michelle Haines](#)
Subject: Online Form Submittal: Planning Board Application
Date: Monday, April 30, 2018 12:29:31 PM

Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Greg Baber
Home Phone	<i>Field not completed.</i>
Home Address	12601 Cliffcreek Dr
Cell Phone	7049064923
Do You Reside in the Town Limits or ETJ?	Huntersville
Present Occupation	Finance
Work Phone	<i>Field not completed.</i>
Place of Employment	US Bank
Email Address	bogeybabar@gmail.com
Approximate Hours Available Per Month for Serving on Advisory Board	1-4 hours
Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:	<i>Field not completed.</i>
Education	Masters in Business Administration
Business and Civic Experience	2016 graduate of Huntersville 101
Areas of Expertise and Interests / Skills	I have a very strong interest in the development of Huntersville, specifically the downtown area, as I plan to be a resident in the area for a long time.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet

attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Greg Baber

Date

4/30/2018

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

I have coached little league baseball, attended Huntersville 101 class, worship at Huntersville United Methodist Church, assisted HOA in Cedarfield neighborhood, volunteered at Sunshine House Academy in Huntersville

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

Wow! As if Huntersville hasn't already, it is ready to explode, specifically the downtown area. I have lived in the Charlotte region for almost 30 years. So I have visited almost all of the surrounding towns/cities/suburbs. Downtown Huntersville is behind almost all of these surrounding towns in terms of development. However...because of its geographic location in relation to downtown Charlotte and I77, Huntersville is going to continue to be one of the highest demanded areas of residency over the next decade. For the property values to truly appreciate as they're capable of reaching, the downtown area has to materialize and become more of a destination.

3. What obstacles do you see to achieving this vision?

Most of the Charlotte surrounding cities/towns have a well established infrastructure in their downtown areas. Huntersville currently does not have that infrastructure. It's going to take the right planning,

along with the right investors/developers, to create a place that is inviting to visitors. It can be difficult to create things like "charm", "quaint", "cozy", "eclectic" from new construction.

Step 3

4. What special opportunities could be used to achieve your vision?

The town has already adopted a plan to redesign the roads in downtown, which will help to better define the downtown area. Also, the future development of Vermillion Village will create more living opportunities in the downtown area, which will create more foot traffic, which creates a more inviting atmosphere.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Similar to my comments in the previous questions...I don't want to see Huntersville just become neighborhoods that support Charlotte. I want to see Huntersville have a uniqueness that is embraced by its residents and admired by its neighbors. I want to see Huntersville have a more vibrant downtown area, where the residents are more eager to shop, eat and play.

Other Comments:

Field not completed.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Michelle Haines
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Email not displaying correctly? [View it in your browser.](#)

Planning Board Application - Submission #8186

Date Submitted: 5/31/2021

Notification for Service for the Town of Huntersville Planning Board

Name

Trina Loomis

Home Phone

8433255239

Home Address

15667 Knoll Oak Court

Cell Phone

8433255239

Do You Reside in the Town Limits?

Yes

Do You Reside in the ETJ?

No

Present Occupation

Stay at home mom/Sales Consultant

Work Phone

8433255239

Place of Employment

Stella & Dot

Email Address

lathant@hotmail.com

Approximate Hours Available Per Month for Serving on Advisory Board

12-16

Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:

Include Expiration Date

Education

BA in English and French

Business and Civic Experience

Had a Real Estate License in NJ. Head of a Leasing Department that managed 33 buildings and well over 1000 units just outside of NYC. Extensive knowledge of Fair Housing Laws and the need for affordable housing in a major metropolitan area.

Flight Attendant for Continental Airlines with active AFA Union experience. Created and produced the first company-wide union newsletter and helped establish the Newark base website. Researched and wrote content.

Co-owned an eBay business. Familiar with Microsoft Excel spreadsheets as well as Google Sheets.

Currently working part time as a Stella & Dot Independent Stylist, which requires an extensive social media presence on Facebook and Instagram.

PTA fundraising involvement & CMS volunteer.

Areas of Expertise and Interests / Skills

Newsletters, social media, networking, writing, philanthropy

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Trina Loomis

Date

5/15/2021

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

In the last 3 years, I have been involved with the Grand Oak PTA. I was the head of the Box Tops/Grocery Store fundraising committee for the last two years.

In 2017, I was diagnosed with breast cancer. I was fortunate to receive treatment here at the Novant Huntersville Cancer Institute. Since 2018, I've donated hundreds of Cancer Care pouches to them.

I've done countless fundraisers for everything from local schools to local nonprofits.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

I would love to see Huntersville keep so much of what makes it a perfect place to live while also opening up to some diversity. We have so much RIGHT- our tree canopy, the walk ability, great shopping centers and restaurants. But buses need to have real stops instead of just signs. We need more apartments. We need to consider our roads and schools as we grow. And we need to attract some businesses to our area so that we can give people work options that don't involve driving down I77.

3. What obstacles do you see to achieving this vision?

When we start talking about affordable housing, buses, and lower incomes, there is a stigma. We can create space for lower incomes within our community without sacrificing security.

4. What special opportunities could be used to achieve your vision?

As we grow, we need to consider how the growth will impact all income levels. Something as simple as a sidewalk can encourage community members to get out, walk, and meet each other. A covered bus stop means sheltered, reliable public transportation and might encourage someone to move to the area. These are simple changes that need to be considered.

We also need to have events and entertainment in our area to attract visitors and to encourage people to hang out here. I would love to see more events like Hello Huntersville come back as we begin our COVID recovery.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

The roads NEED to be considered before development is approved. It is maddening how one community after another pops up before the roads are widened. As soon as people move in, the back ups begin. These are things we can foresee and prevent.

