

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Alisia Bergsman
Edwin Quarles
LaToya Rivers
Nick Walsh



Town Manager
Anthony Roberts

Deputy Town Manager
Jackie Huffman

Assistant Town Manager
Bobby Williams

Town Attorney
Emily Sloop

Town Clerk
Janet Pierson

AGENDA
Regular Town Board Meeting
November 3, 2025 - 6:00 PM
TOWN HALL (101 Huntersville-Concord Road)

Meeting available via YouTube [@townofhuntersvillenc28078](https://www.youtube.com/@townofhuntersvillenc28078)

- 1. Pre-meeting - None**
- 2. Call to Order**
- 3. Moment of Silence**
- 4. Pledge of Allegiance**
- 5. Announcements and Presentations**
 - 5.A. Environmental Sustainability Committee Meeting Presentation by Vice-Chair Diane McClain.
- 6. Public Comments**
- 7. Agenda Changes/Adoption of Agenda**
- 8. Consent Agenda**
 - 8.A. Approve PARTF Grant Contract for First Responders Park. *(Michael Jaycocks)*
 - 8.B. Approve budget amendment for PARTF grant for First Responders Park. *(Michael Jaycocks)*
 - 8.C. Approve Change Order for the Townley Road Connector Project. *(Lora Mastrofrancesco)*

- 8.D. Approve 2026 Street Resurfacing Construction Contract. *(Kevin Fox)*
- 8.E. Approve purchase of 10 police vehicles from Parks Ford. *(Brian Vaughan)*
- 8.F. Approve Design-Build Criteria for Fire Station No. 5 Project. *(Emily Sloop)*
- 8.G. Approve recommended changes to the Greenway, Trail, and Bikeway Master Plan Map *(Tracy Houk)*
- 8.H. Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-10, a request by R. Todd Hirschfeld to amend Articles 3.2.3 and 9.18 of the Zoning Ordinance to permit with conditions private helistops in the General Residential zoning designation. *(Becca Prichard)*
- 8.I. Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-11, a request by Northwood Ravin to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow single-family detached homes on lots 50 feet wide and less accessed via alley to have a reduced rear yard setback when a garage is attached to the primary structure via breezeway. *(Lauren Speight)*
- 8.J. Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-12, a request by the Town of Huntersville Planning Department to amend Article 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size. *(Becca Prichard)*

9. Public Hearings

10. Other Business

- 10.A. Consider appointing one (1) member to the Public Arts Commission due to a vacancy. *(Michael Jaycocks)*
- 10.B. Consider purchase agreement for the purchase of property located at 14719 N Old Statesville Rd. *(Bobby Williams)*
- 10.C. Consider approving budget amendment for purchase of 14719 N Old Statesville Rd. *(Bobby Williams)*
- 10.D. Consider adopting the Pottstown Community Preservation Plan. *(David Peete)*

11. Closing Comments

12. Adjourn

General Meeting Information

Town Board:

The Town of Huntersville Mayor and Board of Commissioners are elected for two-year terms. Huntersville operates under the council-manager form of government, which establishes the Town's policies that are carried out by the Town Manager and staff. For more information, visit www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings of the Board are open to the public and the public is invited and encouraged to attend. The Board meets in the Town Hall at 6:00 p.m. on the first and third Tuesday of each month (unless otherwise posted). Agendas are published Thursdays before the meeting on our website. The Board reserves the right to deviate from the agenda.

Public Comment and Public Hearing Policy:

Persons desiring to address the Board during the public comment period or a public hearing shall sign up via the speaker sign-up sheet no later than five (5) minutes prior to the designated meeting start time. Once the meeting has begun, a person may not sign up to speak. Persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor shall have the discretion to shorten the allotted speaking time depending on the number persons registered to speak and in consideration of the length of the agenda. *(Public Comment and Public Hearing Policy - Amended February 19, 2024)*

Special Accommodations:

Please contact the Town Clerk, 72 hours prior to the meeting, for special accommodations to attend this meeting and/or if this information is needed in an alternative format. Janet Pierson can be reached at clerk@huntersville.org or 704-875-6541.



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Michael Jaycocks, Director of Parks and Recreation

Subject: PARTF Grant Contract for First Responders Park

EXPLAIN REQUEST:

The Town received a \$500,000 Grant from the NC Parks and Recreation Trust Fund for First Responders Park. The Town will need to sign this contract to accept the \$500,000 grant.

ACTION RECOMMENDED:

Approve PARTF Grant Contract for First Responders Park

FINANCIAL IMPLICATIONS:

The Town will receive a \$500,000 grant

ATTACHMENTS:

1. Contract_2025-1148 Huntersville (Fire Station No. 4 Park)

STATE OF NORTH CAROLINA

GRANTEE'S FEDERAL TAX I.D.# _____

COUNTY OF WAKE

N.C. Parks and Recreation Trust Fund Project Agreement for Local Government Grants

Grantee: Town of Huntersville

Grantee Address and Contact Information: Michael Jaycocks, Director, Parks & Recreation,
PO Box 2879, Huntersville, NC 28070
704-766-2228
mjaycocks@huntersville.org

Grantee Fiscal Year End Date: June 30

Grant Award Date: August 22, 2025

Project Number: 2025-1148

Project Title: Fire Station No. 4 Park

Period Covered by This Agreement: 11/1/2025 through 10/31/2028

Project Scope (Description of Project): Development includes Playground, Picnic Shelter, Pickleball Courts (4), Trail, Concrete (3841 LFT) (1), Trail, Natural Surface (1300 LFT), Landscaping, Open Lawn Area, Site furnishings (Benches, Picnic Tables, Trash Cans, Dog Waste Stations and bike racks), Concrete pads, Restroom Pavilion, Parking Lot, Park Driveway Connection, Utilities, Stormwater Improvements, Signage, Planning Costs, and Contingency

Project Costs:	Grant Award Amount:	<u>\$500,000</u>
	Local Government Match:	<u>\$6,000,000</u>

The North Carolina Department of Natural and Cultural Resources (hereinafter called the "Department") and the Town of Huntersville (hereinafter referred to as "Grantee") do hereby enter into this project agreement (the "Agreement"), effective as of the date of the last signature to this Agreement (the "Effective Date"), for the purpose of providing grant funding to the Grantee for public recreation purposes via either land acquisition, the construction of new public recreation facilities, or repair, renovation, improvement, or adaptation of existing public recreation facilities in North Carolina. The Parties agree to comply with the terms, requirements, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances described in the North Carolina Parks and Recreation Trust Fund ("PARTF") statute (N.C.G.S. 143B-135.56) and administrative rules (07 NCAC 13K), and the PARTF grant application and grant manual, which are hereby incorporated by reference into this Agreement and which are on file with the North Carolina Division of Parks and Recreation.

Now, therefore, the parties hereto do mutually agree as follows:

Upon execution of this Agreement, the Department hereby promises, in consideration of the promises by the Grantee herein, to provide to the Grantee the grant amount shown above. The Grantee hereby promises to efficiently and effectively manage the funds in accordance with the approved budget, to promptly complete grant assisted activities described above in a diligent and professional manner within the project period, and to monitor and report work performance.

Section I. Eligible Project Costs, Fiscal Management, and Recordkeeping

1. The grant amount must be matched on the basis of at least one dollar of funding provided by the Grantee for every one dollar of funding provided by the State. To be eligible, project costs must be incurred during the period covered by this Agreement, be documented in the grant application, described in the project scope of this Agreement, and initiated and/or undertaken after execution of this Agreement by the Grantee and the Department. The Department shall only pay or reimburse the Grantee for reasonable, eligible costs actually incurred by the Grantee that do not exceed the grant award amount for the Project outlined on page 1 of this Agreement.
2. PARTF assistance for land acquisition will be based on the fair market value of real property or the sales price, whichever is less. The value must be based upon an independent appraisal by a licensed appraiser holding a general or residential certification from the North Carolina Appraisal Board. The Department shall review the appraisal as to content and valuation. Approval of appraised amounts rests with the Department. The Grantee agrees to begin development on PARTF acquired land within five (5) years of the Effective Date of this Agreement in order to allow general public access and use.
3. Payment shall be made in accordance with this Agreement, the Scope of Work (Attachment B), and PARTF statutes and rules. Payment for work performed will be made upon receipt and approval of invoice(s) from the Grantee documenting the costs incurred in the performance of work under this Agreement. Invoices may be submitted to the Contract Administrator quarterly. Final invoices, including accounting records that document all expenditures and request for reimbursement, must be received by the Department for approval prior to or at the time of the close-out inspection. Accounting records should be based on generally accepted local government accounting standards and principles. All accounting records and supporting documents will clearly show the Project Number and Project Title to which they are applicable.
4. Records created or obtained under this Agreement shall not be destroyed, purged or disposed of without the express written consent of the Department. State basic records retention policy requires all grant records to be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.
5. The State Auditor and the Department's internal auditors shall have access to persons and records as a result of all contracts and grants entered into by state agencies and or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.
6. The Grantee agrees to refund to the Department, subsequent to an audit of the project's financial records, any costs disallowed or required to be refunded to the Department on account of audit exceptions. The Grantee agrees that any unused State-awarded funds remaining after the completion of the project or termination of this Agreement shall revert back to the Department to be deposited into PARTF for distribution by the PARTF Authority.
7. The Parties agree and understand that the payment of the sums specified in this Agreement is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Department.

Section II. Project Execution

1. The Grantee may not deviate from the Scope of Work outlined in Attachment B without the prior written approval of the Department. When the Grantee seeks to change an element of the project, including, but not limited to, the project scope, a revised estimate of costs, a deletion or additions of project deliverables, or an extension of the Agreement period, the Grantee must submit in writing a request to the Department for approval.
2. The Grantee agrees to permit periodic audits and site inspections by the Department to ensure work progress in accordance with the approved project, including a required close-out inspection upon project completion. After project completion, the Grantee agrees to conduct compliance inspections at least once every five (5) years and to submit a Department-provided inspection report to the Department.
3. The Grantee shall not subgrant any of the work contemplated under this Agreement without prior written approval from the Department. The Department shall not be obligated to pay for any work performed by any unapproved subgrantee or subrecipient. The Grantee or subrecipient is not relieved of any of the duties and responsibilities of this Agreement. Furthermore, any subrecipient must agree to abide by the standards contained in this Agreement and to provide all information to allow the Grantee to comply with these standards.
4. The Grantee shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with the Department.
5. In the event the Grantee subcontracts for any or all of the services covered by this Agreement:
 - a. The Grantee is not relieved of any of the duties and responsibilities provided in this Agreement;
 - b. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to abide by the standards contained in this Agreement or to provide such information as to allow the Grantee to comply with these standards; and
 - c. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.
6. The Grantee agrees to comply with all applicable reporting requirements for grant recipients at the designated reporting level as outlined in 09 NCAC 03M .0205, including providing a certification that State financial assistance received was used for the purposes for which it was awarded.
7. The Grantee agrees land acquired with PARTF assistance shall be dedicated in perpetuity as a recreation site for the use and benefit of the public, the dedication will be recorded in the deed of said property and the property may not be converted to other than public recreation use without the prior written approval of the Department. The Grantee agrees to maintain and manage PARTF-assisted development/renovation projects for public recreation use for a minimum period of twenty-five (25) years after project completion.
8. The Grantee agrees to operate and maintain the project site so as to appear attractive and inviting to the public, kept in reasonably safe repair and condition, and open for public use at reasonable hours and times of the year, according to the type of facility and area.
9. The Grantee agrees to place utility lines developed with PARTF assistance underground.
10. The Grantee shall, in the landscaping of all PARTF-funded projects, only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the

U.S. Department of Agriculture has classified as native to North Carolina. The "Southeastern United States" shall be defined as the states of Alabama, Georgia, North Carolina, South Carolina, Tennessee, Virginia, and the following counties in Florida: Bay Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington. The following non-native plants shall be exempted from this requirement:

- a. Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
- b. Non-native turf grass; and
- c. Non-native seeds and plants where the primary purpose is:
 - i. crop cultivation;
 - ii. scientific research;
 - iii. botanical or historical gardens; or
 - iv. plantings for wildlife.
- d. If the project site is rendered unusable for any reason whatsoever, the Grantee agrees to immediately notify the Department of said conditions and to make repairs, at its own expense, in order to restore use and enjoyment of the project by the public.

Section III. Project Termination and Applicant Eligibility

1. The Grantee may unilaterally rescind this Agreement at any time prior to the expenditure of funds by the State on the project described in this Agreement by providing written notice to the Department.
2. Termination by Mutual Consent: The Parties may terminate this Agreement by mutual consent with sixty (60) days' written notice to the other Party, or as otherwise provided by law. If the Agreement is terminated by the Department as provided herein, the Grantee shall be paid for services satisfactorily completed, less payment or compensation previously made. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement.
3. Termination for Cause: If, through any cause, the Grantee shall fail to fulfill its obligations under this Agreement in a timely and proper manner, the Department shall have the right to terminate this Agreement by giving written notice to the Grantee and specifying the effective date thereof. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement. If the Agreement is terminated by the Department as provided herein, the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Department for damages sustained by the Department by virtue of the Grantee's breach of this Agreement, and the Department may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Department from such breach can be determined.

In addition, in the event of default by the Grantee under this Agreement, the State may immediately cease doing business with the Grantee, immediately terminate for cause all existing contracts the State has with the Grantee, and de-bar the Grantee from doing future business with the State.

Upon the Grantee filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Grantee, the State may immediately terminate, for cause, this Agreement and all other existing contracts the Grantee has with the State, and de-bar the Grantee from doing future business.

4. Failure by the Grantee to comply with the provisions and conditions set forth in the formal application, PARTF administrative rules, and this Agreement may result in the Department declaring the Grantee ineligible for further participation in future PARTF-funded grant cycles, in addition to any other remedies provided by law, until such time as compliance has been obtained to the satisfaction of the Department.
5. Waiver by the Department of any default or breach in compliance with the terms of this Agreement by the

Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the Department and the Grantee and attached to the Agreement.

6. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Section IV. General Terms

1. This Agreement is subject to the reporting requirements described in the Notice of Certain Reporting and Audit Requirements (Attachment A).
2. The Grantee must ensure that grant funds dispersed under this Agreement are audited in compliance with State and federal audit requirements for local governments and public authorities, institutions of higher education, and nonprofit organizations, and, as applicable, according to the standards of the federal Single Audit Act and Circular A-133 "Audits of States, Local Governments, and Nonprofit Organizations" as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
3. No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the Department, the Department may:
 - a. Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
 - b. Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s). In no event shall such approval and action obligate the Department to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Agreement obligations.
4. Except as otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Department and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Department and Grantee that any such person or entity, other than the Department or the Grantee, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
5. To the extent allowed by law, the Grantee shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Grantee in the performance of this Agreement and that are attributable to the negligence or intentionally tortious acts of the Grantee.
6. All notices permitted or required to be given by one party to the other and all questions about the Agreement from one party to the other shall be addressed and delivered to the other party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either party may change the post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving written notice to the other party within thirty (30) calendar days of such change. The Grantee shall not substitute key personnel assigned to the performance of this Agreement, as outlined below, without prior written approval by the Department's Contract Administrator.

Department Contract Administrator	Grantee Contract Administrator
NC Department of Natural and Cultural Resources Division of Parks and Recreation Attention: Ms. Vonda Martin, Manager of Grants and Outreach 1615 Mail Service Center Raleigh, NC 27699-1615 Telephone 919-707-93338 Email: Vonda.Martin@ncparks.gov	Michael Jaycocks Director, Parks & Recreation PO Box 2879 Huntersville, NC 28070 704-766-2228 mjaycocks@huntersville.org

7. The Grantee agrees to comply with all applicable federal, state and local laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to this Agreement and the conduct of its normal operations, including, but not limited to, purchasing, construction, land acquisition, fiscal management, equal employment opportunity, accessibility, and the environment.
8. The Grantee shall comply with all federal and State laws relating to equal employment opportunity. The Grantee shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
9. In accordance with Executive Order 24 (signed October 18, 2017), the Grantee agrees not to discriminate against any person on the basis of race, color, ethnicity, national origin, age, disability, sex, pregnancy, religion, National Guard or veteran status, sexual orientation, gender identity or expression in the use of any property or facility acquired or developed pursuant to this Agreement.
10. Grantees shall have on file with the Department a copy of the Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its governing body as set forth in N.C.G.S. § 143C-6-23(b). The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of state funds and local matching funds and shall include actions to be taken by the Grantee or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the Department may disburse the grant funds, unless the Grantee is covered by the provisions of N.C.G.S. 160A-479.11 and/ or 14-234. [N.C.G.S. 143C-6-23(b)(2007)]. Grantee shall at all times comply with the Grantee's conflict of interest policy.
11. The Grantee certifies that it:
 - a. Has neither used nor will use any appropriated funds for payment to lobbyists;
 - b. Will disclose the name, address, payment details, and purposes of any agreement with lobbyists whom Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with profits or non-appropriated funds on or after December 22, 1989; and,
 - c. Will file quarterly updates about the use of lobbyists if material changes occur in their use.
12. Except as otherwise provided herein or unless superseded by applicable federal or State statute of limitations, all promises, indemnifications, requirements, terms conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date.
13. This Agreement may not be amended orally or by performance. Amendments shall be made in writing on a form prepared by the Department and duly executed by an authorized representative of the Department and the Grantee.
14. If any provisions of this Agreement are held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

15. If eligible, the Grantee and all subrecipients shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Agreement, pursuant to N.C.G.S. § 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
16. Travel expenses shall not be reimbursed in the performance of this Agreement. If travel is necessary in the performance of this Agreement, it shall be included in the approved project budget and narrative.
17. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements. This Agreement and any addenda thereto, are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Section V. Attestation and Execution

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you (Grantee) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

In witness whereof, the Department and the Grantee have executed this Agreement in duplicate originals, one of which is retained by each of the parties.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGES FOLLOWS]

Name of Grantee (Local Government)	Signature of Grantee (Chief Elected Official)
Typed or Printed Name of Official	Title of Official
Date	

(Notary Public Completes)

State of North Carolina

County of

On this _____ day of _____, 20____, _____

personally appeared before me the said named _____, in their capacity as _____ for Grantee, to me known and known to me to be the person described in and who executed the foregoing instrument, and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My commission expires: _____, 20____.