Other Comments:

I appreciate your consideration. Thank you.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Fri 3/19/2021 10:24 AM

To: Tracy Barron <tbarron@huntersville.org>

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Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #1
Home Phone	7045789079
Home Address	
Cell Phone	7045789079
Do You Reside in the Town Limits?	Yes
Do You Reside in the ETJ?	No
Present Occupation	Architect/ Project Manager
Work Phone	Field not completed.
Place of Employment	LITTLE Diversified Architectural Consulting.
Email Address	
Approximate Hours Available Per Month for Serving on Advisory Board	15
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:	American Institute of Architects: Charlotte
Education	Masters of Architecture: The University of North Carolina at Charlotte
Business and Civic Experience	Habitat for Humanity of Charlotte LOVE America Foundation
Areas of Expertise and Interests / Skills	NC Building Code Sustainable Design Building Information Modeling Commercial Design

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent

(75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date 3/19/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

- | | |
|--|--|
| 1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere. | I currently serve on the AIA Charlotte Board of Directors with an overarching mission to provide support for Architects and planners in the Charlotte area. I am in charge of leading Architecture licensure efforts as well as organizing various community events that bring together the local architecture community and the general public. |
| 2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community? | As a resident of Huntersville, and as an active architect, I have a vested interest in seeing my town grow and prosper over the next decade and further into the future.
I believe that Huntersville is in a unique position that allows it to benefit from future developments following the Charlotte 2040 Comprehensive Masterplan. On one hand, Huntersville would greatly benefit from a holistic interconnected transportation system that serves as an artery connecting it to its neighbouring cities. On the other hand, Huntersville is perfectly suited to become an employment hub with proximity to a multitude of housing options all while preserving existing cultural assets and enhancing access to recreation and art. |
| 3. What obstacles do you see to achieving this vision? | Growth, if chaotic, causes undesirable and irreversible consequences. Once growth patterns begin to form based on short-term needs only, it is then virtually impossible to undo such patterns. One of the biggest obstacles that we face is striking a balance between the short-term needs of the city compared to the long-term vision. Balancing those two elements is no easy task, but with mindful planning and proper execution, Huntersville can become a model town. |
-

Step 3

- | | |
|---|--|
| 4. What special opportunities could be used to achieve your vision? | Capitalizing on the Charlotte 2040 Comprehensive Masterplan by focusing on specific projected access nodes.
Revisiting the Zoning density ordinance in order to stimulate growth in certain areas (surrounding I77) and discourage growth in more remote areas. |
|---|--|

Focus on encouraging taller developments that take into consideration open site space and mixed-use occupancies

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

A particular challenge is walkability and transit-oriented development which is now lacking within the Huntersville contexts.
As Huntersville grows, it could tremendously benefit from a gradient of downsized street sizings ranging from the highway to much smaller/walkable streets as we move towards the deeper parts of the town.

Other Comments:

Thank you for your consideration. Looking forward to serving in any capacity available.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

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Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Mon 3/15/2021 3:25 PM

To: Tracy Barron <tbarron@huntersville.org>

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Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #2
Home Phone	704-661-6217
Home Address	
Cell Phone	704-661-6217
Do You Reside in the Town Limits?	Huntersville
Do You Reside in the ETJ?	Yes
Present Occupation	Architect
Work Phone	980-267-3630
Place of Employment	McMillan Pazdan Smith Architecture
Email Address	1
Approximate Hours Available Per Month for Serving on Advisory Board	25-30
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:	None
Education	BS - Architectural Design - Clemson University
Business and Civic Experience	Belk, Inc. (1989-2004) - Director of Design/VP Real Estate Crosland (2004-2010) - VP Design & Construction WT DuBois Construction - (2010 - 2012) VP Construction Myers & Chapman Construction - (2012-2018) - Director of Preconstruction McMillan Pazdan Smith Architecture (2018 - Present) Charlotte Office Director Member of Rock Hill City Zoning Board (2000 - 2004) City of Charlotte Tree Ordinance Committee Member
Areas of Expertise and Interests / Skills	Architecture/Design Land Planning Real Estate Development

Commercial Construction
Ability to read construction/design documents, site plans,
renderings, etc.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date 3/15/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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- | | |
|--|---|
| 1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere. | While a resident of Rock Hill, SC, I sat on the Zoning Board of Appeals for 2 terms. I've also been asked to sit on several civic committees in Charlotte to discuss the Tree Ordinance, Transit Oriented Development Zoning and others. I also volunteer with Make A Wish Foundation, Habitat for Humanity and coached basketball in the HYAA leagues for 3 seasons in Huntersville. I'm currently a member of Class 42 in Leadership Charlotte. |
| 2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community? | Being part of the Charlotte MSA, Huntersville is in a unique position of growth. With a strategic vision for growth, I feel like Huntersville can continue to attract high profile developments while also maintaining its own identity of community. The next 10-15 years will be critical to set the parameters around smart growth by implementing focused measures on infrastructure, schools, transportation and commercial development. In this next decade, Huntersville can position itself and set the standard for intentional development and while at the same time, promoting a pro-business culture to grow our base. I see Huntersville having real opportunities to create more of a Town Center while also encouraging more corporate and commercial development to create a hub for company headquarters. We need to be selective on the amount of residential development to minimize the impacts on roads and infrastructure. |
| 3. What obstacles do you see to achieving this vision? | I continue to see small communities around Charlotte being reactionary in their growth vs having a proactive approach to development. Without a strategic plan in place, and abiding by the parameters of that plan, most communities are |

overwhelmed by traffic issues, inferior infrastructure and real demands on schools, police and fire as growth occurs. There is a limited source of land that can be developed and now is the time to create a focused plan around that inevitable growth.