Signature of Notary Public

(Seal Here)



**North Carolina Department of Natural and Cultural Resources
Pamela B. Cashwell, Secretary**

By:	Director, NC Parks & Recreation	
Department Head or Authorized Agent for Secretary Cashwell	Title	Date

Attachment A
Notice of Certain Reporting and Audit Requirements

The Grantee shall comply with all rules and reporting requirements established by State statute or administrative rules. For convenience, the requirements are set forth in this Attachment.

Reporting Thresholds.

There are two reporting levels established for grantees and subrecipients receiving State financial assistance. Reporting levels are based on the level of State financial assistance from all funding sources. The reporting levels are:

- (1) Level I – A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount less than one million dollars (\$1,000,000) within its fiscal year.
- (2) Level II - A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount equal to or greater than one million dollars (\$1,000,000) within its fiscal year.

Reporting requirements for grantees that meet the following reporting standards on an annual basis:

- (1) All grantees and subrecipients shall provide a certification that State financial assistance received or held was used for the purposes for which it was awarded.
- (2) All grantees and subrecipients shall provide an accounting of all State financial assistance received, held, used, or expended.
- (3) All grantees and subrecipients shall report on activities and accomplishments undertaken by the Grantee, including reporting on any performance measures established in this Agreement.
- (4) Level II grantees and subrecipients shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book.

All reports shall be filed with the Department in the format and method specified by the Department no later than three (3) months following the end of the Grantee's fiscal year. Audits must be provided to the Department no later than nine (9) months following the end of the Grantee's fiscal year. The Grantee shall use the reporting package forms provided by the Department in making and submitting reports to the Department.

Unless prohibited by law, the costs of audits made in accordance with the provisions of this Agreement shall be allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in the Code of Federal Regulations, 2 CFR Part 200. The cost of any audit not conducted in accordance with this Agreement shall not be charged to State awards.

Notwithstanding the provisions of this Agreement, a grantee may satisfy the reporting requirements of this Agreement by submitting a copy of the report required under federal law with respect to the same funds.

Attachment B
Scope of Work

North Carolina Division of Parks and Recreation
Parks and Recreation Trust Fund – PARTF Grant Program for Local Governments

Grantee: Town of Huntersville

Title of Project: Fire Station No. 4 Park

Project Number: 2025-1148

Contract Number: 2025-1148

Amount of Grant: \$500,000

Amount of Match: \$6,000,000

Contact Person for Project: Michael Jaycocks

Title: Director, Parks & Recreation

Address: PO Box 2879, Huntersville, NC 28070

Telephone: 704-766-2228

Contact email address: mjaycocks@huntersville.org

Scope of Project: Development includes Playground, Picnic Shelter, Pickleball Courts (4), Trail, Concrete (3841 LFT) (1), Trail, Natural Surface (1300 LFT), Landscaping, Open Lawn Area, Site furnishings (Benches, Picnic Tables, Trash Cans, Dog Waste Stations and bike racks), Concrete pads, Restroom Pavilion, Parking Lot, Park Driveway Connection, Utilities, Stormwater Improvements, Signage, Planning Costs, and Contingency

Length of Project: 11/1/2025 through 10/31/2028

Schedule for Reimbursements: Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 90% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).

The Huntersville grant application and support documentation are, by reference, part of the Agreement. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the Agreement.



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Michael Jaycocks, Director of Parks and Recreation

Subject: Budget amendment for PARTF grant—First Responders Park

EXPLAIN REQUEST:

The Town has been awarded a \$500,000 matching grant from the NC Parks and Recreation Trust Fund project agreement for Local Government Grants for the First Responders Park project. The scope of the project includes such items as playground, picnic shelter, pickleball courts, surfacing, trail, site furnishings, restroom pavilion, parking lot, utilities, stormwater improvements, signage, planning costs, and contingency.

Accept State grant funds and approve budget amendment appropriating the State grant funds in the amount of \$500,000 to First Responders Park Grant Revenue account and Capital Expense account.

ACTION RECOMMENDED:

Approve Budget Amendment

FINANCIAL IMPLICATIONS:

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

ATTACHMENTS:

None



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Lora Mastrofrancesco, Transportation Engineer/Project Manager

Subject: Change Order 1 - Townley Rd Connector

EXPLAIN REQUEST:

The Town's Engineering Department requested a change order from RS&H, Inc. for the full design of the Townley Rd Connector project. The total for this change order is \$402,561.75. The Engineering Department wishes to engage with RS&H, Inc. for the completion of this project.

ACTION RECOMMENDED:

Approve change order.

FINANCIAL IMPLICATIONS:

General Fund.

ATTACHMENTS:

1. CO 1 - Townley Connector

CHANGE ORDER

Townley Road Connector	01
Project Name	Change Order Number
Townley Road, Huntersville, NC, 28078	10/24/2025
Project Address	Change Order Date
Sean Kortovich, RS&H Inc.	
Project Manager Name / Firm Name	

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

See Attachment A, attached hereto and incorporated herein by reference, for description of change order totaling \$402,561.75

PRICE. These changes (select one):

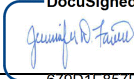
- ☒ raise ☐ lower the price of the contract to \$467,561.75
- ☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

- ☒ extend ☐ shorten the duration of the project by 120 days.
- ☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is: 9/4/2026.

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

	DocuSigned by: 
Owner Signature	Contractor Signature
Anthony Roberts	Jennifer Farino
Printed Name	Printed Name
[DATE]	[DATE] 10/27/2025
Date	Date

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

Finance Director

Attachment A

Change Order Details

Task Order 2 – Townley Rd Extension Preliminary Design

Town of Huntersville Townley Rd Extension Preliminary Design

RS&H Architects-Engineers-Planners, Inc. (RS&H) Task Order for On-Call Engineering and Surveying Services

Services	Fee Type	Fee
RS&H Design	Lump Sum	\$170,000
ESP Survey, SUE, Geotech	Lump Sum	\$220,861.75
Wetland Staking (R&D)	Lump Sum	\$11,700
Not to Exceed Total		\$402,561.75

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals at Huntersville, North Carolina, this ____ day of _____, 2025.

Firm

Town of Huntersville

Name: RS&H Architects- Engineers-Planners, Inc.

Name of Firm (type or print) Town Manager

By: _____ Attest: _____
(Signature) Town Clerk

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

Attest: _____
(Secretary, if a corporation) Finance Director

This Task Order was executed under the Contract for On-Call Engineering and Survey Services with RS&H dated May 1, 2025.



Scope of Services for Town of Huntersville Townley Rd Extension Preliminary Design

Task Order No. 2

Project Overview

The Town of Huntersville (Town) proposes to extend Townley Rd and bridge over the McDowell Creek Greenway and McDowell Creek. Townley Rd will then connect to Northpointe Executive Park Dr. with the portion that falls inside the existing parking lot being converted to a Town street.

RS&H Architects-Engineers-Planners, Inc. (RS&H) will provide the design services for the Town as described below. These services will be performed in accordance with all applicable Town, state, and federal laws and regulations and the terms specified in the Contract for Professional Engineering Services between the Town and RS&H executed on May 1, 2025.

Task Order 2 consists of preliminary alternative concept plans for up to three (3) bridge types, including developing construction costs comparisons for bridge types. Preliminary General Drawings, Preliminary Roadway Plans, and a Construction Cost Estimate will be produced after a bridge alternative has been determined. The anticipated duration of this task order is 10 months and will be a lump sum for the preliminary design and estimates. The following elements are included in this scope of services and described in detail in the following sections:

- A. Final Surveys and Right of Way Plats (ESP)
- B. Geotechnical Services (ESP)
- C. Wetland Verification (R&D)
- D. Roadway Design (RS&H)
- E. Drainage Design (RS&H)
- F. Structures Design (RS&H)
- G. Utilities (RS&H)
- H. Administration and Coordination (RS&H)



A. Final Surveys and Right of Way Plats (ESP)

See Attachment A.

B. Geotechnical Services (ESP)

See Attachment B.

C. Wetland Verification (R&D)

See attachment C.

D. Roadway Design

RS&H will prepare roadway design plans for a preliminary design on plan sheets at a scale of 1"=50' horizontal. Cross sections will be produced at 50-foot intervals (including one at each driveway location), with a horizontal and vertical scale of 1"=10'. Profiles and cross sections will be developed and included with each submittal. A construction cost estimate will be included with the preliminary design submittal.

Roadway designs will be prepared based on A Policy on Geometric Design of Streets and Highways AASHTO 2018 (Green Book), Town standards and the NCDOT Roadway Design Manual where applicable. Plans will be developed using MicroStation and GEOPAK V8i software and Corridor Modeling will be used to generate the cross sections.

For each plan submittal, it is anticipated that the Town will have approximately 4 weeks of review time. NCDOT reviews are not anticipated for this project.

RS&H will prepare plans and a construction cost estimate for preliminary design for Townley Road based on the chosen bridge alternative. The anticipated typical section will follow standards for a Town maintained street and will have a sidewalk on both sides of the proposed bridge. The existing pedestrian bridge will be removed as a part of this project. The McDowell Creek Greenway will be lowered vertically at the proposed bridge if vertical clearance cannot be met at the Greenway's existing grade. No public meeting map style pdf will be developed for this location.

The Preliminary Plan Set will include the following:

- Title sheet
- Typical sections
- Plan sheet(s)
- Profile sheet(s)
- Cross sections
- Construction cost estimate

Deliverables: Preliminary Plan Set and Construction Cost Estimate (Initial Submittal - PDF)



E. Hydraulic Design

RS&H will conduct a field review, collect data, and design roadway drainage in accordance with applicable Town guidelines, the latest NCDOT *Guidelines for Drainage Study and Hydraulic Design, Post-Construction Policy for Transportation Projects within Phase II Municipalities*, and, if necessary, the most recent Mecklenburg County Riparian Buffer Ordinance. Hydraulic analysis will be based on the final survey provided by ESP and the topographical information included in the survey and verified in the field, as well as available base information such as USGS Quad maps.

As part of this task order, a hydraulic model will be developed to determine the hydraulic opening required to appropriately convey both the design discharge and the FEMA Base Flood. Up to three proposed conditions plans will be created for alternative analysis, as necessary in conjunction with the structures team. This analysis will be documented in an NCDOT Bridge Survey and Hydraulic Design Report. The analysis will confirm that the proposed bridge meets design backwater conditions (25yr and 50yr) and complies with all applicable FEMA and Mecklenburg County Floodplain regulations. RS&H intends to design for a No-Rise scenario and will coordinate with the floodplain administrator during this task order. This task order does not include time for revising FIS Maps, completing MT-2 Forms, or obtaining a required CLOMR / No-Rise certification; these will be addressed in a subsequent task order. While a No-Rise scenario is anticipated, RS&H does not guarantee that a CLOMR will not be required for the project.

Deliverables: HEC-RAS Modeling, BSR

F. Structures Design

In conjunction with the roadway preliminary design and preliminary hydraulic design, RS&H will prepare preliminary alternative concept plans for up to 3 bridge types, including developing construction costs comparisons for bridge types. Coordination with the Town will be held to determine any aesthetic requirements for the bridges, including rail type, lighting, etc.

Bridge design will be prepared based on NCDOT Structures Management Unit Manual and the AASHTO LRFD Bridge Design Manual 9th Edition. All layouts will be performed using MicroStation V8i.

Once an alternative is selected by the Town, Preliminary General Drawings will be performed in conjunction with NCDOT SMU Manual. To the extent practical, all bridge plans will be prepared using the NCDOT Standard Design Bridge Plans for Cored Slab bridges.

Deliverables: Up to three bridge conceptual alternatives, including a plan and elevation and typical section and construction cost estimate. *Preliminary General Drawing Submittal (Initial Submittal – PDF)*

G. Utilities

Utility Owners

No utilities will be allowed to attach to the proposed structure

Per our research with NC 811 and project review, the following utility companies own facilities within or in close proximity to the construction limits of this project:

- AT&T Distribution
- City of Charlotte (Water and Sewer)
- Energy United
- TDS Telecom
- Google Fiber

Kickoff Utility Meeting (1 meeting)

Schedule and conduct a “kick-off” meeting with all Utility Owners. Discuss at this meeting possible utility conflicts, PUE plans, relocation time frames, cost responsibilities, and relocation packages. Provide minutes of the meeting.

- Provide electronic files (.dsn and .pdf) and/or paper copies of the roadway/ sidewalk project plans to the utility companies before the kick-off meeting.
- Perform a preliminary analysis of the project and identify potential utility conflicts. Determine preliminary alignments and schedules for relocations for each utility company.
- Coordinate possible conflict resolution with the roadway/sidewalk/bridge and hydraulic design.
- Identify potential Level A SUE needs to acquire depths of existing utilities if necessary.
- Determine preliminary alignments and schedules for relocations for each utility.

Permanent Utility Easements (PUE)

- Review Utility Owners' relocation plans for conflict resolution and constructability.
- Assist Utility Owners with developing their relocation plans using MicroStation.
- Coordinate with the utility owners to determine prior rights to determine cost responsibilities for relocations.
- Utility design will be provided by the utility owners.
- Provide plans for any PUE needs.

Meetings, site visits, or specific coordination items

- Two (2) utility coordinators will attend one (1) utility kick off meeting.

Deliverables:

- Utility Kickoff Meeting minutes
- Prior rights determinations for relocations
- PUE file to be included in ROW plan set



- Monthly update of utility progress

H. Administration and Coordination

1. Progress Reports and Invoices

RS&H will prepare monthly progress reports and invoices in a format suitable for meeting the requirements of the Town for a period of 10 months.

Deliverables: Monthly Progress Reports and Invoices (10 months)

2. Meetings and Coordination

RS&H will maintain general coordination with the Town throughout the duration of the project. RS&H will meet up to 2 times with the Town for progress updates and review of submittals. Each meeting will be conducted virtually. In addition, this scope of services includes the following meetings:

- Design Plan review meeting (2) – 2 staff, virtual meeting
- Miscellaneous meetings (2) – 2 staff, virtual meeting

RS&H fee: \$170,000



8521 Six Forks Road
Suite 400
Raleigh, North Carolina 27615

919-926-4100
rsandh.com

Attachment A – Final Surveys and Right of Way Plats (ESP)



October 15, 2025

Matt Poppell, PE
Engineer, Highway
8521 Six Forks Rd, Suite 400
Raleigh, NC 27615
O: (919) 926-4100 D: (919) 430-4778-5396
Matt.Poppell@rsandh.com

**RE: Townley Road Final Design
Huntersville, NC
ESP Proposal No.: 25-01113.002**

Dear Mr. Poppell:

ESP Associates, Inc. (ESP) is pleased to submit this proposal to conduct a route location survey of the Townley Road Final Design Project. The basis of this proposal is an email Matt Poppell, PE sent on Monday, June 2, 2025, and the attached exhibit.

SCOPE OF SERVICES

SURVEYING

Survey Standards: All surveys will be completed utilizing standard practices and procedures in accordance with North Carolina Standards of Practice for Surveying and North Carolina Department of Transportation specifications.

Project Limits: The survey limits will be from 200 LF to 375 LF wide along Townley Road from Cranlyn Road approximately 1000 LF to the northeast to Northpoint Executive Park Dr. as shown on the attached exhibit.

Property Owner Contacts and Courthouse Research: ESP will produce a property owner database and do courthouse research on 7 parcels total. A property owner contact letter provided and approved by the town of Huntersville will be mailed to each property owner.

Survey Control: ESP will set one GPS Azimuth pair at west end of the survey limits and a second pair at the east end of the limits. Total traverse length is about 1500'. ESP will run a control network through all intersections from the GPS pairs.

ESP Associates, Inc.
PO Box 7030, Charlotte, NC 28241, 704.583.4949
7140 Weddington Road NW, Suite 108, Concord, NC 28027, 704.793.9855

www.espassociates.com

Mobile LiDAR Panels: ESP will locate panel and validation points for the mobile Lidar as needed and incorporate these into the control network. Mobile LiDAR will be independently checked verified to ensure accuracy standards meet or exceed NCDOT standards.

Pavement DTM's: ESP will survey pavement DTM's for the hard surfaces within the project limits. Approximate pavement length is 1,500'. Pavement DTM's will be collects using Mobile LiDAR technology to NCDOT Specs.

Property Field Ties and Computations: ESP will attempt to locate all front property corners within the survey area. We will then use a combination of field evidence, deeds, plats and right of way plans to produce an accurate representation of property parcels within the survey limits. This should not be considered a boundary survey to GS47-30 mapping standards.

Topographic and DTM survey: ESP will locate all topographic features within the survey limits as well as DTM breaklines and points to establish a 3D DTM model within the survey limits. Topographic features located will include any obvious water wells found. No site investigation to locate wells will be performed. ESP estimates 7 acres within the survey limits to be surveyed.

Storm Sewer and Sanitary Sewer Structures: ESP will locate all storm and sanitary structures and pipes within the survey limits plus one structure outside the limits to allow for pipe grade calculations. We estimate approximately 15 storm and sewer structures will be surveyed for the project.

Wetlands and Stream Locations: ESP will locate stream, wetland boundaries, and stream banks (delineated by Robbins & DeWitt) and prepare a wetland location plat. We estimate 3000 LF of wetlands to locate.

Greenway Survey: ESP will survey the existing greenway for 400 LF at a width of 50 LF measured 25 LF on both sides of the centerline of the greenway.

R/W Control Sheets: ESP will create RW C-sheets to NCDOT standards

R/W Staking, Mapping and Legal Descriptions: ESP will prepare plats, legal descriptions, and stake r/w and easement points for an estimated seven (7) parcels on a price per parcel basis. R/W and easement points will be staked in accordance with NCDOT standards. ESP will prepare surveys and descriptions to the Town of Huntersville for review and include for 1 revision in our services.

Mapping: ESP will prepare a 2D MicroStation file and a 3D DTM file for this project to NCDOT mapping standards. (Microstation V8i, GPK files)

DELIVERABLES

Property owner database, PDF copies of all Deeds and plats, signed and sealed attestation sheets, RW-C sheets, R/W plats and legal descriptions, and (Microstation V8i, GPK files) files

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per the current NCDOT specifications

SUBSURFACE UTILITY INVESTIGATION SERVICES

Our Subsurface Utility Engineering services under this agreement will include the following tasks:

SUE Quality Level D (QL-D) Subsurface Utility Record Research:

ESP will contact NC811 to determine which member utilities have facilities in the project area. ESP will then request records from all member utility owners with underground facilities within the site limits. If records are not available, we will request a site meeting to identify the owners' facilities. Please note that utility records may take a significant amount of time to receive, up to 4-6 weeks, and may not be received prior to field investigations depending upon the project schedule.

SUE Quality Level C (QL-C) Utility Feature Survey:

ESP will supplement the existing project conditions survey by reviewing utility features surveyed and adding any missed features found during our investigation. Gravity sanitary sewer and storm drainage systems are not included in this investigation as they are included in the topographic and existing conditions surveys.

SUE Quality Level B (QL-B) - Subsurface Utility Investigation

ESP Associates will deploy electromagnetic (EM) pipe and cable locators and ground penetrating radar (GPR) to determine the approximate horizontal position of detectable utilities within the attached project limits in Huntersville, North Carolina. The horizontal positions of detectable non-gravity utility systems will be marked on the ground using paint and/or pin flags.

Following the completion of the subsurface utility investigation, ESP will survey the positions of the designated utilities relative to project control. The utility data will be mapped and provided as an electronic CAD file.

FINAL DELIVERABLE

Following the completion of field investigations, ESP will provide an electronic CAD file depicting the locations of all detectable utilities surveyed and mapped during the subsurface utility investigation.

SCHEDULE

Following your approval, ESP will initiate the tasks described above. The SUE investigation fieldwork will require up to 5 days. It is assumed that a typical workday will be no more than 10 hours and no restrictions on working hours are anticipated. If this schedule or scope of work is not satisfactory, we will make every effort to modify it to meet your needs. ESP assumes you will be

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the recipient of our deliverables, and we will not distribute them to any other party without prior approval from you.

ASSUMPTIONS

Our assumptions associated with the scope and fee are provided below:

- If underground utilities are damaged within the area of investigation, whether marked by ESP or not, it is Client's obligation to notify ESP within 48 hours of any damage to allow ESP to investigate the damage. Failure to notify ESP within 48 hours absolves ESP from any potential liability for claims.
- We assume that all field activities can be performed during normal business hours. If night or weekend work is required, surcharges may apply.
- All arrangements regarding site access and clearing of surface obstruction from the area of investigation will be made by Client before and during the field work.
- The Client accepts that a significant amount of marking paint may be applied to the ground surface during the field work and should notify ESP prior to the investigation if marking paint should not be applied to any areas.
- Although geophysical methods provide a high level of assurance in determining the location of subsurface objects, the possibility exists that not all features will be detected due to depth, size, soil conditions, and other reasons beyond ESP's control. For example, utilities present at depths below an instrument's detection limit cannot be located. Therefore, it is understood that no non-invasive instrument is guaranteed to detect 100% of subsurface utilities or other features. In instances where precise horizontal and vertical is critical, minimally invasive methods such as vacuum excavation should be utilized to visually inspect and survey the feature. Therefore, due caution should be used when performing any subsurface excavation and ESP is not liable for any damages that occur unless it is demonstrated that the damages occurred as a result of our negligence.

SCHEDULE

We anticipate 40 business days, weather permitting after written notice to proceed.

FEES

Our fees for the above services are shown below:

Subsurface Utility Investigation Services

- ***Subsurface Utility Designating: \$15,470.00 (Lump Sum)***

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Surveying Services

- *Conventional Survey \$60,000.00 (Lump Sum)*
- *Scanning, Registration, and Feature Extraction \$12,000.00 (Lump Sum)*
- *Right-of-way Plats, Legal Descriptions and Staking \$3,500.00 each (\$24,500.00 Total)*

Total Fee

- ***\$111,970 (One hundred eleven thousand nine hundred seventy dollars).***

ESP appreciates the opportunity to provide this proposal for the Townley Road Final Design Project. Should you have questions concerning this proposal or if additional information is required, please contact me at (980) 242-0507.

Sincerely,

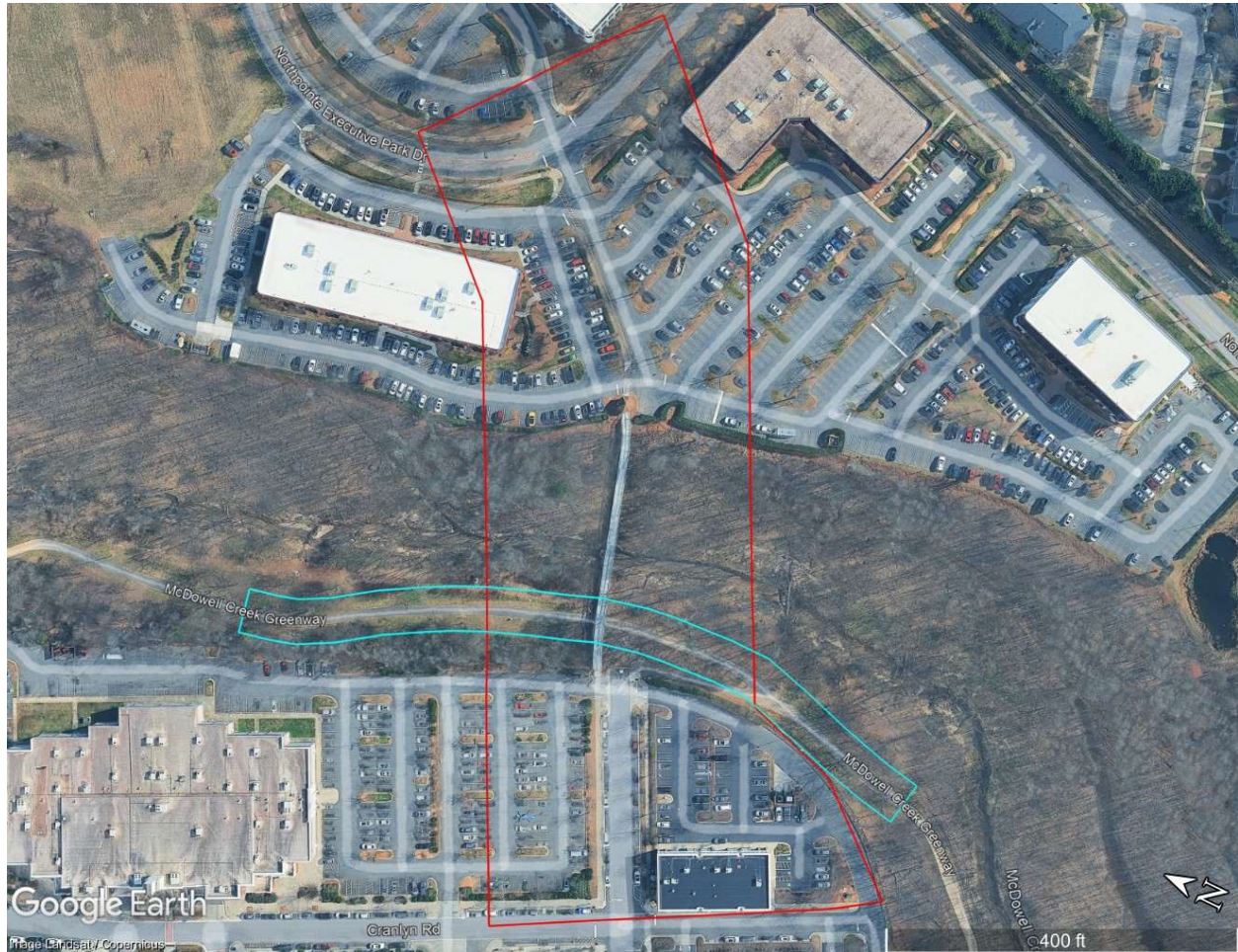
ESP Associates, Inc.

Jim Davis, Manager
Survey Division Manager
jdavis@espassociates.com

ESP Associates, Inc.
PO Box 7030, Charlotte, NC 28241, 704.583.4949
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EXHIBIT A – PROJECT LIMITS (NOT TO SCALE)



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8521 Six Forks Road
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Raleigh, North Carolina 27615

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Attachment B – Geotechnical Services (ESP)



September 15, 2025

Reynolds, Smith & Hills (RS&H)
8521 Six Forks Rd, Suite 400
Raleigh North Carolina 27615

Attention: Mr. Sean Kortovich, PE

Reference: **PROPOSAL FOR GEOTECHNICAL SERVICES**
Townley Road Extension Scope
Town of Huntersville, North Carolina
ESP Proposal No. 25-01113

Dear Mr. Kortovich

ESP Associates, Inc. (ESP) appreciates the opportunity to provide geotechnical services for the referenced bridge project in Mecklenburg County, North Carolina. The purpose of our services is to evaluate the subsurface conditions along the proposed bridge alignment and to support the development and assessment of alternative bridge concepts. This proposal outlines our current understanding of the project, along with the proposed scope of services, schedule, and associated fee.

PROJECT DESCRIPTION

The basis of this proposal are the following:

- Site visit conducted on September 12, 2025, to assess site accessibility and define the scope limits;
- Review of the document "RS&H Townley Rd Final Design Scope and Fee – ToH Comments" provided by RS&H; and
- Findings from a desk study of available project information.

We understand that the project involves the replacement of an existing pedestrian bridge with a two-lane vehicular bridge incorporating sidewalks. The new structure is currently anticipated to be a four-span bridge supported by five substructures. Based on the anticipated foundation type of drilled shafts and the shallow bedrock conditions expected near creek level, we anticipate that rock coring will be a significant component of the field investigation.

Based on a pre-scoping meeting with RS&H, three bridge concepts are currently being considered: (1) a four-span cored slab bridge, which appears to be the most likely alternative; (2) a three-span steel or prestressed concrete or steel I-girder bridge; and (3) a three-span option consisting of two short approach spans and a truss span. The geotechnical demands of each alternative will vary; however, our field investigation will be designed to address the requirements of all potential bridge concepts.

Proposal for Geotechnical Services
Townley Road Extension Bridge
Mecklenburg County, North Carolina
ESP Proposal No. 25-01113 | September 15, 2025



During our site reconnaissance, we noted that the area surrounding End Bent 2 exhibits ponding water, which appears to result from drainage conveyed from the adjacent property. In addition, both the desk study and field observations suggest that the subsurface conditions are characterized by silty and clayey soils.

The project information and assumptions presented herein should be reviewed and confirmed by the appropriate team members. Modifications to our scope and fee may be required if actual conditions vary substantially from the assumptions stated above.

SCOPE OF SERVICES

ESP's services will be performed in general accordance with NCDOT Geotechnical Engineering Unit (GEU) requirements. The geotechnical services will be performed in general accordance with the *Geotechnical Investigation and Recommendation Manual* (GIRM) revised 9/9/2021.

Traffic control is not anticipated to be necessary for this investigation. Field activities are assumed to take place Monday through Friday during daylight hours. RS&H will be responsible for coordinating site access with the two adjacent property owners. The bridge site is wooded, and some clearing and grubbing will be required to facilitate drill rig access. In addition, portions of the site are saturated, which may necessitate rerouting or adjustments to the drilling plan in the field. Subsurface utility engineering (SUE) will be required to locate the sewer and water lines identified during site reconnaissance, as several manholes were visibly present within the anticipated drilling areas, as well as any other utilities present. Access for track-mounted drill rigs is assumed to be feasible once clearing is performed. This proposal does not account for the removal of underground structures or obstructions that are not disclosed prior to mobilization. Any delays or additional costs resulting from such unidentified subsurface conditions will be addressed through a change order.

Subsurface Investigation-Roadway

ESP proposes to drill a total of 10 soil test borings with a total estimated drill footage of 460 linear feet. The test location plan titled "25-01113_Town of Huntersville_Townley Road Extension_ESP_GEO_TLP" attached to this proposal illustrates the proposed boring locations and depths. The borings will be advanced to depths in accordance with the requirements set forth in Section 4.2 of the GIRM. The borings will range in depth from 40 feet to 60 feet. The depth of the borings may extend beyond the proposed depths should the need for it arise during drilling operations. ESP will obtain the approximate relative elevation data for the borings from the ".tin" file to be shared by RS&H. The SPT borings will be advanced using applicable drilling techniques, and standard penetration tests (N values) will be performed every 2½ feet for the first 10 feet and every 5 feet thereafter. Rock coring is anticipated and is estimated to be 20 ft in 8 out of the 10 borings. An ATV-mounted drill rig will be used for drilling activities.

Laboratory Testing

Laboratory testing on selected soil samples will be performed by an NCDOT-approved laboratory to evaluate the subsurface and provide reliable engineering properties for design purposes. Testing will include soil classification, natural moisture content, and undisturbed consolidated undrained triaxial strength tests. Additional laboratory testing may include Atterberg limits, gradation analysis, and unit weight determinations as appropriate based on field observations and project requirements. The results of these

Proposal for Geotechnical Services
 Townley Road Extension Bridge
 Mecklenburg County, North Carolina
 ESP Proposal No. 25-01113 | September 15, 2025



tests will be used to characterize the soil behavior, support foundation design, and provide recommendations for construction methods and earthwork considerations.

General

The drilling services outlined in this proposal will be subcontracted to an approved NCDOT driller. ESP will provide a field professional (primarily Pablo Barrera Gonzales, EI and Valentina Ayala, EI) to supervise the drilling operations and to record the information generated during the field investigation. Hratch Antoine Agopian, PE. will serve as Project Manager and Senior Geotechnical Engineer.

ESP will be responsible for ordering subsurface utility engineering request for the site. Our subsurface investigation services will be based on the GIRM (with agreed upon exclusions), and these services will include providing all equipment and personnel necessary to perform the soil test borings.

Deliverables

We understand that an inventory report will be prepared for the bridge site. Below is a list of minimum requirements to the structure geotechnical inventory report:

Structure geotechnical inventory reports will be in 11x17 inch format and will consist of the following:

- A. Title Sheet,
- B. Legend,
- C. Structure Title Sheet,
- D. Plan Sheets,
- E. Profile,
- F. Cross-sections,
- G. Laboratory testing.

General

1. Northing/Easting (NAD83) will be included on all logs.
2. ESP will supply electronic files of all the information used to generate the reports at the time of submittal. Folders and files will be named according to the standard folder and file naming conventions and be placed in the proper folders per GEU guidelines.
3. All electronic files and supportive documents including, but not limited to, MicroStation files, field logs, survey notes, property owner contact log, etc. will be scanned into a separate PDF and submitted with the reports.

ESTIMATED COST

The estimated cost for the scope of services detailed above was developed using the unit prices approved in our NCDOT 2025 Annual Contract. A cost estimate form ("25-01113_Town of Huntersville_Townley Road Extension_ESP_GEO.xlsm") has been attached to this proposal showing the anticipated unit quantities and applicable unit rates, as well as a cost breakdown of the total amount of each type of work required. As shown on the cost estimate form, we have calculated a Total Cost of \$108,891.75 to perform the geotechnical services as outlined above.

Proposal for Geotechnical Services
Townley Road Extension Bridge
Mecklenburg County, North Carolina
ESP Proposal No. 25-01113 | September 15, 2025



SCHEDULE

After ESP receives the Notice to Proceed (NTP), we anticipate the following schedule for project work and submissions, subject to adjustment based on field conditions and the selected bridge alternative:

- A lead time of approximately two weeks;
- Drilling operations are expected to start following the lead time within four weeks;
- Fieldwork is expected to take two to three weeks, depending on weather and site access;
- Laboratory testing is expected to take approximately two weeks at our NCDOT-approved in-house laboratory;
- The structure geotechnical inventory report will be initiated following completion of fieldwork and should take approximately three weeks to complete, contingent on the receipt of final laboratory results.

ESP will coordinate closely with RS&H throughout the investigation to ensure that fieldwork and reporting are conducted efficiently and in accordance with project requirements, while allowing flexibility to accommodate the selected bridge alternative and any adjustments in site conditions.

AUTHORIZATION

We understand that ESP and RS&H will enter a negotiated, mutually agreeable subconsultant agreement for professional services that will include the scope of services, compensation in this proposal, and terms and conditions of our relationship during the Project that will be incorporated into an agreement between RS&H and the Owner. Upon receipt of the executed agreement, we will proceed with the performance of our services. This proposal may be withdrawn by ESP if not executed within 60 days of the date of the proposal.

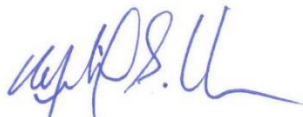
CLOSING

ESP appreciates the opportunity to be of service for this and future projects with the Town of Huntersville. If you have any questions, please do not hesitate to call.

Respectfully submitted,

ESP Associates, Inc.

Hratch Antoine Agopian, PE
NC Geotechnical Group Manager



Michael S. Ulmer, PE
Director - Geotechnical Division

HAA/MSU

Enclosures: Cost Outline
Test Location Plan
Boring List

25-01113_Town of Huntersville_Townley Road Extension_ESP_GEO_BoringPlan_ESP
BRIDGE SUBSURFACE INVESTIGATION
MECKLENBURG COUNTY

PROPOSED BRIDGE BORINGS

BORING ID	LINE	STA	OFFSET	SPT 0-60' Wash Boring	ROCK CORING	TOTAL SPT BORING DEPTH (FT)	TOTAL DEPTH (FT)	Clearing	NOTES
EB1-A	-	-	-	40	20	40	60	Yes	End Bent 1 Left
EB1-B	-	-	-	40	0	40	40	Yes	End Bent 1 Right
B1-A	-	-	-	25	20	25	45	Yes	Bent 1 Right
B1-B	-	-	-	25	20	25	45	Yes	Bent 1 Left
B2-A	-	-	-	25	20	25	45	Yes	Bent 2 Right
B2-B	-	-	-	25	20	25	45	Yes	Bent 2 Left
B3-A	-	-	-	20	20	20	40	Yes	Bent 3 Right
B3-B	-	-	-	20	20	20	40	Yes	Bent 3 Left
EB2-A	-	-	-	40	0	40	40	Yes	End Bent 2 Left
EB2-B	-	-	-	40	20	40	60	Yes	End Bent 2 Right
300				160	300	460	Total No. of SPT Borings: 10		

PROJECT REFERENCE NO.	SHEET NO.
Townley Road Extension	3
SITE PLAN	
03060 FEET	





8521 Six Forks Road
Suite 400
Raleigh, North Carolina 27615

919-926-4100
rsandh.com

Attachment C – Wetland Verification – Robbins & DeWitt



PO Box 536 Blythewood South Carolina 29016 | (803) 600-3787 |
www.robbsins-dewitt.com

PROFESSIONAL SCOPE OF SERVICES

September 29, 2025

RS&H
8521 Six Forks Road, Suite 400
Raleigh, NC 27615

Authorized Representative(s):
Matt Poppell, PE
Engineer, Highway

Subject: Town of Huntersville – Townley Road Extension

Robbins & DeWitt (R&D / CONSULTANT) is pleased to submit this professional services proposal (the “Proposal”) to RS&H (“Client”) for the services (the “Services”) described in the Scope of Services section.