Step 3

4. What special opportunities could be used to achieve your vision?

I believe in the input of the citizens we serve. You tend to get people on board with a plan or vision if they feel they have a say in the process. Encourage design sessions with the citizens. Have them let you know what does and doesn't work from a practical standpoint. Listen to the people who work and live in Huntersville. The police and fire departments know what works and doesn't work. Enlist the help of design professionals to assist in the creation the vision plan. They work in the areas of land planning on a daily basis. They know how to incorporate sustainable growth while at the same time promoting a positive, pro-business, approach.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Our roads are quickly becoming overwhelmed. Adding traffic signals at every major development isn't always the best solution. Focus on present and future growth corridors. Not all standards apply across the board so planning officials should be receptive to remain flexible in order to achieve the best solution for specific cases. Mass transit will continue to be a hot topic and Huntersville has to be willing to participate in the solution there.

Other Comments:

I appreciate the opportunity to submit my application for consideration. I believe I bring a background of both design and development skills to this position. I'm encouraged by the direction of Huntersville to get its arms wrapped around the expected growth and would like to contribute my time towards shaping its future. Please don't hesitate to reach out to me with any questions.

Nominations

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TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

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Thank you for completing the application and questionnaire.

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Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Thu 5/20/2021 5:43 PM

To: Tracy Barron <tbarron@huntersville.org>

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Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #3
Home Phone	704-303-1279
Home Address	
Cell Phone	704-303-1279
Do You Reside in the Town Limits?	Yes
Do You Reside in the ETJ?	Field not completed.
Present Occupation	OSP Fiber Optic Engineering
Work Phone	704-303-1279
Place of Employment	Conterra Broadband Networks
Email Address	
Approximate Hours Available Per Month for Serving on Advisory Board	25+
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:	N/A
Education	South Mecklenberg HS Montreat College Associate Degree in Business/Cyber Security Pursuing B.A.
Business and Civic Experience	Board of Directors, Uptown Homeless Shelter Charlotte Chamber International Business Advisory (Commercial Real Estate)
Areas of Expertise and Interests / Skills	Telecommunications 8 years Commercial Real Estate 12 years Good understanding of Zoning and Federal, State and Local Objectives for Planning and Development

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if

appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date 5/20/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

-
- | | |
|--|---|
| 1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere. | Worked with all humanitarian agencies to develop and run the largest homeless shelter between Washington DC and Miami, at that time.
Advised new International prospects working with the Charlotte Chamber of Commerce |
| <hr/> | |
| 2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community? | I think we will become a diverse community both in commercial and residential development.
We must continue to try and locate and retain a vibrant and functional environment for our residents and business partners. Transportation, quality of life, preservation of our history must be maintained while promoting the area proactively to high quality business prospects. Open space and environmentally pro-active stance |
| <hr/> | |
| 3. What obstacles do you see to achieving this vision? | Over-development, fiscal reliance on unrealized growth potential, short sighted traffic projections and insufficient initiatives and planning to handle the growth we need when it comes to traffic and high density development. |
-

Step 3

- | | |
|---|--|
| 4. What special opportunities could be used to achieve your vision? | <i>I think more input from the community as well as interaction with other communities facing similar challenges.</i> |
| <hr/> | |
| 5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to | <i>I believe that we must have a vision for the future while honoring the history and charm of our past. We should embrace our new reality as a large and successful "bedroom" community of the Charlotte area. It is vital to maintain and preserve our past as have some of the other area communities. We also need a focus on where we are going in the future with the opportunities and challenges we will be presented with. Our history of family farms is a huge part of how we became what we are. Every effort should be made to be sure we make it possible to continue to have them supported by every way that we can. It is equally important to preserve any lands or physical structures that are symbols of our history.</i> |

change, and/or anything you
find particularly appropriate
to Huntersville.

Other Comments: *Field not completed.*

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE

ATTN: Tracy Barron

P.O. BOX 664

HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Tue 5/4/2021 8:20 PM

To: Tracy Barron <tbarron@huntersville.org>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #4
Home Phone	7046198889
Home Address	
Cell Phone	7046198889
Do You Reside in the Town Limits?	Yes
Do You Reside in the ETJ?	No
Present Occupation	Banking
Work Phone	7046198889
Place of Employment	Wells Fargo Bank
Email Address	
Approximate Hours Available Per Month for Serving on Advisory Board	5
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:	Currently no boards
Education	Western Carolina University
Business and Civic Experience	Huntersville Board of Adjustments. Planning Board . Huntersville police citizens academy. Huntersville 101. Fraternity Chapter Treasurer.
Areas of Expertise and Interests / Skills	Huntersville VP neighborhood HOA Past.. Mooresville President HOA.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

5/4/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

- | | |
|--|--|
| 1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere. | Huntersville police citizens academy. Huntersville 101. TannersCreek homeowners association. I'm still planning board. Huntersville board of adjustments. |
| 2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community? | I like the concept of the Huntersville 2040 plan. Our infrastructure must be considered as we need to make sure our local citizens find homes available. We need to look at industry for additional growth and we must have apartments for those who are transit and prefer to rent. |
| 3. What obstacles do you see to achieving this vision? | The cost of building additional roads and schools could cause high tax rates. |
-

Step 3

- | | |
|--|--|
| 4. What special opportunities could be used to achieve your vision? | Community involvement and additional civic organizations. |
| 5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville. | While I appreciate the rapid growth, I like the country and city nearby. Hopefully the greenways will provide the communities a better place to live. I would hope more would use the greenways to walk or ride bikes to the store rather than use their car. I would like to see the downtown reviewed to show off Huntersville instead of Birkdale . |
-