SCOPE OF SERVICES

In the development of the subject project, R&D will be responsible for the general scope of services outlined below for the approximate 2.1-acre study area, generally centered on the proposed Townley Road bridge over McDowell Creek.

TASK 1: WETLANDS & WATERS OF THE US DELINEATION

1. R&D shall define the proposed study area to be utilized during the environmental analysis and review. R&D will coordinate with the Client to ensure that the study area encompasses proposed design alternatives to the extent practicable.
2. R&D shall perform a desktop including but not limited to: assessing readily available GIS data (soils, hydrography, National Wetlands Inventory).
3. As required by the potential presence of wetlands and waters of the US, R&D shall delineate wetlands and waters of the US utilizing the three-parameter approach (hydric soils, hydrophytic vegetation and wetland hydrology) set forth in the 1987 USACOE Wetland Delineation Manual. R&D will delineate upland/wetland boundaries with sequentially numbered flags, and geo-locate flags utilizing a handheld Global Positioning System (GPS), capable of sub-foot accuracy.
4. R&D will utilize the “Nail Method” to comply with the NC Board of Examiners for Engineers and Surveyors Wetland Mapping Policy (BP-1005-4). This will be accomplished by inserting a 20d 4-inch nail below a wetland delineation flag for a Professional Land Surveyor to survey as noted above. Surveying will be performed by others.

TASK 2: JURISDICTIONAL DETERMINATION

1. R&D will prepare and submit a Request for Preliminary Jurisdictional Determination (JD) or Delineation Concurrence (DC) package to the Client for review and subsequent submittal to the



PO Box 536 Blythewood South Carolina 29016 | (803) 600-3787 | www.robbsins-dewitt.com

United States Army Corps of Engineers (USACE). The PJD/DC request is to include all necessary documentation for USACE approval, including project site location figures (County Map, USGS Topography Map, and NRCS Soil Survey Map), aerial photography figure depicting the jurisdictional boundaries of waters of the U.S. including wetlands. Other items to be prepared and submitted with the PJD/DC Request package will include representative photographs of each wetland area or wetland types delineated within the project study area, wetland determination data forms of each wetland area and the adjacent upland, and NC Wetland Assessment Method and NC Stream Assessment Method forms for each delineated water.

- 2. R&D shall provide an electronic copy of the jurisdictional boundaries in state plane coordinate system to the Client.

FEES AND PAYMENTS

The following fees are for the performance of the Services listed in the Scope of Services above. The fees listed in this section do not cover any Additional Services.

The work described under the Scope of Services will be performed for the lump sum of \$ 11,700.00. R&D will submit monthly invoices for the Labor and Direct Expenses for the Services rendered. Labor with be invoiced based on a percentage of Services completed.

Task 1: Wetlands & Waters of the US Delineation	\$ 7,500.00
Task 2: Jurisdictional Determination	\$ 4,200.00
Total	\$ 11,700.00

ADDITIONAL SERVICES

Experience indicates that certain additional services ("Additional Services") may be required or necessary that R&D cannot presently determine or estimate. For this reason, the fee for Additional Services is not included in the "Fees and Payments" section of this Proposal. Further, the performance of these Additional Services is not included in the Scope of Services unless expressly described in that section of this Proposal.

FEES AND PAYMENTS FOR ADDITIONAL SERVICES

Fees and payments for Additional Services shall be in addition to any fees and payments for the Services and shall be billed and paid on the same fee and payment terms described for the Services or as mutually agreed upon in writing when the Additional Services are ordered by the Client.

CONCLUSION

R&D welcomes the opportunity to collaborate with RS&H on the proposed project. The R&D point of contact ("POC") if you have questions about this Proposal, the General Provisions, or any other attachments is Matt DeWitt, Principal, who may be contacted at either 864-201-8446 or Matt.DeWitt@Robbins-DeWitt.com.



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Kevin Fox, Director of Public Works

Subject: 2026 Street Resurfacing Contract

EXPLAIN REQUEST:

The Town's Public Works Department received bids for the 2026 Resurfacing Project on October 2nd, 2025. The Town received 6 bids with the lowest responsive, responsible contractor being Blythe Construction. The Public Works Department wishes to engage with Blythe Construction for the completion of this project.

ACTION RECOMMENDED:

Approve contract.

FINANCIAL IMPLICATIONS:

Powell Bill.

ATTACHMENTS:

1. 2026 Resurfacing Contract - Blythe Construction
2. 2026 Resurfacing Bid Results



REQUEST FOR FORMAL, COMPETITIVE BIDS

The Town of Huntersville will receive formal bids for the 2026 Resurfacing Project until 2:00pm on Tuesday, October 2nd, 2025 at the Huntersville Town Center, 105 Gilead Rd, 3rd floor Conference Room 302, Huntersville, NC 28070. Alternatively, bids can be mailed to Town of Huntersville Public Works PO Box 664, Huntersville, NC 28070. The bid opening and evaluation shall be open to the public. Notification of the apparent low bidder will be emailed to all bidders.

Bid documents are available from the Town to be viewed in person, by appointment only. Contact Kevin Fox at kfox@huntersville.org or visit www.huntersville.org/251/Bid-Proposals to schedule an appointment. The Town of Huntersville is committed to providing opportunities for small and disadvantaged businesses. The Town encourages bids from Historically Underutilized Businesses (HUB).

It is the Contractor's responsibility to ensure that their bids are actually received by the Town by the deadline. The Town of Huntersville Board of Commissioners ("Town Board") reserves the right to reject any and all bids for any reason, at any time, and to waive minor informalities.

Mark Taylor, PE
Town Construction Engineer
Town of Huntersville

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REQUEST FOR BIDS (“RFB”)

PROJECT: 2026 Street Resurfacing

LOCATION OF THE WORK: Town Wide

TYPE OF WORK: Asphalt millings, patching, and asphalt paving along with curb ramp replacement and repair

BIDS MUST BE RECEIVED BY: Tuesday, October 2nd, 2025, by 2:00 p.m.

PHYSICAL ADDRESS FOR BID SUBMISSION: Huntersville Public Works
Huntersville Town Center
105 Gilead Road, Suite 300 (3rd Floor), Conference Room #302
Huntersville, NC 28078
Attn: Mark Taylor, P.E.

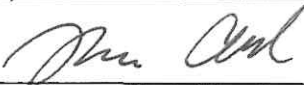
MAILING ADDRESS FOR BID SUBMISSION: Huntersville Public Works
PO BOX 664; Huntersville, NC 28078
Attn: Mark Taylor, P.E.

DATE OF AVAILABILITY & COMPLETION: November 3rd, 2025 to June 15th, 2026

Notice: All bidders shall comply with all applicable laws regulating the practice of general contracting as contained in Chapter 87 of the General Statutes of North Carolina, which requires the bidder to be licensed by the NC Licensing Board for Contractors when bidding on any non-federal aid project where the bid is \$40,000 or more, except for certain specialty work as determined by the licensing board.

Blythe Construction, Inc 7635
NAME OF BIDDER N.C. CONTRACTOR'S LICENSE NUMBER

PO Box 31635 Charlotte, NC 28231
ADDRESS OF BIDDER


SIGNATURE OF BIDDER Shane Clark Vice President

2026 Street Resurfacing

1.0 INSTRUCTIONS TO BIDDERS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING AND SUBMITTING YOUR BID.

The Project being placed out for bid by the Town of Huntersville is the 2026 Street Resurfacing Project shown on Exhibit A and B to this Contract Proposal. By submitting a bid, the Bidder agrees to provide the labor, services, equipment, and materials needed to complete the Project. All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid.

- 1.1 Standard Specifications. Those provisions of North Carolina Department of Transportation 2024 Standards for Roads and Structures ("Standard Specifications") specifically referenced in Section 2.0 of this RFB are incorporated herein by reference and shall be considered a part of the Contract. Divisions 2 through 17 of the Standard Specifications for Roads and Structures which are applicable to the Work being performed as part of the Project shall be considered as part of the Project Specifications and are hereby incorporated by reference as part of the Contract. To the extent that the terms of the RFB modify the terms of the Standard Specifications, or the extent that there is a conflict between the terms of the RFB and the Standard Specifications, the terms of the RFB shall control.
- 1.2 The bid form furnished by the Town of Huntersville with the RFB shall be used and shall not be altered in any manner. **DO NOT SEPARATE THE BID FORM FROM THE BID! Again, all papers bound with the bid form are necessary parts thereof and shall not be detached, taken apart or altered. The bid form includes the printed contract forms and signature sheets for execution by both parties to the contract.**
- 1.3 Bids must be submitted in paper form. Electronic bids are NOT permitted.
- 1.4 **BIDDERS MUST INCLUDE SALES TAXES, IF ANY IS EXPECTED TO BE PAID IN PERFORMANCE OF THE WORK, IN UNIT PRICING.**
- 1.5 All bids must be submitted in a sealed envelope. The sealed envelope must contain, in addition to the fully completed executed Contract (including all attachments), the required bid security (bid bond attached to the Contract Proposal, cash, a certified check, or a cashier's check in an amount not less than 5% of the total bid).
- 1.6 If the Bidder submits a bid bond as the bid security, the form attached to the RFB shall be used. Electronic bid bonds shall NOT be permitted.
- 1.7 All entries on the bid form, including signatures, shall be written in ink.
- 1.8 The Bidder shall submit a unit price for every item on the bid form. The unit prices for the various contract items shall be written in figures. *****Unit prices must be limited to TWO decimal places*****
- 1.9 An amount bid shall be entered on the bid form for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount Bid" column of the form.
- 1.10 The total amount bid shall be written in figures in the proper place on the bid form. The total amount shall be determined by adding the amounts bid for each item.

- 1.11 Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use "White Out" or similar product to make corrections.
- 1.12 The bid shall be properly executed. All bids shall show the following information:
- a. Name of individual, firm, corporation, partnership, or joint venture submitting bid.
 - b. Name of individual or representative submitting bid and position or title.
 - c. Name, signature, and position or title of witness.
 - d. Federal Identification Number
 - e. Contractor's License Number (If available)
- 1.13 Bids submitted by corporations shall bear the seal of the corporation.
- 1.14 The bid shall not contain any unauthorized additions, deletions, or conditional bids.
- 1.15 The bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- 1.16 Withdrawal of bids shall be governed by N.C.G.S. § 143-129.1.
- 1.17 The successful bidder will be required to sign the Contract within ten (10) consecutive days of the award, or otherwise forfeit their bid deposit.
- 1.18 All bids must be submitted as a Two-Envelope Bidding Procedure. In this procedure the first sealed envelope contains the complete proposal package, addressed "2026 Street Resurfacing - Bid, DO NOT OPEN until bid date" and the second sealed envelope contains the completed bid bond, addressed "2026 Street Resurfacing - Bid Bond, DO NOT OPEN until bid date". Both these sealed envelopes are enclosed together in an outer single envelope, addressed:
- "QUOTATION FOR - Town of Huntersville 2026 Street Resurfacing Project Bid Proposal TO BE OPENED AT 2:00 PM ON THURSDAY, October 2nd, 2025"
- 1.19 The bids will be publicly opened and read aloud in accordance with applicable law on Tuesday October 2nd, 2025 at 2:00 p.m., in Conference Room Number 302, of Huntersville Town Center, located at 105 Gilead Road, Suite 302 (3rd floor), Huntersville, NC 28078. The bidder assumes all responsibility for making sure that their bid is received by the Town on or before the bid opening date and time, regardless of whether the bid is submitted in person, or by mail. If the bid is delivered by mail, the sealed envelope containing both the bid and the required bid security shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

TOWN OF HUNTERSVILLE
Attn: Mark Taylor, P.E.
P.O. Box 664
Huntersville, NC 28078

THE TOWN OF HUNTERSVILLE BOARD OF COMMISSIONERS (TOWN BOARD) RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON, AT ANY TIME, AND TO WAIVE MINOR INFORMALITIES.

2.0 PROJECT SPECIAL PROVISIONS - GENERAL

The Project being placed out for bid by the Town of Huntersville is the 2026 Street Resurfacing Project as shown on Exhibit A and B to the RFB. The Contractor agrees to provide the labor, services, equipment, and materials needed to complete the Project. The Project will be performed in accordance with the North Carolina Department of Transportation 2024 Standard Specifications for Roads and Structures, including but not limited to Division 6, Asphalt Pavements, as modified in the Project Special Provisions - Roadway, contained in this Contract Proposal.

All work and materials shall be in accordance with the provisions of this RFB, the Project Special Provisions, the North Carolina Department of Transportation 2024 Standard Specification for Roads and Structures (but only as specifically referenced in the Contract Documents), the North Carolina Department of Transportation 2024 Roadway Standard Drawings as applicable to the Work, and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) as applicable to the Work.

The Contractor shall keep himself fully informed of all Federal, State, and local laws, ordinances, and regulations, and shall comply with the provisions of Section 107 of the 2024 Standard Specifications for Roads and Structures.

The bid form furnished by the Town of Huntersville with the RFB shall be used and shall not be altered in any manner. All papers bound with the RFB, including but not limited to the bid form, are necessary parts thereof and shall not be detached from the RFB, taken apart from the RFB, or altered. The RFB includes the printed contract forms and signature sheets for execution by both parties to the contract, once awarded and approved by the Town Board of Commissioners. If the RFB is accepted and the award is made, the contract is valid only after approval by the Board of Commissioners for the Town of Huntersville, when signed either by the Huntersville Town Manager or such other person as may be designated to sign for the Town of Huntersville, and when pre-audited in the manner required by the North Carolina Local Government Fiscal Control Act. The conditions and provisions herein cannot be changed except over the signature of the said Town Manager.

Before submitting a bid, the Contractor shall make his or her own determination as to the nature and extent of the utility facilities, including proposed adjustments, new facilities, or temporary work to be performed by the utility owner or his or her representative; and as to whether or not any utility work is planned by the owner in conjunction with the project construction. The Contractor shall consider in their bid all of the permanent and temporary utility facilities in their present or relocated positions, whether or not specifically shown in the plans or covered in the project special provisions. It will be the Contractor's responsibility to anticipate any additional costs resulting from such utility work and to reflect these costs in his bid for the various items in the contract.

Submission of a bid shall be deemed a certification by the Contractor that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducement 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 moneys, services or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

The quantities shown in the itemized proposal for the project are considered to be approximate only and are given as the basis for comparison of quotations. The Town of Huntersville may, at its discretion, increase or decrease the quantity or any item or portion of the work for any reason.

Any increase or decrease in the quantity of any item will not be regarded as sufficient grounds for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work, except as provided for in the contract.

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.

The following articles of the North Carolina Department of Transportation 2024 Standard Specifications for Roads and Structures (the "Standard Specifications") shall apply to the bidding process, bid evaluation, and contract award. To the extent that the provisions of the Standard Specifications conflict with these Instructions to Bidders, or with the Special Provisions, the order of priority in interpreting the requirements for the bidding process, bid evaluation and contract award shall be first, these Instructions to Bidders, second the Special Provisions, and third the Standard Specifications:

101-1 GENERAL

101-2 ABBREVIATIONS

101-3 DEFINITIONS

102-1 INVITATION TO BID

102-5 INTERPRETATION OF QUANTITIES IN PROPOSAL

102-6 EXAMINATION OF PLANS, SPECIFICATIONS, CONTRACT AND SITE OF WORK

102-8 PREPARATION AND SUBMISSION OF BIDS (excluding (B) Electronic Bids)

102-10 BID BOND OR BID DEPOSIT (excluding all references to electronic bids and electronic bid bonds.)

102-11 DELIVERY OF BIDS (excluding all references to electronic bids and electronic bid bonds)

102-12 WITHDRAWAL OR REVISION OF BIDS (excluding (B) Electronic Bid)

102-13 RECEIPT AND OPENING OF BIDS (excluding (A) and all references to electronic bids and unbalanced bids)

102-14 REJECTION OF BIDS (excluding (A) State Funded Projects and (B) Federal Aid Projects, all references to unbalanced bids, and all references to electrical, plumbing, heating and air condition and refrigeration contracting.)