Other Comments: I would appreciate the opportunity to serve.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Tue 9/14/2021 4:54 PM

To: Tracy Barron <tbarron@huntersville.org>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #5
Home Phone	Field not completed.
Home Address	
Cell Phone	704-796-7588
Do You Reside in the Town Limits?	Yes.
Do You Reside in the ETJ?	Field not completed.
Present Occupation	Vice President of Manufacturing
Work Phone	7048928107
Place of Employment	Poly-tech Industrial
Email Address	
Approximate Hours Available Per Month for Serving on Advisory Board	10
Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:	Park and Recreation; Term expires 12/21
Education	B.S. Industrial Relations, Six Sigma training
Business and Civic Experience	10 years as a Human Resources Mgr, followed by 22 years as a General Mgr/Plant Mgr/VP Mfg; 15 years as a small business owner concurrent to my employment; Greenway Commissioner, Currently on Park and Rec Commission; 13 years as a volunteer coach; soccer club board member
Areas of Expertise and	Operations, financial management, leadership, process

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

9/14/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

I have enjoyed participating in both the Greenway and Park and Recreation Commissions.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

We need to continue to connect all residents, not only with improved traffic flow, but with connected sidewalks and greenways. Small, well-placed connections can readily help residents, particularly those needing to get to buses for work and shopping needs. I think our car-centric mindset leaves the non-car owners behind. My wife and I, like most residents, are car owners, but I feel for the folks standing at unprotected bus stops or walking on roads with no shoulders.

3. What obstacles do you see to achieving this vision?

Money and imagination. By asking questions, we can open up one another to creative ways of solving these problems. I have made a big impact at every job I have ever had. Mostly, by simply collecting my colleagues great ideas, and driving them to completion. Recognize them for their ideas. Repeat. Nothing important is easy! Are there creative ways to use money that is currently required of developers to build sidewalks that currently go nowhere. Why not build from the inside out instead of the scattered way we build sidewalks?

Step 3

4. What special opportunities could be used to achieve your vision?	I would like to ensure we are exploring all opportunities to use funds available to the town to stage projects that connect the most people to the most work/bus/retail locations.
5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.	I think the growth is great. It just doesn't match our buildout capabilities (constrained by time and money). I think need to slow what growth we can (mainly housing) so it marries up better with the timing of our road enhancements. This does not me "no growth." We have a very desirable area so we can pick and choose what AND when. Additionally, we have to continue with blending housing for all income levels and continue the commercial/industrial growth of the last 20 years Our economic base is very diversified and we need to actively keep working in that direction.
Other Comments:	We have enjoyed our 17+ years in Huntersville and I want to give back. I have plenty of experience working all types of initiatives (opening plants, closing plants, importing new products, overhauling technology, relaying out equipment, processes, cost cutting, etc.). I've worked and lived in 8 states. Each time I came upon a new set of circumstances. I've learned one has to listen first, then listen some more... before spouting off on one's own ideas!

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE

ATTN: Tracy Barron

P.O. BOX 664

HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Planning Board Application

noreply@civicplus.com <noreply@civicplus.com>

Mon 5/24/2021 9:53 PM

To: Tracy Barron <tbarron@huntersville.org>

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Planning Board Application

Step 1

Notification for Service for the Town of Huntersville Planning Board

Name	Applicant #6
Home Phone	6199294405
Home Address	
Cell Phone	Field not completed.
Do You Reside in the Town Limits?	Yes
Do You Reside in the ETJ?	Field not completed.
Present Occupation	Construction compliance consultant
Work Phone	7043402055
Place of Employment	Path Light Pro
Email Address	
Approximate Hours Available Per Month for Serving on Advisory Board	5-10
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:	None
Education	Bs Environmental Sciences from UNC Chapel Hill
Business and Civic Experience	12 years in construction/environmental compliance. Currently working as General Manager for Southeast so I have obtained knowledge on revenue reports and efficiency planning.
Areas of Expertise and Interests / Skills	Erosion control, residential construction, leadership

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

5/24/2021

Step Two: Questionnaire

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

NA

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

I would love to see Huntersville keep its small town feel and plenty of green spaces and recreation while continuing to attract new business. Traffic and schools will be large issues in the next decade.

3. What obstacles do you see to achieving this vision?

There is limited space to work with within city limits in order to meet goals like keeping traffic at a manageable level. Population will continue to rise quickly and strain resources.

Step 3

4. What special opportunities could be used to achieve your vision?

To be determined.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Traffic, schools and community resources have been mentioned above. I would like to help plan how to stay ahead of these issues instead of reacting to them after they have happened.

Other Comments:

Field not completed.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate

qualified persons for membership. Nominations may be sent to:
TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Email not displaying correctly? [View it in your browser.](#)

Planning Board Application - Submission #10236

Date Submitted: 1/26/2022

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #7

Home Phone

6789147995

Home Address

Cell Phone

Do You Reside in the Town Limits?

Huntersville

Do You Reside in the ETJ?

N/A

Present Occupation

Retired

Work Phone

6789147995

Place of Employment

N/A

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

4-8 or what ever is responsible.

Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:

N/A

Include Expiration Date

Education

Associates

Business and Civic Experience

20+ years of business

Areas of Expertise and Interests / Skills

Community unity.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

1/26/2022

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

During my military service I was responsible for communicating with all newly assigned sailors the workings of the electrical department onboard our ship. Doing inspections throughout the ship making sure that everyone was safe and abiding by the rules there was no one left out everybody mattered.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

I vision a community that is thriving and growing together there is a way that we can move forward to a bigger better Huntersville with everyone benefiting as former president George Bush put it no person left behind.

3. What obstacles do you see to achieving this vision?

The only obstacle is whether we value money over people.

4. What special opportunities could be used to achieve your vision?

I think we could actually learn from our residents in our community we can grow together this can be the safest community to live in in the state, we are in a prime location so we as a community can maximize our position and grow together.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

I, like everyone in our town love the growth but the most important thing to me are the residents of Huntersville it's no longer that farming land up it's prime real estate but just because its prime real estate doesn't mean that it has to lose it's small town feeling we can grow and keep everyone in Huntersville that wants to be a part of the amazing lifestyle that is offered here.

Other Comments:

I'm just happy to be a citizen in the great town of Huntersville. Let's grow together.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #9623

Date Submitted: 11/8/2021

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #8

Home Phone

14802537087

Home Address

↑

Cell Phone

480-253-7087

Do You Reside in the Town Limits?

Huntersville

Do You Reside in the ETJ?

no

Present Occupation

Risk Management Consultant

Work Phone

480-253-7087

Place of Employment

Abriego

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

15

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:

None

Include Expiration Date

Education

Bachelors of Science in Information Technology and Cyber Security, CFE, CAMS certified

Business and Civic Experience

20 years of Risk and Project Management experience, Lobbyist for the Mortgage Bankers Association, ran for Board of Commissioners 2021

Areas of Expertise and Interests / Skills

Project and Risk Management, Financial Crimes and Fraud Investigation, enjoy outdoor activities, travel and community involvement / engagement

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

11/8/2021

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Recently ran for Huntersville Board of Commissioners, Currently working on producing a documentary on the Colonial Pipeline Spill which I hope to release in 2022 - project is dependent on funding.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

My vision for Huntersville's future:
- Have individuals located in the ETJ's be allowed to vote in municipal elections,
- Assist the Pottstown community in restoring the Torrance Lytle school into either a museum or Library or both,
- preserve more of our tree canopy and open spaces
- less high density housing and increased acreage per unit requirements
- Bring our roads and infrastructure into the 21st century
- addition of a local Magistrate
-

3. What obstacles do you see to achieving this vision?

Many of my goals will require lobbying to the state and or Mecklenburg County, Possible zoning changes and issues with use-right laws

4. What special opportunities could be used to achieve your vision?

Lobbying- with the proper amount of influence it is possible to foresee legislative changes that can benefit our community. I have seen and have first hand experience in lobbying for legislative changes in Washington DC

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Again I return to preserving open spaces- land owners should not be punished for holding on to large chunks of undeveloped land or farm land- they should receive additional tax breaks / incentives to ensure its preservation. Town should invest in more land and designate it for parks.
Road and infrastructure improvement is paramount to what is already an out of control problem.
More should be done about the growing safety concerns in our local schools.

Other Comments:

I would like to see the town take more action in schools - HB 514 should be given serious consideration. I believe CMS should break off and allow an elected school board to exist here which would increase parent involvement as well as ensure class sizes remain manageable for our teachers and students.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE

ATTN: Tracy Barron

P.O. BOX 664

HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #10312

Date Submitted: 2/7/2022

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #9

Home Phone

7046619973

Home Address

1

Cell Phone

7046619973

Do You Reside in the Town Limits?

Yes

Do You Reside in the ETJ?

Present Occupation

Small Business Owner

Work Phone

7045894928

Place of Employment

MFR Cleaning Services LLC

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

16

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:

Downtown Plan Steering Committee

Include Expiration Date

Education

B.S. Business Administration, Minor Economics
MBA (Marketing Concentration)

Business and Civic Experience

Chairman LKN Chamber of Commerce (2015); Board Of Elections Precinct Judge (2008-2015); Davidson UMC Trustees Chairman, Administration Council & Finance Committee (2010-2018); YMCA Y-Guides Program Chairman (2008-2009). Navigator United States Navy, Desert Storm Veteran.
Held various leadership positions in Sales & Marketing over a 20 year career culminating in starting my own business in May 2019.

Areas of Expertise and Interests / Skills

I have project management, financial and leadership skills. I am interested in planning / zoning issues and the impact on quality of life, traffic and infrastructure.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

2/7/2022

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Chairman LKN Chamber of Commerce (2015); Board Of Elections Precinct Judge (2008-2015); Davidson UMC Trustees Chairman, Administration Council & Finance Committee (2010-2018); YMCA Y-Guides Program Chairman (2008-2009).

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

A vibrant community that is welcoming to business, both small and large, well connected and welcoming to people of all income levels. A major challenge is mobility; roads, public transportation options and bike and pedestrian friendly.

3. What obstacles do you see to achieving this vision?

Limited NCDOT funding for road infrastructure to keep up with rapid residential development. Lack of CATS resources for north Mecklenburg county. Lack of affordable housing.

4. What special opportunities could be used to achieve your vision?

Leverage relationships with CRTPO and Raleigh to maximize NCDOT funding. Work with Cornelius and Davidson to challenge CATS to increase service levels and explore alternative public transportation options run / funded by the Town. Explore partnerships / grants for an affordable housing initiative.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

It appears the rate of development is accelerating at a rapid pace. Is the town properly staffed, funded and have the appropriate technology to handle this influx?

Other Comments:

Thank you for your consideration.
Regards,

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #10244

Date Submitted: 1/27/2022

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #10

Home Phone

7045725586

Home Address

Cell Phone

Do You Reside in the Town Limits?

Yes

Do You Reside in the ETJ?