103-1 CONSIDERATION OF BIDS

103-2 CORRECTION OF BID ERRORS (excluding phrase “and correct apparent clerical errors and omissions” in the opening paragraph, and excluding (A) (4) and (A) (5)))

103-5 CANCELLATION OF AWARD

103-6 RETURN OF BID BOND OR BID DEPOSIT

103-7 CONTRACT BONDS

103-8 EXECUTION OF CONTRACT

103-9 FAILURE TO FURNISH CONTRACT BONDS

SECTION 104, SCOPE OF WORK, INCLUDING ONLY THE FOLLOWING:

104-1 INTENT OF CONTRACT

104-2 SUPPLEMENTAL AGREEMENTS

104-3 ALTERATIONS OF PLANS OR DETAILS OR CONSTRUCTION

104-4 SUSPENSIONS OF WORK ORDERED BY THE ENGINEER

104-5 OVERRUNS AND UNDERRUNS OF CONTRACT QUANTITIES (excluding the second paragraph of (A) excluding (B), (C) and (D))

104-6 ELIMINATED CONTRACT ITEMS

104-7 EXTRA WORK

104-9 DISPOSITION OF SURPLUS PROPERTY

104-10 MAINTENANCE OF THE PROJECT

104-11 FINAL CLEANING UP

SECTION 105, CONTROL OF WORK, INCLUDING ONLY THE FOLLOWING:

105-1 AUTHORITY OF THE ENGINEER (excluding reference to 102-15)

105-2 PLANS AND WORKING DRAWINGS

105-3 CONFORMITY WITH PLANS AND SPECIFICATIONS

105-4 COORDINATION OF PLANS, SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS AND SPECIAL PROVISIONS

105-5 COOPERATION BY CONTRACTOR

105-7 COOPERATION BETWEEN CONTRACTORS

105-8 COOPERATION WITH UTILITY OWNERS

105-9 CONSTRUCTION STAKES, LINES AND GRADES

105-10 AUTHORITY AND DUTIES OF THE INSPECTOR

105-11 INSPECTION OF THE WORK

105-12 UNAUTHORIZED WORK

105-13 LIMITATIONS OF OPERATIONS

105-14 NIGHT WORK

105-16 FAILURE TO MAINTAIN THE PROJECT OR PERFORM EROSION CONTROL WORK

105-17 INSPECTION AND ACCEPTANCE

SECTION 106, CONTROL OF MATERIAL, INCLUDING ONLY THE FOLLOWING:

106-1 GENERAL REQUIREMENTS (excluding (B) Domestic Steel)

106-2 SAMPLES, TESTS AND CITED SPECIFICATIONS

106-3 CONTRACTOR FURNISHED CERTIFICATION

106-4 DELIVERY AND HANDLING OF MATERIALS

106-5 STORAGE OF MATERIALS

106-6 INSPECTION AT SOURCE

106-7 SCALES AND PUBLIC WEIGHMASTER

106-8 DEPARTMENT FURNISHED MATERIAL

106-9 DEFECTIVE MATERIAL

106-10 DENSITY DETERMINATION BY NUCLEAR METHODS.

SECTION 107 LEGAL RELATIONS AND RESPONSIBILITY TO PUBLIC, INCLUDING ONLY THE FOLLOWING:

107-1 LAWS TO BE OBSERVED

107-3 PERMITS AND LICENSES

107-4 PATENTED DEVICES, MATERIALS AND PROCESSES

107-5 ENCROACHMENT ON RIGHT-OF-WAY

107-7 SANITARY PROVISIONS

107-8 PUBLIC CONVENIENCE AND SAFETY

107-9 COORDINATION WITH RAILWAY
107-10 WORK IN, OVER OR ADJACENT TO NAVIGABLE WATERS
107-11 PROTECTION AND RESTORATION OF PROPERTY
107-12 CONTROL OF EROSION, SILTATION AND POLLUTION
107-13 PROTECTION OF PUBLIC LANDS
107-14 RESPONSIBILITY FOR DAMAGE CLAIMS
107-16 OPENING SECTION OF PROJECT TO TRAFFIC
107-17 CONTRACTOR'S RESPONSIBILITY FOR WORK
107-18 FURNISHING RIGHT OF WAY
107-19 PERSONAL LIABILITY OF PUBLIC OFFICIALS
107-20 WAIVER OF LEGAL RIGHTS BY THE DEPARTMENT
107-21 SAFETY AND ACCIDENT PROTECTION
107-22 WAGES AND CONDITIONS OF EMPLOYMENT
107-23 LIABILITY TO THIRD PARTIES
107-25 HAZARDOUS, CONTAMINATED AND TOXIC MATERIAL
107-26 FINES AND LEVIES AGAINST THE DEPARTMENT

SECTION 108 PROSECUTION AND PROGRESS, INCLUDING ONLY THE FOLLOWING:

108-1 GENERAL
108-2 PROGRESS SCHEDULE
108-3 PRECONSTRUCTION CONFERENCE
108-4 CONSTRUCTION CONFERENCES
108-5 CHARACTER OF WORKMEN, METHODS AND EQUIPMENT
108-6 SUBLETTING OF CONTRACT (excluding reference to N.C.G.S. § 136-29, and to disqualification from further bidding as per 102-15.)
108-7 TEMPORARY SUSPENSION OF THE WORK
108-8 FAILURE TO MAINTAIN SATISFACTORY PROGRESS (excluding reference to the Prequalified Bidders List)
108-9 DEFAULT OF CONTRACT

108-10 CONTRACT TIME AND INTERMEDIATE CONTRACT TIME.

108-11 LIQUIDATED DAMAGES

108-12 EXTENSION OF CONTRACT TIME AND APPORTIONMENT OF LIQUIDATED DAMAGES.

108-13 TERMINATION OF CONTRACT

103-14 TERMINATION FO CONTRACTOR'S RESPONSIBILITY

SECTION 109 MEASUREMENT AND PAYMENT, INCLUDING ONLY THE FOLLOWING:

109-1 MEASUREMENT OF QUANTITIES

109-2 SCOPE OF PAYMENT

109-4 PARTIAL PAYMENTS (excluding (C) Unbalanced Bids)

109-5 PAYMENT FOR MATERIAL TO BE USED IN THE WORK

109-6 PAYMENT FOR LEFTOVER MATERIALS

109-7 COMPENSATION PAID AT CONTRACT PRICES

109-8 FUEL PRICE ADJUSTMENTS

109-9 FINAL PAYMENT

109-10 DOCUMENTS REQUIRED FOR THE PROCESSING OF THE FINAL PAYMENT

109-11 INTEREST ON FINAL PAYMENT

SECTION 150 MAINTENANCE OF TRAFFIC

Whenever the terms of the Contract Proposal or any of the contract documents, reference the Standard Specifications, the intended meaning of the terms below shall be as follows:

"State", "Department", or "Department of Transportation" shall be replaced by the words "Town of Huntersville".

"Board" or "Board of Transportation" shall be replaced with the words "Town of Huntersville".

"Engineer", "Resident Engineer", or "District Engineer" shall be replaced by the "Town Engineer or his/her duly authorized representative".

"Sampling and testing by Department" shall be replaced by the words "inspection by the Town of Huntersville or its duly authorized representative".

"Inspection by Department" shall be replaced by the words "Inspection by the Town of Huntersville or its duly authorized representative".

2.0.1 Definitions

Definitions contained within the Standard Specifications in 101-3 DEFINITIONS shall apply, except to the extent they are modified by the terms of the RFB, in which case the RFB shall control.

2.0.2 Other Definitions

“Contract” The Contract shall consist of the following documents:

The Invitation to Bid, including any and all Addenda.

The Bid Bond

The RFB, including all third-party documents referenced in the RFB, attachments to the RFB, and all Addenda.

The Town Standard Construction Services Contract, attached hereto as Exhibit D.

The Bidding documents submitted by the successful bidder.

The Payment and Performance Bonds

“Addendum (Addenda) - written modifications to the Contract documents made and distributed prior to the Bid Opening.

“Contractor” Contractor shall mean the successful bidder with whom the Town enters into the Contract for performance of the Work.

“Town” Town means the Town of Huntersville, North Carolina, a municipal corporation.

“Project” The Project is the 2024 Street Resurfacing Project shown on Exhibits A.

2.1 AUTHORITY OF THE ENGINEER

The Engineer for this project shall be the Town Construction Engineer / Director of Public Works for the Town of Huntersville, acting directly or through his/her duly authorized representatives.

The Engineer will decide all questions which may arise as to the quality and acceptability of work performed and as to the rate of progress of the work; all questions which may arise as to the interpretation of the contract; and all questions as to the acceptable fulfillment of the contract on the part of the Contractor. His/her decision shall be final and he/she shall have executive authority to enforce and make effective such decisions and orders as the Contractor fails to carry out promptly.

The Contractor will be required to obtain written approval from the Engineer for any subcontract work performed on this project prior to the subcontracted work being performed in accordance with Article 108-6 of the 2024 Standard Specifications for Roads and Structures.

2.2 CONTRACTOR QUALIFICATION

The Contractor shall be properly licensed in accordance with applicable laws regulating the practice of general contracting as contained in Chapter 87 of the General Statutes of North Carolina which requires the bidder to be licensed by the NC Licensing Board for Contractors when bidding on any non-federal aid project where the bid is \$40,000 or more, except for certain specialty work as determined by the licensing board.

Prior to performing the work, the prime contractor and/or subcontractor(s) shall be qualified in the work items in the prime contractor’s construction progress schedule that they will complete themselves. Any contractor identified as working outside their expertise may be considered in default of contract.

2.3 AWARD & EXECUTION OF CONTRACT AND NOTICE TO PROCEED

The award of contract, if made, will be made based on the lowest, responsive, responsible bidder, taking into account quality, performance and time for performance specified in the RFB. The apparent low bidder will be notified that they are the apparent low bidder. If the apparent low bidder is determined to be a responsible bidder, the apparent low bidder will be notified that his/her quotation has been accepted.

The Town of Huntersville will award the contract conditioned upon funds being available for construction and other governmental approvals as may be required. The Town of Huntersville reserves the right to terminate or suspend the contract in whole or in part if funds will not be available for payment of all or a part of the work to be performed during a fiscal year. In the event of termination of contract, the contractor shall be given a written notice of termination at least sixty (60) days before completion of scheduled work for which funds are available. In the event of termination, the contractor shall be paid for the work already performed in accordance with contract specifications.

The successful Bidder will be required to enter into the Town's Standard Form Contract, included as part of this Project, and must execute the Contract no later than ten (10) consecutive calendar days following the Award from the Town. Failure of a Bidder to execute the Contract within said ten (10) day period shall result in the forfeiture of the bidder's bid bond as described below.

A Notice to Proceed will be issued to the successful bidder upon receipt of a fully executed contract, bonds, insurance certificates, and any other documents required by the terms of the contract.

2.4 SUBLETTING OF CONTRACT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of this contract or any portion thereof; or his/her right, title, or interest therein; without written consent of the Engineer. Subletting of this contract or any portion of the contract shall conform to the requirements of Article of 108-6 of the 2024 Standard Specifications for Roads and Structures. The Contractor will not be permitted to sublet more than sixty percent (60%) of the total contract amount.

2.5 BID SECURITY REQUIREMENTS

A Bid Security is required in accordance with Article 102-10 of the 2024 Standard Specifications for Roads and Structures.

2.6 INTERMEDIATE CONTRACT TIME AND LIQUIDATED DAMAGES

The Contractor shall not close or narrow a lane of traffic on ANY MAP, detain and/or alter the traffic flow on or during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy, including the following schedules:

Holiday and Holiday Weekend Lane Closure Restrictions

- For unexpected occurrence that creates unusually high traffic volumes, as directed by the Engineer.
- For New Year's Day, between the hours of 6:00 A.M. December 31st and 9:00 A.M. January 2nd. If New Year's Day is on a Friday, Saturday, Sunday or Monday, then until 9:00 A.M. the following Tuesday.

- For Easter, between the hours of 4:00 P.M. Thursday and 9:00 A.M. Monday.
- For Memorial Day, between the hours of 4:00 P.M. Friday and 9:00 A.M. Tuesday.
- For Independence Day, between the hours of 6:00 A.M. the day before Independence Day and 9:00 A.M. the day after Independence Day. If Independence Day is on a Friday, Saturday, Sunday, or Monday, then between the hours of 6:00 A.M. the Thursday before Independence Day and 9:00 A.M. the Tuesday after Independence Day.
- For Labor Day, between the hours of 4:00 P.M. Friday and 9:00 A.M. Tuesday.
- For Thanksgiving Day, between the hours of 6:00 A.M. Tuesday and 9:00 A.M. Monday.
- For Christmas, between the hours of 4:00 P.M. the Friday before the week of Christmas Day and 9:00 A.M. the following Tuesday after the week of Christmas Day.

2.7 MATERIALS AND TESTING

The Engineer reserves the right to perform all sampling and testing in accordance with Section 106 of the 2024 Standard Specifications for Roads and Structures and the Department's "Materials and Tests Manual." However, the Engineer may reduce the frequency of sampling and testing where he/she deems it appropriate for the project under construction.

The Contractor shall furnish the applicable certifications and documentation for all materials as required by the Standard Specifications. Material which is not properly certified will not be accepted.

All quantity tickets for items not measurable in place shall be submitted to the Engineer within seventy-two (72) hours after receipt of the material on the job. Each ticket shall indicate the date, contractor, job location and name, type of material, quantity of material, truck number and signature of the contractor or his/her authorized representative.

No tickets will be accepted after seventy-two (72) hours have elapsed between the time of the delivery and submittal of tickets to the Engineer.

2.8 BASIS OF PAYMENTS, CLAIMS, AND RETAINAGE

The quantity of unit or lump sum prices and payment will be full compensation for all work, including, but not limited to supervision, labor, transportation, fuels, lubricants, repair parts, equipment, machinery and tools, materials necessary for the prosecution and completion of the work. The quantities contained herein are estimated only and the quantity to be paid for shall be the actual quantities which were used on the project.

The Contractor may submit a request for partial payment on a monthly basis, or other interval as approved by the Engineer. The amount of partial payments will be based on the work accomplished and accepted as the last day of the approved pay period. All requests for payment shall be made on the form furnished to the Contractor by the Town of Huntersville and shall identify streets for which payment is being requested. The form shall be completely and legibly filled out with all appropriate information supplied and shall be signed by an authorized representative of the Contractor. An amount equal to five percent (5%) of the total amount due on the partial pay estimate can be deducted and retained until after the final inspection. One hundred percent (100%) payment shall be made after successful completion of the work as verified by the final inspection. Retainage shall be in accordance with N.C.G.S. § 143-134.1.

2.9 TAXES AND LICENSES

North Carolina sales and/or use taxes are applicable to purchases of building materials and other tangible personal property by Contractors for use in performing Town of Huntersville contracts. Use tax is also due on construction equipment brought into North Carolina for use in the performance of Town of Huntersville contracts (NC Revenue Laws, G.S. 105-164.4 and G.S. 105-164.6). Contractors are liable for payment of applicable privilege licenses (NC Revenue Laws, G.S. 105-54). Contractors are also liable for payment of applicable franchise, corporate income, license, and withholding taxes (NC Revenue Laws, G.S. 105-122, G.S. 105-23, G.S. 105-134 and G.S. 105-163.2).

Contractor shall provide certification that all taxes were paid in accordance with the above listed statutes with each payment request. The certification shall be signed by a company officer and certified by a Notary Public.

2.10 UTILITY CONFLICTS

It shall be the responsibility of the Contractor to contact all affected utility and service providers and determine the precise locations of all utilities and existing services prior to beginning construction. Utility owners and service providers shall be contacted a minimum of forty-eight (48) hours prior to the commencement of operations. Special care shall be used in working around or near existing utilities, protecting them when necessary to provide uninterrupted service. In the event that any service is interrupted, the Contractor shall notify the service owner immediately and shall cooperate with the owner, or his/her representative, in the restoration of service in the shortest time possible. Existing fire hydrants shall be kept accessible to fire departments at all times.

The Contractor shall adhere to all applicable regulations and follow accepted safety procedures when working in the vicinity of utilities in order to ensure the safety of construction personnel and the public. Utilities damaged by the Contractor due to his/her negligence will be repaired at the Contractor's expense.

The contract will include Waste Connection's daily routes. This will be for information and possible scheduling purposes.

2.11 SUPERVISION BY CONTRACTOR

At all times during the life of the project the Contractor shall provide one (1) permanent employee who shall have the authority and capability for overall responsibility of the project and who shall be personally available at the work site within a twenty-four (24) hour given notice. Such employee shall be fully authorized to conduct all business with the subcontractors, to negotiate and execute all supplemental agreements, and to execute the orders or directions of the Engineer.

At all times that work is actually being performed, the Contractor shall have present on the project one (1) competent individual who is authorized to act in a supervisory capacity over all work on the project, including work subcontracted. The individual who has been so authorized shall be experienced in the type of work being performed and shall be fully capable of managing, directing, and coordinating the work; of reading and thoroughly understanding the contract, and plans; and receiving and carrying out directions from the Engineer or his/her authorized representatives. He/she shall be an employee of the Contractor unless otherwise approved by the Engineer.

The Contractor may, at his/her option, designate one employee to meet the requirements of both positions. However, whenever the designated employee is absent from the work site, an authorized individual qualified to act in a supervisory capacity on the project shall be present.

Notwithstanding anything in the Contract Documents to the contrary, 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.

2.12 PAYMENT AND PERFORMANCE BONDS

The contractor will be required to execute both a payment bond and a performance bond in accordance with G.S. 44A-26. The contractor, by the execution of the award, shall provide the Town of Huntersville with a contract payment bond and a contract performance bond each in an amount equal to one hundred percent (100%) of the amount of the contract. The corporate surety furnishing the bonds shall be authorized to do business in the State. The contractor's failure to provide acceptable bonds by the execution date of the award shall be just cause for rescinding the award of the contract.

Payment Bonds

The successful bidder will be required to submit to the Town a Payment Bond in form attached to this RFB as Exhibit E.

Performance Bonds

The successful bidder will be required to submit to the Town a Performance Bond in form attached to this RFB as Exhibit E.

2.13 NOTIFICATION OF OPERATIONS

The Contractor shall notify the Engineer seventy-two (72) hours in advance of beginning work on this project and/or any foreseeable project delays. The Contractor shall give the Engineer sufficient notice of all operations for any sampling, inspection, or acceptance testing required.

2.14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All Contractors and contractors' personnel, all subcontractors and their personnel, and any material supplies and their personnel must wear an OSHA Approved reflective vest or outer garment at all times while on the project. Failure to wear the proper equipment will result in immediate removal of said person from the job site.

2.15 INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain insurance, as required by the Town Standard Contract, attached hereto as **Exhibit D2**.

2.16 PROJECT DISPUTES

Disputes arising for the Project will be governed by the Town's RULES IMPLEMENTING MEDIATED SETTLEMENT CONFERENCES IN TOWN OF HUNTERSVILLE CONSTRUCTION PROJECTS, incorporated herein by reference. Copies are available at the Huntersville Public Works Department.