Present Occupation

Landscaper

Work Phone

Place of Employment

Uncommon Grounds Landscaping

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

12-15 - more where necessary

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:

n/a

Include Expiration Date

Education

BS Agricultural Science / Biological and Agricultural Engineering - NC State University - 2012

Business and Civic Experience

Owner - Uncommon Grounds Landscaping, LLC - based in Huntersville, NC
NC Licensed Landscape Contractor, NC Licensed Irrigation Contractor, International Society of Arboriculture Certified Arborist,
Certified Stormwater / Erosion Control Inspector, Licensed NC Real Estate Agent
Past Member / Lieutenant - North Meck Volunteer Rescue Squad - 2011-2017
Huntersville Native
Graduate of North Mecklenburg High School - 2009

Areas of Expertise and Interests / Skills

-Involved in numerous contracts with City of Charlotte Landscape Management - passionate about the care and preservation of the Urban Landscape
-Charlotte Mecklenburg Stormwater Division contractor - clean water initiative, water quality contractor, well versed in the care and implementation of Stormwater Control Measures
-Previously served on new development architectural review boards with a green industry perspective

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

1/27/2022

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

- Member/Lieutenant - North Mecklenburg Volunteer Rescue Squad - 2011-2017 - Volunteer/Paid Part Time Rescue Technician, Building Lieutenant
- FF/EMT - Davidson Fire Department - 2012-2016 - Volunteer / Paid Part Time Firefighter/EMT
- First Baptist Church, Huntersville - 1991-2014 - served and volunteered in numerous aspects of the church - missions, facilities maintenance, outreach groups, Lydia's Loft Clothing Closet, Inception and implementation of community garden to benefit Angels and Sparrows Soup Kitchen
- New Development Architectural Review Boards - served with developers and HOA staff to provide a green industry perspective for new construction under architectural review to meet and exceed CCR's
- Stumptown Tractor Club, Huntersville, NC - various philanthropic activities centered around antique farm machinery and equipment - benefiting St. Jude's Children's Hospital and Hospice of Mecklenburg and Cabarrus counties
- Power Of The Past Tractor Club, Huntersville, NC - various philanthropic activities centered around antique farm machinery and equipment - benefiting Holy Angels of Belmont, NC

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

As a lifelong Huntersville native, and a front row witness to the exponential growth Huntersville has seen during my lifetime, I've come to adopt the old adage that "change is inevitable, it's the progress that's optional." Though I possess a passion for "green space" at its highest and best use, I fully understand the necessity for HEALTHY growth in my town. An understanding, however, that is accompanied by what could hopefully be perceived as a neutral perspective. A perspective that may differ from a corporate developer, multi million dollar real estate agent, or similar, but an informed and thorough perspective to hopefully balance and complement a new or existing planning board. In short, my perceived vision for Huntersville in the next 10-15 years could be described as careful, growth conscious to account for many infrastructure and economical variables, and open-minded.

3. What obstacles do you see to achieving this vision?

The largest obstacle I can foresee to achieving this vision in a balanced and well-timed manner would simply be the population influx and growth that our town has seen and will arguably continue to see. We have managed to become very "attractive" to those from neighboring municipalities, counties, states, etc. In my humble opinion, this is GREAT! However, where do a booming economy and a steady, healthy growth pattern find common ground? Hopefully, my prospective seat on the Planning Board would help to answer this question.

4. What special opportunities could be used to achieve your vision?

I would humbly appreciate the opportunity to bring a green industry based and centered mindset to the Planning Board. It would be my hope that my extensive background and knowledge of urban landscape planning/implementation, clean water initiatives, and growth/developmental environmental impacts would be a necessary methodology to the existing Planning Board.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

As mentioned, and as an aside to the infrastructure upgrades we desperately need to see / are beginning to see, my efforts would be channeled towards our duty to the urban landscape as citizens of the town. Our duty is to preserve, maintain, and seek to continually mandate the care and concern for our rapidly evolving urban landscape. This often overlooked charge to developers and property owners should be visited regularly, and I would seek to accomplish that where necessary in a prospective seat on the Planning Board.

Other Comments:

I appreciate the opportunity to provide a short insight as to my intention to serve on the Town of Huntersville Planning Board. In short, I feel that my lifelong tenure in the area coupled with my strong green industry and infrastructure perspective would be a valuable addition to the board.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #8192

Date Submitted: 5/31/2021

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #11

Home Phone

7048758763

Home Address

Cell Phone

7048402790

Do You Reside in the Town Limits?

HUNTERSVILLE

Do You Reside in the ETJ?

no

Present Occupation

retired

Work Phone

n/a

Place of Employment

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

20

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:

Include Expiration Date

Education

B.A. Business Administration

Business and Civic Experience

37 years with IBM
5 years production and engineering
15 years accounting and financial analysis
14 years finance management
3 years sales - bid and proposal
Ten months of attending every town board meeting and most planning board meetings, virtually or in-person, speaking on behalf of residents who feel unheard, organizing and holding meetings with various members of town staff and committees

Areas of Expertise and Interests / Skills

logistics, project management, accounting, finance

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Signature of Applicant

Date

5/31/2021

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

Planning Board consists of nine (9) total members of whom at least seven (7) members shall reside within the corporate limits, appointed by the Town Board, and in no instance be less than one (1) ETJ member appointed by the Board of County Commissioners. The Planning Board acts as an advisory body to the Board of Commissioners on all matters related to the growth and development of Huntersville. The Planning Board considers the facts relative to rezoning applications, new subdivisions and site plans, and ordinance amendments, among other issues. The Board formulates a recommendation on each matter, which in turn goes to the Commissioners for final action.

1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

United Way volunteer work connected to IBM service
20-year member and current president of the Rocky River Road Club, LKN's oldest bicycle advocacy group
We raise money for local charities, including Ada Jenkins, Davidson Housing Coalition, and Trips for Kids, annually.
Leadership role in grassroots effort to refocus Downtown Huntersville from overdevelopment of apartments and townhomes
Huntersville 101 graduate, spring 2021

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

My vision for Huntersville is smart growth, including retail and commercial opportunities that provide services and experiences for residents, rather than sending them to Charlotte for all their recreation and leisure needs. Huntersville should not be the bedroom community for Charlotte, nor should it focus solely on residential and industrial development. If we are to become a town of 80,000+ people, residents need a place to go, be, and do. To shape the growth of our community we must balance "by right" land development with maintaining a desirable place to live.

3. What obstacles do you see to achieving this vision?

population growth and short sightedness

4. What special opportunities could be used to achieve your vision?

land preservation, "down-zoning," civic uses of properties to create a focal point for our downtown, correcting the use of rail transit as a density intensifier, revisiting our Community Plans to ensure they do not keep us beholden to overdevelopment

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

We have opportunity to shape our town now, but it is fleeting. We need to think long term and not sell all our land holdings in an effort to have one corner of our town center. While I don't think Huntersville should be in the real estate business, one way to control land development is to own the land. We need to act quickly and gain control of our town center before it's too late.

Other Comments:

As a resident for the last 23 years and a focused civic-minded leader for the last ten months, I believe I still have a lot to learn, and I believe I have shown that I am willing to put in the work. As a retired person, I have no personal nor professional interest, nor investment in what or how our town is developed.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE

ATTN: Tracy Barron

P.O. BOX 664

HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #10288

Date Submitted: 2/3/2022

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #12

Home Phone

9802483976

Home Address

↑

Cell Phone

9802483976

Do You Reside in the Town Limits?

Yes

Do You Reside in the ETJ?

Yes

Present Occupation

Executive Director

Work Phone

Place of Employment

Corvian Community School

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

6-10 hours

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving on:

None

Include Expiration Date

Education

Bachelor of Science in Accounting at George Mason University

Business and Civic Experience

- Member & Advisor on North Carolina State Superintendent Mark Johnson's COVID-19 school reopening task force team.
- Secured & closed a \$20 million bond with BB&T in November 2017.
- Secured & closed a \$23 million bond with BB&T in November 2019.
- Negotiates all facility & land purchases.
- Managed \$850,000 renovation on the Middle School Building.
- Managed a \$14 million new construction build for the high school facility (70,000 sq. ft).
- Managed a \$5.8 million turf Athletic Complex new build.
- Received accreditation from Cognia (formerly SACS) in 2020.
- Maintains School Report Card grade of "B".
- Awarded 2017 Waste Management Award in Mecklenburg County.
- Won Charlotte Business Journal Heavy Hitters Real Estate Award in 2018.
- Articulates mission, vision, values, and behavioral expectations that define the Corvian culture to all necessary stakeholders.
- Leads 200 faculty and staff in maintaining a climate of excellence, accountability, and respect.
- Develops, articulates, and maintains policies and procedures that are consistent with the School's mission and vision.
- Actively recruits a diverse donor base of individuals, businesses, and foundations.
- Ensures compliance of all relevant laws and regulations pertaining to the School, including compliance with all terms and conditions with the School's charter.

Areas of Expertise and Interests / Skills

- * Maintains Net Surplus of over \$4 million.
- * Stable and Accurate Forecasting
- * Zero Findings in Financial Audits
- * Maintains Adequate Cash Flow Reserves
- * Team Building and Leadership
- * Contract Negotiations
- * Student Retention in excess of 93%
- * Builds Strong Community Relations
- * Meets Annual Fundraising Expectations
- * Completed LDP at The Center for Creative Leadership

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

2/3/2022

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Volunteer on annual community events in the North Charlotte area which includes community members from Huntersville, Cornelius, Davidson and Charlotte.
-5K Green on the Green
-Golf Tournament
-Auction Events

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

To seek sustainable growth that protects our natural resources, improves quality of life and enhances the climate and culture of our community. In the next 10-15 years, funding, road improvements and building/maintaining community spaces for residents will be important factors as we grow.

3. What obstacles do you see to achieving this vision?

Funding will always be an obstacle while achieving the mission and vision for Huntersville. Prioritizing projects and developments will be crucial.

4. What special opportunities could be used to achieve your vision?

Clear and concise communication with the Town of Huntersville, community members and developers will be ideal for the growth of Huntersville.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Infrastructure and school capacity can be an issue while developments and road improvements are underway. The rapid growth the Charlotte area is experiencing and maintaining the mission and vision of Huntersville can be a challenge.

Other Comments:

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Print

Planning Board Application - Submission #5411

Date Submitted: 6/12/2020

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #13

Home Phone

Home Address

Cell Phone

704-305-3779

Do You Reside in the Town Limits?

Yes

Do You Reside in the ETJ?

No

Present Occupation

Small Business Owner

Work Phone

704-727-0808

Place of Employment

Christian Brothers Automotive Huntersville

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

10

Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:

Huntersville Board of Adjustments
Expires June 2020

Include Expiration Date

Education

Quincy Senior High School, Quincy, IL
Wyoming Technical Institute, Laramie, WY
John Wood Community College, Quincy, IL

Business and Civic Experience

Owner of multiple automotive service and repair business, NAPA automotive parts store, towing companies, and rental properties in Quincy IL for 20 years. Active member of Quincy chamber of commerce, active member of Knights of Columbus council 582 Quincy IL, active member of St. Peters Parish, Past President of Quincy Automotive Service Association, board member of NAPA auto parts southeast and national advertising council, member of Quincy IL marketing board. After moving to North Carolina I have 18 years in different management role's for NASCAR Race Teams Current owner of Christian Brothers Automotive Huntersville, Current Lake Norman Chamber of Commerce Ambassador, Active member of St Marks Knights of Columbus council 12654. Work with the Lotta Foundation Huntersville, Work with the Hope House Foundation Huntersville. Hold multiple charity events thru and at our business.