2.17 FINAL INVOICE

After the project has been completed and accepted, the Contractor shall submit his/her invoice for final payment to the following address:

Mr. Kevin Fox, P.E.
Town of Huntersville
Post Office Box 664
Huntersville, NC 28070

The reports listed below shall be submitted with the invoice requesting final payment:

1. Contractor's affidavit for release and waiver of claims, stating that all obligations and debts have been satisfied, or an affidavit which includes a list of obligations not satisfied.
2. Any property owner's signed release for waste and borrow areas.
3. Any materials, invoices, or certifications required and not previously submitted.
4. Any claims for time extensions or additional compensation.

3.0 PROJECT SPECIAL PROVISIONS - ROADWAY

Standard Specifications. Those provisions of North Carolina Department of Transportation 2024 Standards for Roads and Structures ("Standard Specifications") specifically referenced in Section 2.0 of this Contract Proposal are incorporated herein by reference and shall be considered a part of the Contract. Divisions 2 through 17 of the Standard Specifications for Roads and Structures which are applicable to the Work being performed as part of the Project shall be considered as part of the Project Specification and are hereby incorporated by reference as part of the Contract. To the extent that the terms of the Contract Proposal modify the terms of the Standard Specifications or the extent that there is a conflict between the terms of the Contract Proposal and the Standard Specifications, the terms of the Contract Proposal shall control.

Whenever the terms of the Contract Proposal or any of the contract documents, reference the Standard Specifications, the intended meaning of the terms below shall be as described in Section 2.0

3.1 CONTRACT TIME AND LIQUIDATED DAMAGES

The completion date for this project is June 15th, 2026. No extensions will be authorized except as authorized by Article 108-10 of the 2024 Standard Specifications for Roads and Structures. Contractor and the Town agree that the Contractor's failure to perform in compliance with the Agreement will cause the Town to incur expenses and damages that will be difficult to calculate, at best. Accordingly, the Town and the Contractor agree that the following amounts are reasonable estimates of the Town's damages, and thus constitute liquidated damages, and not penalties, for the Contractor's breach of this Agreement. If the Contractor fails to perform in accordance with this agreement, the Town may deduct the following amounts from any sum that otherwise would be payable to the Contractor under this Agreement. Liquidated damages for this contract for failure to complete the Project by the completion date are five hundred dollars (\$500.00) per calendar day. The liquidated damages provided by this Section 3.1 are separate and apart from the liquidated damages specified for unauthorized mid-Project suspensions by the Contractor as described in Section 3.2 below.

3.2 PROSECUTION OF WORK

The Contractor will be required to prosecute the work in a continuous and uninterrupted manner from the time he/she begins the work until completion and final acceptance of the project. The Contractor will not be permitted to suspend his/her operations except for reasons beyond his/her control or except where the Engineer has authorized a suspension of the Contractor's operations in writing.

It is further the intent that the Contractor shall pursue the work diligently with workmen in sufficient numbers, abilities, and supervision, and with the equipment, materials, and methods of construction as may be required to complete the work described in the contract, or as may be amended, by the completion date.

The Contractor and the Town agree that the Contractor's failure to perform in compliance with the RFB and Contract will cause the Town to incur expenses and damages that will be difficult to calculate, at best. Accordingly, the Town and the Contractor agree that the following amounts are reasonable estimates of the Town's damages, and thus constitutes liquidated damages, and not penalties, for the Contractor's breach. If the Contractor fails to perform in accordance with the RFB and Contract, the Town may deduct the following amounts from any sum that otherwise would be payable to the Contractor under the Contract. In the event that the Contractor's operations are suspended mid-Project in violation of the above provisions, the sum of one thousand dollars (\$1,000.00) will be charged to the contractor as liquidated damages for each and every calendar day that such suspension takes place. The said amount is hereby agreed upon as liquidated damages. Liquidated damages chargeable due to suspension of the work will be additional to any liquidated damages that may become chargeable due to failure to complete the work by the completion date.

3.4 PROMPT PAYMENT

Within seven (7) calendar days of receiving payments for work performed or services rendered on the Project, contractors at all levels, including prime, subcontractor, or second tier subcontractor, shall pay subcontractors, second tier subcontractors, or material suppliers as appropriate. This seven-day period begins upon receipt of payment by the contracting firm obligated to make subsequent periodic or final payment. These prompt payment requirements will be met if each firm mails the payment to the next level firm by evidence of postmark within the seven-day period.

This provision for prompt payment shall be incorporated into each subcontract or second tier subcontract issued for work performed on the project or for services provided. If any retainage is held on subcontractors, all retainages shall be released within seven calendar days of release by the Town of Huntersville.

Failure of any entity to make prompt payment as defined herein may result in withholding of money due to that entity in the next partial payment until such assurances are made satisfactory to this provision.

3.5 DRIVEWAYS AND PRIVATE PROPERTY

The Contractor shall maintain access to driveways for all residents and property owners throughout the life of the project. Contractor shall provide access to mail and trash services to

existing properties. The Contractor shall also ensure contractors at all levels, including prime, subcontractor, or second tier subcontractor follow this section 3.4.

The Contractor shall not perform work for private citizens or agencies in conjunction with this project or within the project limits of this contract. Any driveway paved by a Contractor which ties into a Town system road being paved by the Contractor must be paved either prior to the road paving project or after its completion.

3.6 DENSITY TEST

Density tests may be taken in accordance with the 2024 Standard Specifications for Roads and Structures or as directed by the Engineer. The Contractor shall shape and compact the subgrade in any widened area to the satisfaction of the Engineer.

3.7 PATCHING EXISTING PAVEMENT

Note: ALL maps will require milling to a depth of 2" over the entire area. Additional Patching may be required in areas of unstable subgrade as directed by the Engineer.

Description

The Contractor's attention is directed to the fact that there are areas of existing pavement on this project that will require repair prior to resurfacing. Patch the areas that, in the opinion of the Engineer, need repairing. The areas to be patched will be delineated by the Engineer prior to the Contractor performing repairs.

Construction Methods

Patching repairs of existing pavement shall include but not be limited to cutting of the existing pavement to a neat vertical joint and uniform line; the removal and disposal of pavement, base, and subgrade material as approved or directed by the Engineer; the coating of the area to be repaired with a tack coat; and the replacement of the material with asphalt concrete material.

Place Asphalt Concrete Base Course, ACIC Type B25.0B, or ACIC Type I19.0B, in lifts not exceeding 4 inches in depth, or as directed by the Engineer. Utilize compaction equipment suitable for compacting patches as small as 3.5 feet by 6 feet on each lift. Use an approved compaction pattern to achieve proper compaction. If patched pavement is to be open to traffic for more than forty-eight (48) hours prior to overlay, use Asphalt Surface Course, Type S9.5C in the top 1.5 inches of the patch.

Schedule operations so that all areas where pavement has been removed will be repaired on the same day of the pavement removal and all lanes of traffic restored.

Measurement and Payment

Patching Existing Pavement will be measured and paid for as the actual number of tons of asphalt plant mix complete in place that has been used to make completed and accepted repairs. The asphalt plant mixed material will be measured by being weighed in trucks on certified platform scales or other certified weighing devices. The above price and payment will be full compensation for all work covered by this provision, including but not limited to removal and disposal of pavement; furnishing and applying tack coat; furnishing, placing, and compacting of asphalt plant mix; ~~furnishing of asphalt binder for the asphalt plant mix~~; and furnishing scales.

Furnishing asphalt binder will be paid as provided in Article 620-4 for Asphalt Binder for Plant Mix for each grade required.

Patching Existing Pavement will be considered a minor item. In the event that the item of Patching Existing Pavement overruns the original bid quantity by more than 100 percent, the provisions of Article 104-5 of the Standard Specifications pertaining to revised contract unit price for overrunning minor items will not apply to this item. Any provisions included in the contract that provides for adjustments in compensation due to variations in the price of asphalt binder will not be applicable to payment for the work covered by this provision.

Payment will be made under:

Pay Item	Pay Unit
Patching Existing Pavement	Ton
Mill Existing Pavement to 0" - 4" inch depth	Sq. Yds.

3.8 PRICE ADJUSTMENT - ASPHALT BINDER

Price adjustments for asphalt binder for plant mix will be made in accordance with Section 620 of the 2024 Standard Specifications Road and Structures.

The base price index for asphalt binder is \$ 569.38 per ton.

This base price index represents an average of F.O.B. selling prices of asphalt binder at supplier's terminals as of September 1, 2025.

3.9 ADJUSTMENT OF MANHOLES, METER BOXES AND VALVE BOXES

Adjustment of manholes, meter boxes, and valve boxes shall be in accordance with Section 858 of the 2024 Standard Specifications for Roads and Structures with the following exceptions:

- i. The Engineer may restrict the raising of structures to a period not greater than seventy-two (72) hours prior to resurfacing.
- ii. All pavement placed on structure covers shall be immediately removed after the paving machine has passed over the structure.
- iii. The Engineer may require structure adjustment after resurfacing is complete.

For the purpose of this contract, where applicable, the use of cast iron or steel fittings will be an acceptable means to raise manholes, and valves.

Basis of Payment

Measurement and payment will be in accordance with Section 858 of the 2024 Standard Specifications for Roads and Structures.

3.10 THERMOPLASTIC PAINTED PAVEMENT MARKINGS

Thermoplastic painted pavement markings shall be in accordance with Section 1205 of the 2024 Standard Specifications for Roads and Structures with the following exceptions:

- i. Premark within 3 days of completion of individual said street unless specified elsewhere in the contract.

- ii. Permanent markings to be placed within 7 days of final asphalt surface installation.

Measurement and Payment

Thermoplastic painted pavement markings will be measured and paid in accordance with Article 1205-10 of the 2024 Standard Specifications for Roads and Structures.

3.11 EXISTING ASPHALT ROAD HUMPS

The Contractor's attention is directed to the fact that there may be existing asphalt road humps on this project.

The Contractor shall pave up to the existing road humps, move to the other side and continue the operation. The existing road humps will not be resurfaced.

3.12 SURFACE PREPARATION

The work covered by this provision consists of the cleaning and preparation of all surface areas to which asphalt maintenance items are to be performed. All dirt, grass, and other debris shall be removed prior to performing asphalt pavement maintenance and shall be disposed of by the Contractor. This item is to include proper clipping of dirt, grass and other debris that may be accumulated along the shoulder of each map that includes ditch type sections.

3.12.1 Basis of Payment

There will be no direct payment for the work covered by this section as payment at the contract unit prices for the various asphalt pavement maintenance items will be full compensation for all work covered by this section.

3.13 RESTORATION

All private and public property disturbed in the process of project construction shall be restored to the condition existing prior to construction.

Final clean-up shall be completed within twenty-four (24) hours from the time work is completed. Final clean-up and restoration shall include the following:

- i. Clean-up of excess material left in gutters, catch basins, and private yards.
- ii. Removal of equipment marks and restoration of public and private property to the condition existing prior to beginning the work.

The dumping of excess asphalt mix on the project site is prohibited.

Curb and other objects accidentally tacked or primed shall immediately be cleaned with a material and process approved by the Engineer so as to have no unsightly marks on the finished surface of these items.

3.13.1 Basis of Payment

No direct payment will be made for the work covered by this provision as payment at the contract unit prices for the various contract items will be full compensation for all work covered by this section.

3.14 INCIDENTAL STONE BASE

Place incidental stone base on driveways, mailboxes, etc. immediately after paving and do not have the paving operations exceed stone base placement by more than one week without written permission of the Engineer.

3.14.1 Materials and Construction

Provide and place incidental stone base in accordance with Section 545 of the 2024 Standard Specifications for Roads and Structures.

3.14.2 Measurement and Payment

Incidental Stone Base will be measured and paid in accordance with Article 545-6 of the 2024 Standard Specifications for Roads and Structures.

3.15 TRAFFIC CONTROL AND WORK ZONE SAFETY

The contractor shall maintain traffic during construction and provide, install, and maintain all traffic control devices in accordance with these project guidelines, the Project Special Provisions, Standard Specifications, and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

The Contractor shall utilize complete and proper traffic controls and traffic control devices during all operations. All traffic control and traffic control devices required for any operation shall be functional and in place prior to the commencement of that operation. Signs for temporary operations shall be removed during periods of inactivity. The Contractor is required to leave the project in a manner that will be safe to the traveling public and which will not impede motorists.

Traffic movements through lane closures on roads with two-way traffic shall be controlled by flaggers stationed at each end of the work zone. In situations where sight distance is limited, the Contractor shall provide additional means of controlling traffic, including, but not limited to, two-way radios, pilot vehicles, or additional flaggers. Flaggers shall be competent personnel, adequately trained in flagging procedures, and furnished with proper safety devices and equipment, including, but not limited to, safety vests and stop/slow paddles.

All personnel when working in traffic areas or areas in close proximity to traffic shall wear an approved safety vest, or shirt or jacket which meets the color requirements of the MUTCD.

The Contractor shall comply with all applicable Federal, State, and local laws, ordinances, and regulations governing safety, health, and sanitation, and shall provide all safeguards, safety devices, and protective equipment, and shall take any other needed actions, on his/her own responsibility that are reasonably necessary to protect the life and health of employees on the job and the safety of the public, and to protect property in connection with the performance of the work covered by the contract.

Failure to comply with any of the requirements for safety and traffic control of this contract shall result in suspension of work as provided in Sub article 108-7(2) of the 2024 Standard Specifications for Roads and Structures.

During a resurfacing only operation, the Contractor shall bring all newly resurfaced lanes to the same elevation within seventy-two (72) hours. A maximum difference in elevation between open lanes of travel of 1.5 inches shall be allowed.

On partial or “wheel-track” milling of two-way, two-lane facilities, The Contractor shall mill and pave back by the end of each work day. On partial or “wheel-track” milling of multi-lane facilities, the Contractor shall mill and pave back by the end of each work day or leave the lane being milled closed and pave back within seventy-two (72) hours.

During resurfacing / milling operation on two-way, two-lane facilities the Contractor shall have the following options: When the entire roadway or entire lane is to be milled, the Contractor shall mill a single lane and pave back by the end of each work day or mill the entire width of roadway and pave back within seventy-two (72) hours.

During resurfacing / milling operation on multi-lane facilities, the Contractor shall have the following options: When all lanes or a single lane in one direction are to be milled, the Contractor shall; 1) Mill the entire width of pavement for all lanes to be milled in a given direction daily or, 2) Mill a single lane and pave back by the end of each work day or 3) Mill a single lane and leave a lane closure in and pave back within seventy-two (72) hours.

The Contractor shall slope the pavement at the beginning and ending of the daily milling operations as directed by the Engineer. All milled material shall be swept up and removed from the roadway as soon as possible after the milling operation. Milling operations shall be continuous until the particular section of roadway being milled is complete. On multi-lane facilities, the Contractor shall begin resurfacing operations on the milled roadway within seventy-two (72) hours.

The Contractor shall operate his/her equipment and conduct his/her operation in the same direction as the flow of traffic. The Contractor shall not cross medians with equipment, except at properly designated interchanges.

When paving is performed at night, appropriate lighting shall be provided in accordance with Section 1412 of the 2024 Standard Specifications for Roads and Structures, except no direct payment will be made for this lighting.

The Contractor shall be required to remove existing raised pavement markers as preparation for paving.

3.15.1 Basis of Payment

No direct payment shall be made for the signing and traffic control items including Truck Mounted Impact Attenuators (TMIA), Section 1165 of the 2024 Standard Specifications for Roads and Structures as such work will be considered incidental to the various other bid items in the contract.

3.16 ADA Wheelchair Concrete Ramps

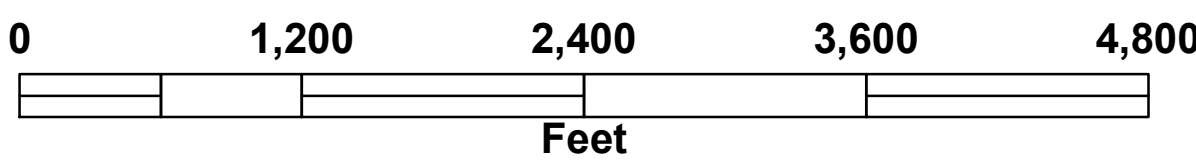
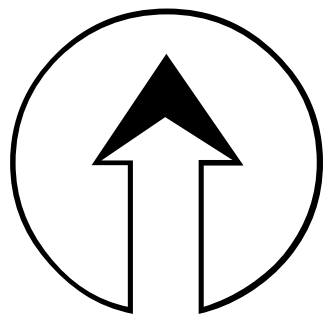
Scope of Services. The Contractor agrees to update/ install ADA concrete wheelchair ramps in accordance with the current state and federal guidelines. These locations are listed in Exhibit B to C.