Areas of Expertise and Interests / Skills

My 40 plus years as an entrepreneur, team leader, and my community involvement has taught me to be a great team player, strong problem solver, and how to communicate with the consumer / individual by being a good listener.

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

5/20/2020

Please type your name to agree to the terms and conditions of this form.

To assist the Board of Commissioners in making appointments to the Planning Board, please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Volunteer and work with fund raisers with the Knights of Columbus Charlotte and Huntersville
Volunteer with St Marks Church
Work with Business Leaders Cares Lake Norman
Serve on the Board of Adjustments for Huntersville
Hold National Service Day at our shop 1 Saturday a year, we do free repairs to cars for single mothers and family's in need.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

The town of Huntersville will continue to be one of the best small towns in North Carolina.
Committed to preserving our small town values and sense of community while providing a high quality of life for our citizens.
Understand the value of a healthy economy and will encourage responsible , progressive development that will lead us into the future.
Encourage community-oriented governance through partnership's with citizen's and public and private organizations.
Have a system of roads that safely and efficiently moves traffic throughout the town, consistent with the town thoroughfare plan.

Factors will include: Economy, Job Growth, Partnerships, Elections and Appointments

3. What obstacles do you see to achieving this vision?

Doing something because it is the way we have always done it.
Seeking to think you can please everyone.
Trying to get perfection as your outcome.
To short-term thinking.

4. What special opportunities could be used to achieve your vision?

We have a great opportunity now as we work with residents, community leaders, business owners and town government officials to work through the final phases and implementation of our 2040 community plan.
I am becoming fully engaged and informed in all of the current documents of our 2040 plan, how and why we reached where we are with the plan.
I would like the opportunity to become an ambassador for the community plan if needed.

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

As Huntersville has grown over the last 15 to 20 years it has still been able to maintain a small town feel and character, as the plan continues to be developed, finalized and implemented one core goal should be to maintain that through our next 20 years of growth.

Other Comments:

I am currently on the board of adjustments for the town of Huntersville, I understand I can only serve on 1 board at a time.
If accepted to be on the planning board for Huntersville I would remove myself from the board of adjustments.
I look forward to being a member of our planning board as this is a very important role going forward with the decisions to be made in growing our community for the future and I will take it very seriously.
Thank you for your consideration.

Nominations

The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Tracy Barron
P.O. BOX 664
HUNTERSVILLE, NC 28070

Contact

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at 704-875-7000.

Thank you for completing the application and questionnaire.

Planning Board Application - Submission #10386

Date Submitted: 2/16/2022

Notification for Service for the Town of Huntersville Planning Board

Name

Applicant #14

Home Phone

19174455137

Home Address

Cell Phone

19174455137

Do You Reside in the Town Limits?

Huntersville

Do You Reside in the ETJ?

Present Occupation

Commercial Real Estate

Work Phone

9174455137

Place of Employment

C. Crawford & Associates, Inc

Email Address

Approximate Hours Available Per Month for Serving on Advisory Board

As needed

Name of Any Town or County Boards/Committees/Commissions You Are Presently Servng on:

Parks and Recreation, 2023

Include Expiration Date

Education

College Degree: BA/History, Masters Degree: Business

Business and Civic Experience

Served on Huntersville Community Plan Steering Committee (2020), Serve on Bellington community HOA as VP & Treasurer

Areas of Expertise and Interests / Skills

Strategic planning, investment management, capital allocation, real estate & work well with others

I, the undersigned, acknowledge that this application and questionnaire will remain active for a two (2) year period, unless withdrawn by me, the applicant, and if appointed, the Town Board may remove members who do not meet attendance requirements pursuant to the Rules of Procedure : must attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period, or miss three (3) consecutive regular meetings.

Signature of Applicant

Date

2/16/2022

Please type your name to agree to the terms and conditions of this form.

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Overview

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1. Please describe the areas of community service in which you have participated, in Huntersville or elsewhere.

Currently serve as a Commissioner on the Huntersville Parks and Recreation Commission. I am also on the Board of Bellington community HOA.

2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

Having adopted the 2040 plan, Huntersville is on a path to becoming the most livable mid-sized city in NC. Through aspirational planning efforts, we can balance the challenges of environmental, land use mix & open space requirements w/ the quality of life demands of our young, mobile, prosperous urban populous, i.e., vibrant downtown, retail, focused economic development and top-flight public services.

3. What obstacles do you see to achieving this vision?

The enemies of any aspirational long-range plan are 1) Complacency, 2) Lack of community commitment, 3) Absence of continual reinforcement of shared goals/visions.

4. What special opportunities could be used to achieve your vision?

No comments

5. With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

As Huntersville grows, its population will become even younger, more mobile, better educated and more prosperous. Access to high-performance public, charter and private schools will be a critical factor for businesses and families as they consider moving to or remaining in Huntersville. While most of our neighbors feel stable and secure some suffer from housing insecurity. For Huntersville to optimize its future it must tackle the expanding need for more: 1) "Affordable Housing" units for families, veterans and individuals w/ special needs and, 2) "Workforce Housing" for our essential (infrastructure) workers, i.e., Police, Fire, Healthcare, etc.

Other Comments:

None

Nominations

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TOWN OF HUNTERSVILLE

ATTN: Tracy Barron

P.O. BOX 664

HUNTERSVILLE, NC 28070

Contact

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Thank you for completing the application and questionnaire.