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

EXHIBIT A - PLANS

(SEE NEXT PAGE)

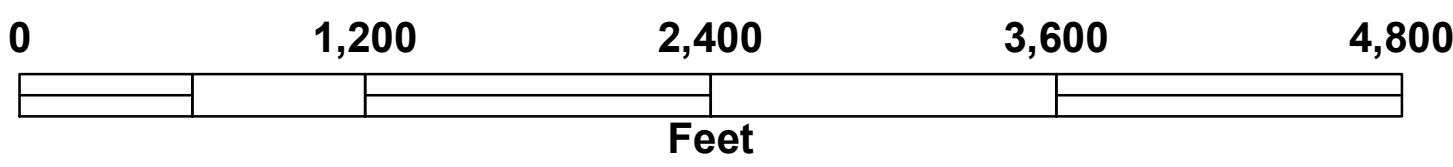
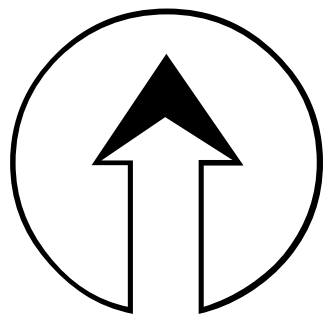
2025 Resurfacing Map*
West Huntersville, NC



* Revised 8/28/2025

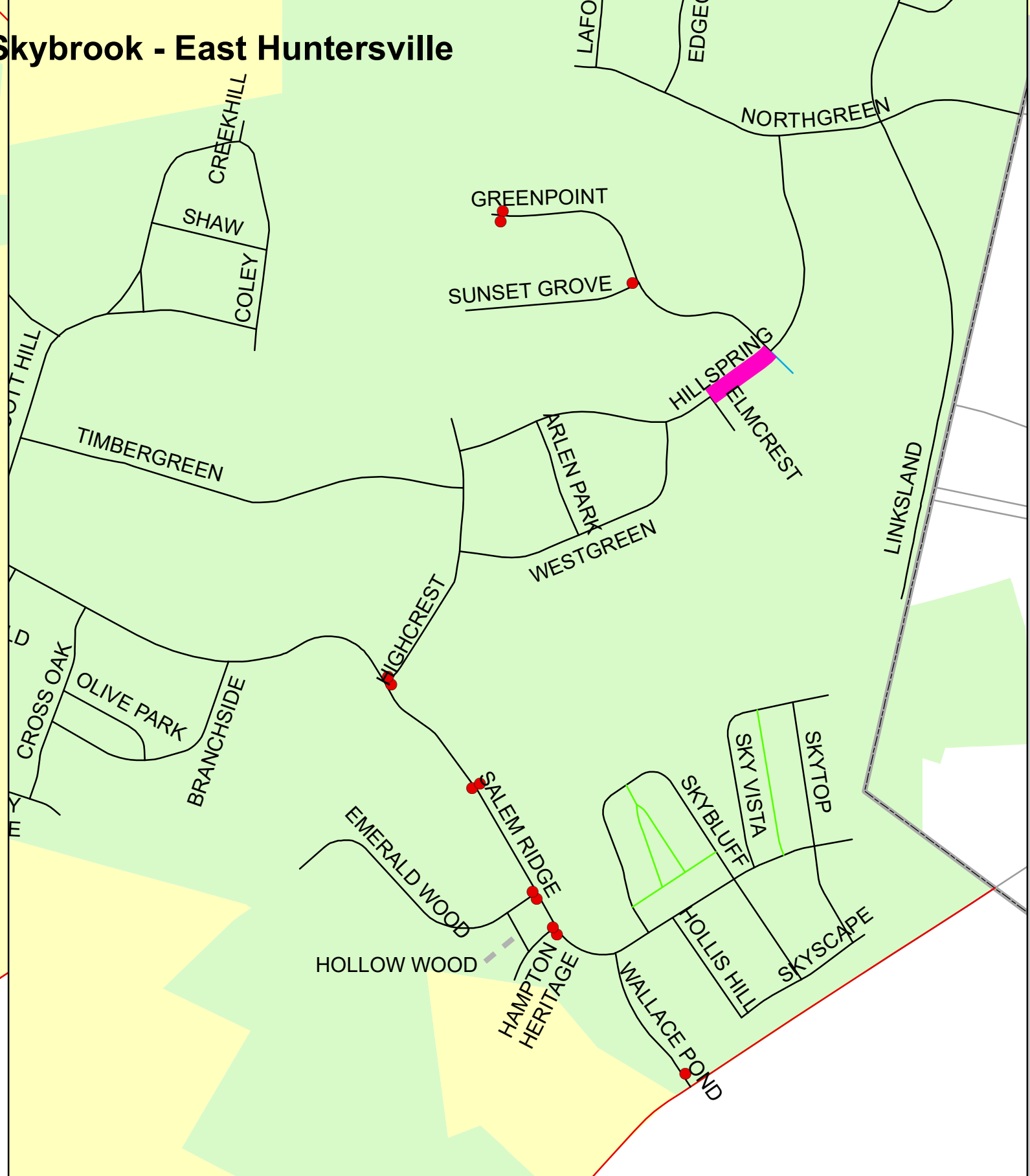
- 2025 Resurfacing
- NCDOT
- Huntersville
- Huntersville Gravel
- Alley; Private Party
- Developer/Unknown;
- County Boundary
- Corporate Limits
- Huntersville ETJ

2025 Resurfacing Map*
East Huntersville, NC



* Revised 8/28/2025

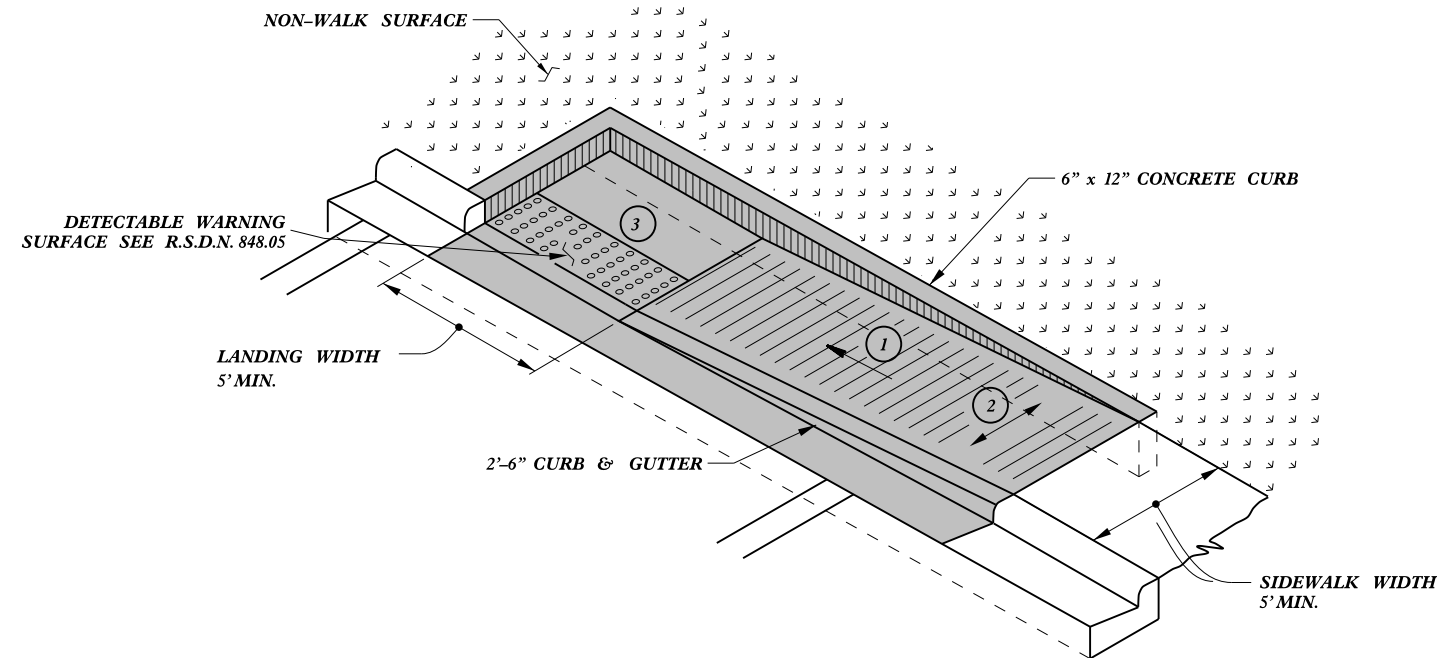
- 2025 Resurfacing
- NCDOT
- Huntersville
- Huntersville Gravel
- Alley; Private Party
- Developer/Unknown;
- County Boundary
- Corporate Limits
- Huntersville ETJ



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J.Howerton At C5023750

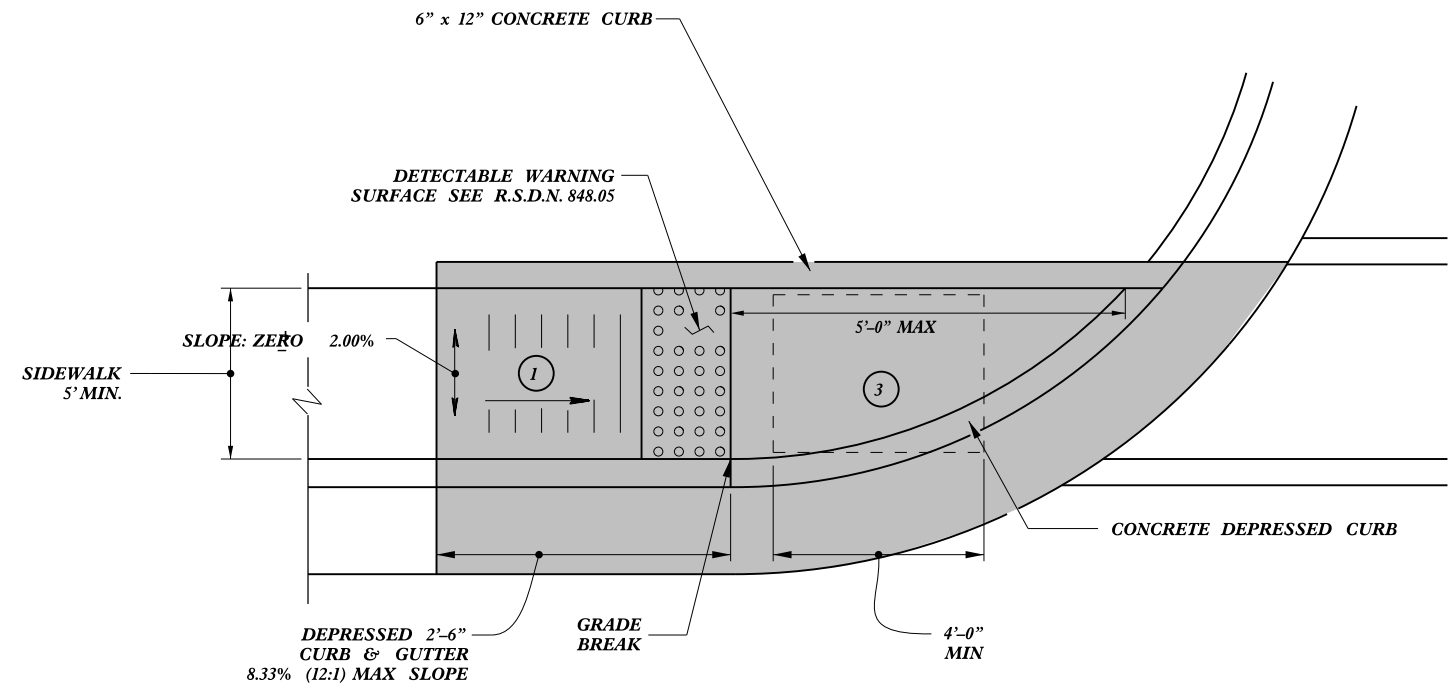
5/14/99

PROJECT REFERENCE NO.	SHEET NO.



TYPE 1A

- 1 8.33% (12:1) MAX RAMP SLOPE
- 2 CROSS SLOPE: 2.00%
- 3 CURB RAMPS REQUIRE A (4'-0") MINIMUM LANDING WITH A MAXIMUM CROSS SLOPE AND LONGITUDINAL SLOPE OF 2.00% WHERE PEDESTRIANS PERFORM TURNING MANEUVERS. SLOPE TO DRAIN TO CURB.



TYPE 1

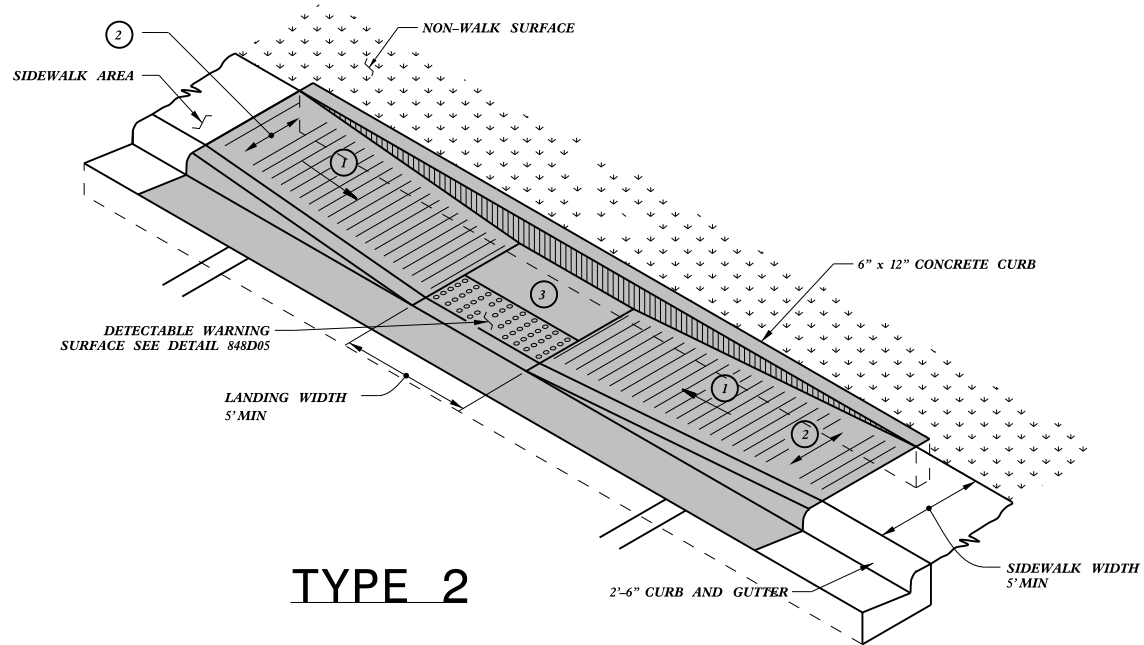
PAY LIMITS FOR CURB RAMP

REFER TO ROADWAY STANDARD DRAWING NUMBER 848.05 SHEET 3 OF 3 FOR ALL RAMP NOTES

CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4119
CURB RAMPS	
Directional Ramps	
ORIGINAL BY: J.S. HOWERTON	DATE: 7/7/11
MODIFIED BY:	DATE:
CHECKED BY:	DATE:
FILE SPEC: stds/2012CurbRamp/CurbRampDetails.dgn	

22-MAR-2012 15:07
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J.Howerton
5/14/99

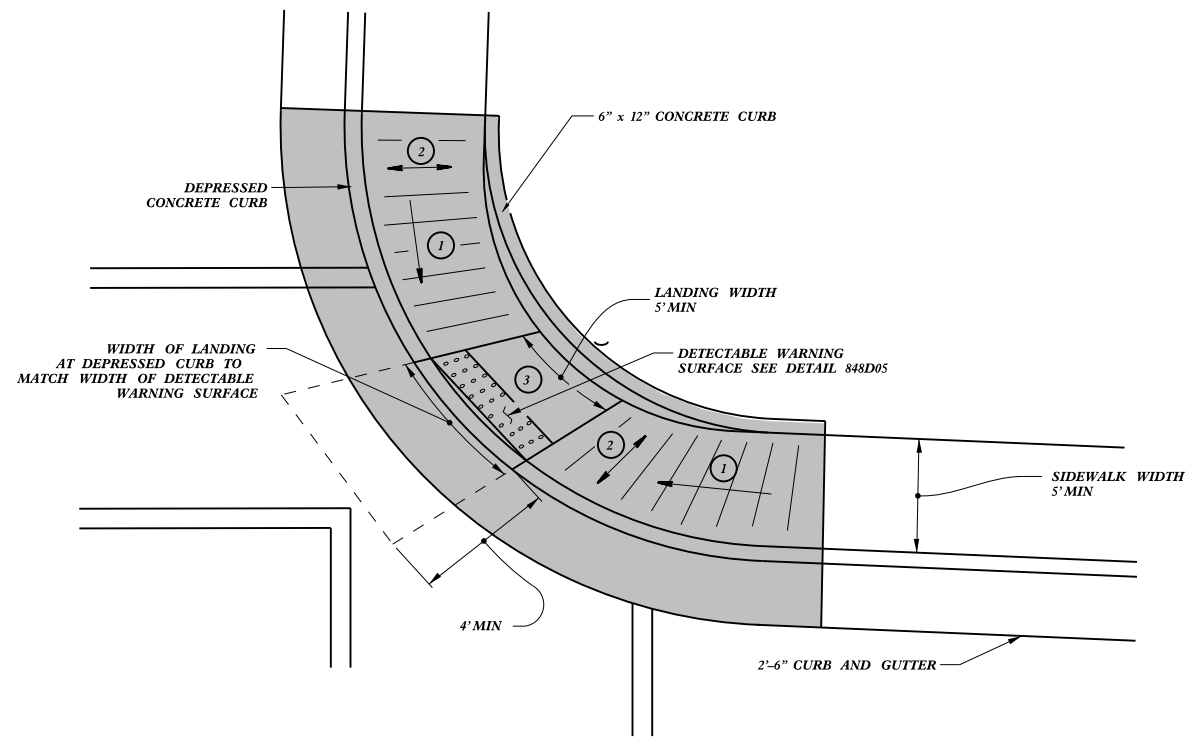
PROJECT REFERENCE NO.	SHEET NO.



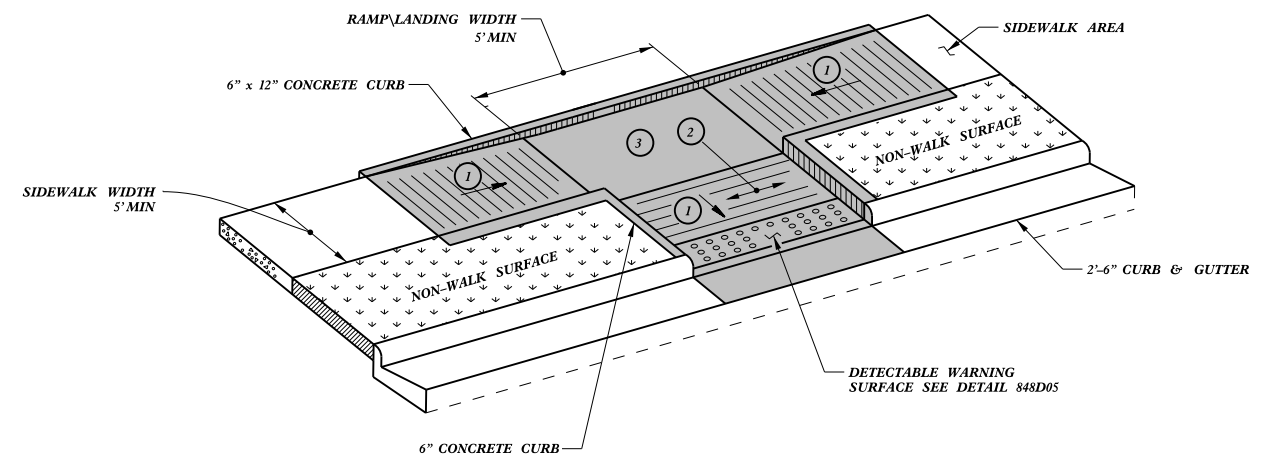
TYPE 2

PAY LIMITS FOR CURB RAMP

- 1 8.33% (12:1) MAX RAMP SLOPE
- 2 CROSS SLOPE: 2.00%
- 3 CURB RAMPS REQUIRE A (4'-0") MINIMUM LANDING WITH A MAXIMUM CROSS SLOPE AND LONGITUDINAL SLOPE OF 2.00% WHERE PEDESTRIANS PERFORM TURNING MANEUVERS. SLOPE TO DRAIN TO CURB.



TYPE 2A



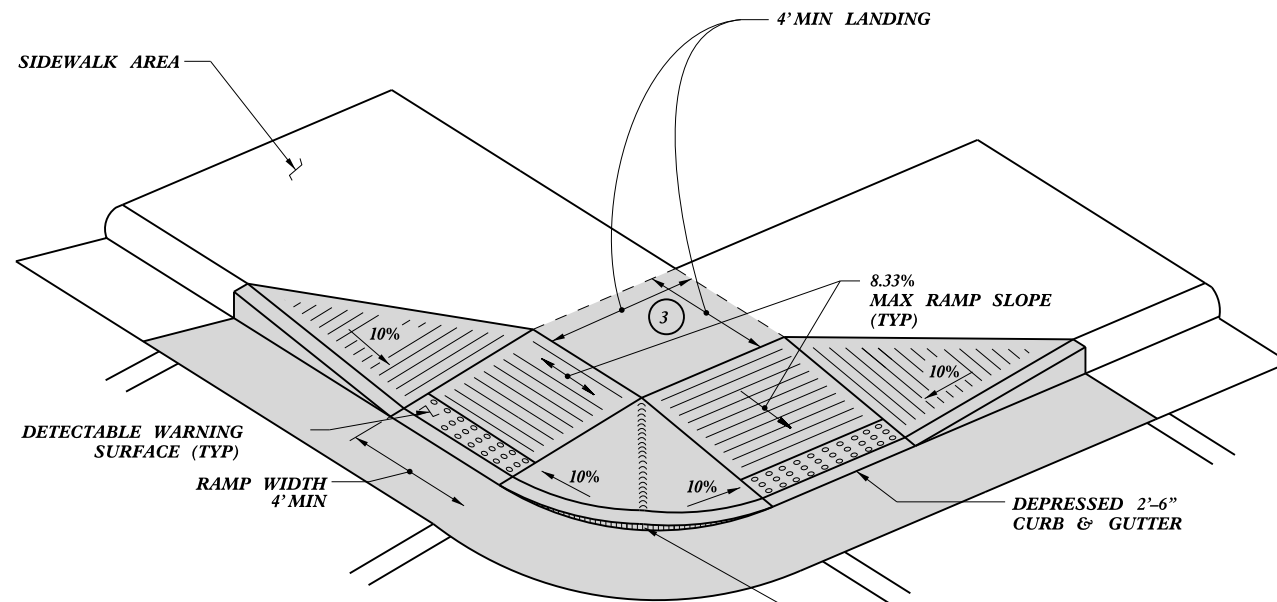
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REFER TO ROADWAY STANDARD DRAWING NUMBER 848.05 SHEET 3 OF 3 FOR ALL RAMP NOTES

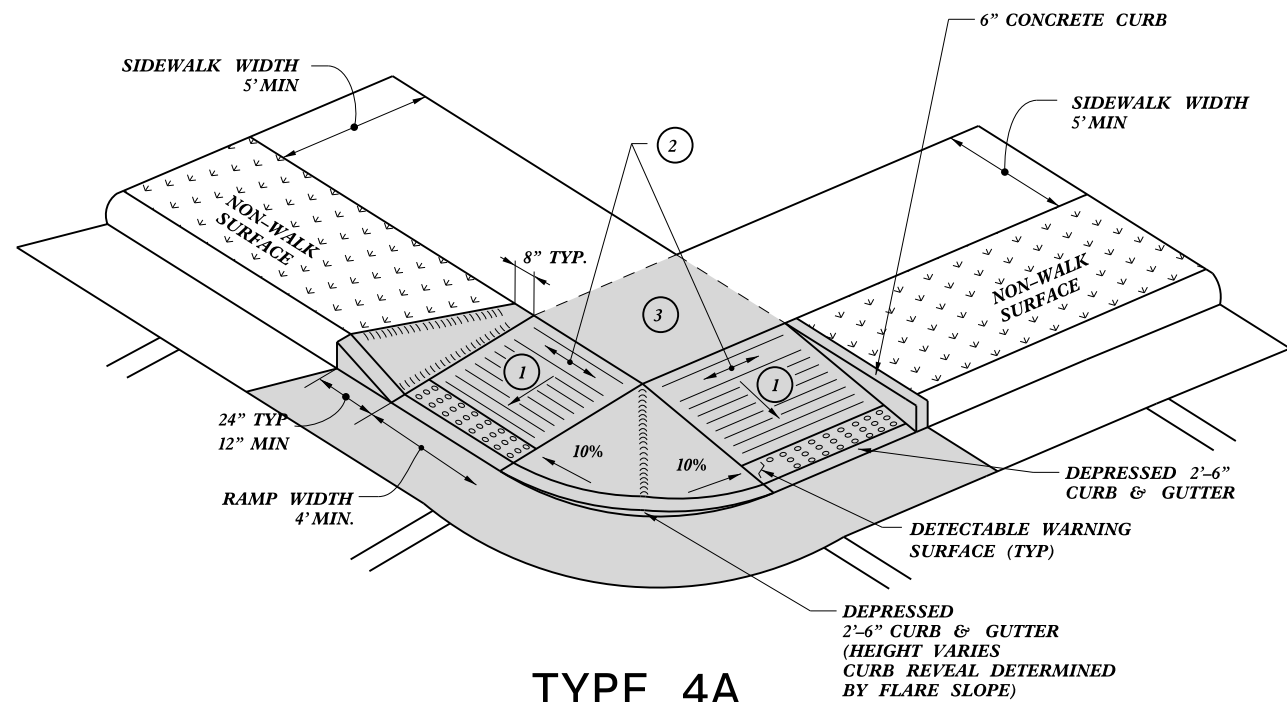
CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4119
CURB RAMPS	
Parallel Ramps	
ORIGINAL BY: J.S. HOWERTON	DATE: 7/7/11
MODIFIED BY:	DATE:
CHECKED BY:	DATE:
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5/14/99
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J.Howerton
AT C50237501

PROJECT REFERENCE NO. SHEET NO.

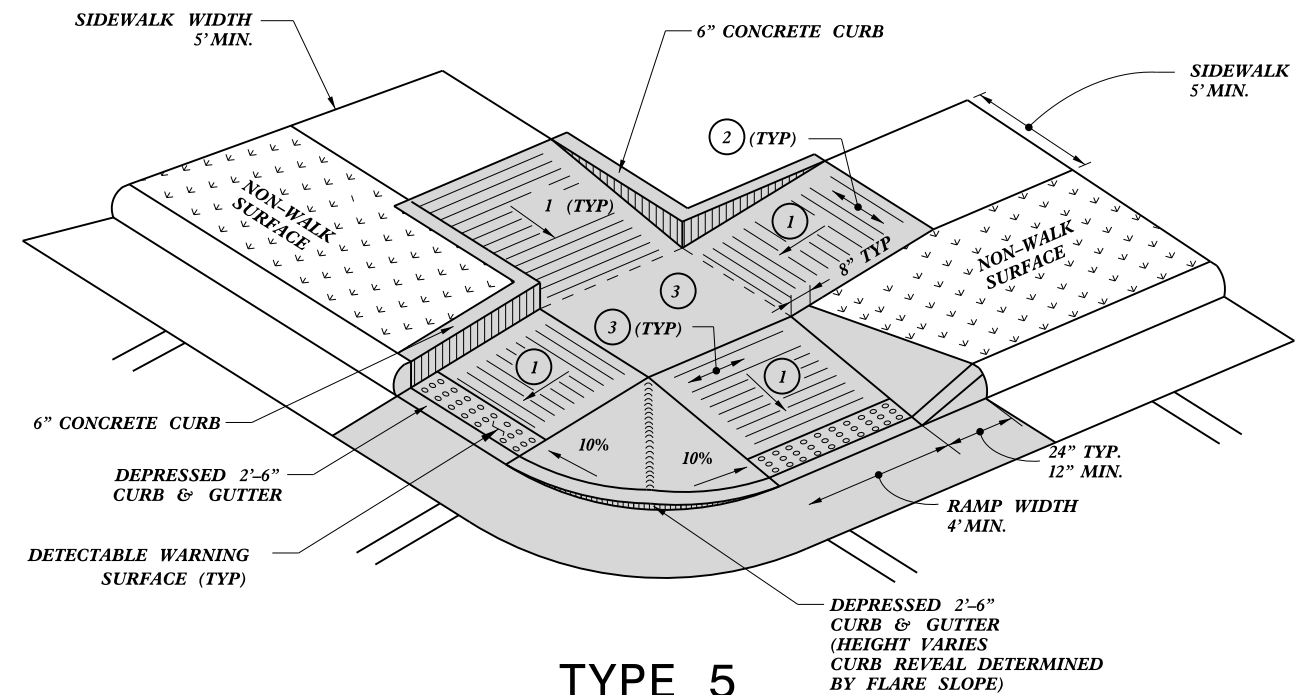


TYPE 4



TYPE 4A

PAY LIMITS FOR CURB RAMP



TYPE 5

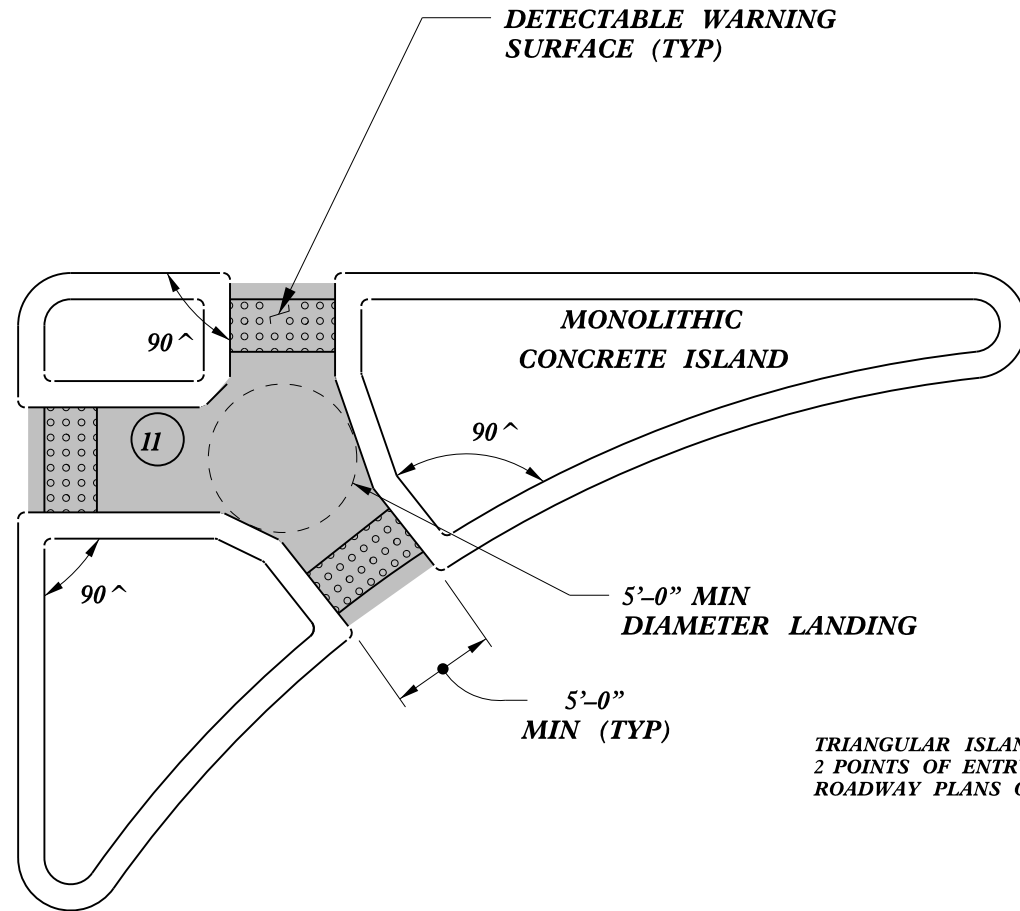
- 1 8.33% (12:1) MAX RAMP SLOPE
2 CROSS SLOPE: 2.00%
3 CURB RAMPS REQUIRE A (4'-0") MINIMUM LANDING WITH A MAXIMUM CROSS SLOPE AND LONGITUDINAL SLOPE OF 2.00% WHERE PEDESTRIANS PERFORM TURNING MANEUVERS. SLOPE TO DRAIN TO CURB.

CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4119
CURB RAMPS	
Shared Landing	
ORIGINAL BY: J.S. HOWERTON	DATE: 7/7/11
MODIFIED BY:	DATE:
CHECKED BY:	DATE:
FILE SPEC: stds/2012CurbRamp/CurbRampDetails.dwg	

REFER TO ROADWAY STANDARD DRAWING NUMBER 848.05 SHEET 3 OF 3 FOR ALL RAMP NOTES

5/14/99

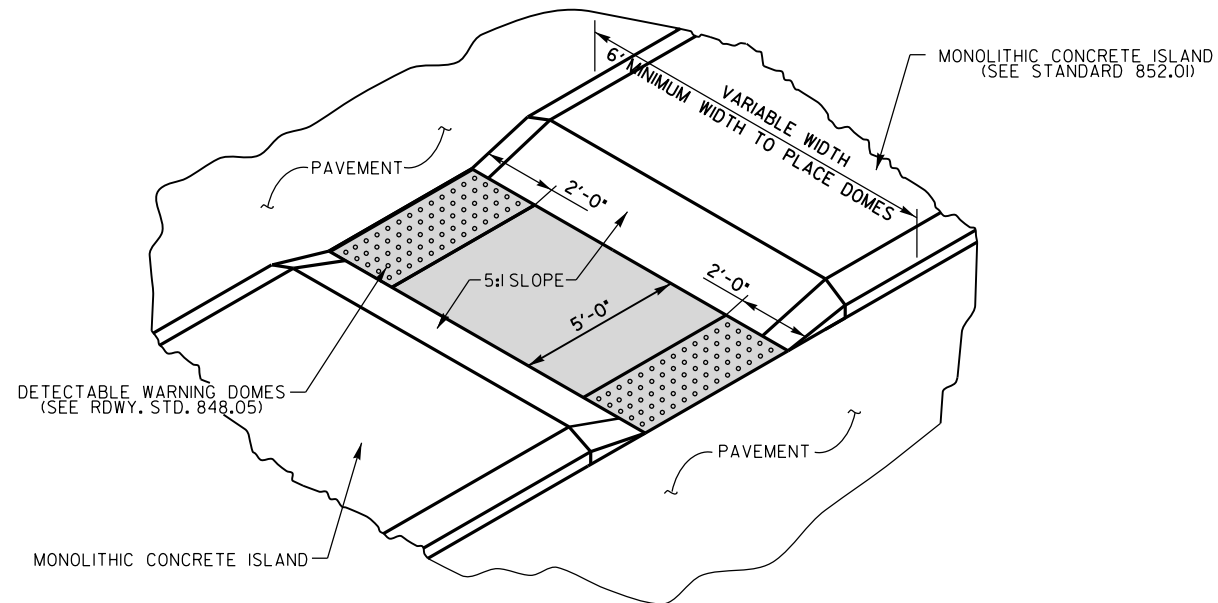
PROJECT REFERENCE NO. SHEET NO.



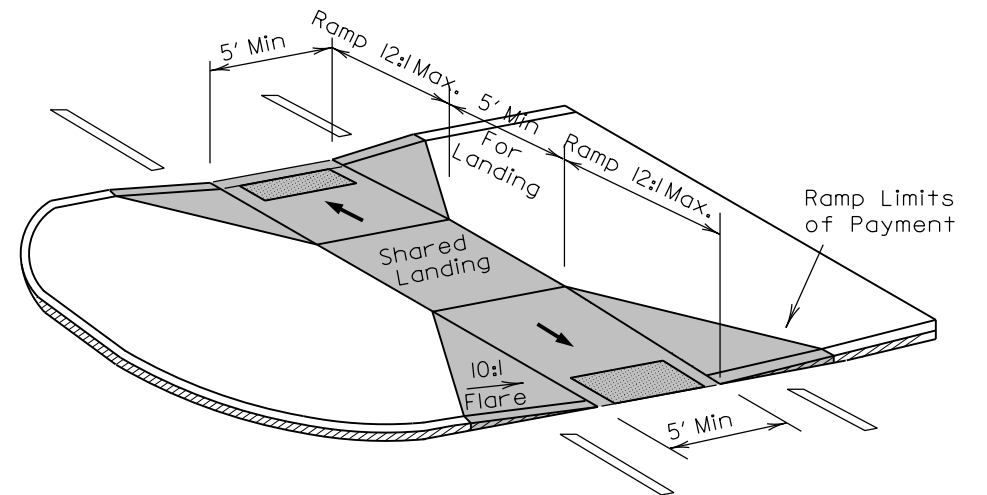
PAY LIMITS FOR 1 CURB RAMP

TRIANGULAR ISLANDS MAY BE CONSTRUCTED WITH ONLY 2 POINTS OF ENTRY AND EXIT AS SHOWN IN THE ROADWAY PLANS OR AS DIRECTED BY THE ENGINEER.

TRIANGULAR ISLAND WITH CUT THROUGH



MEDIAN ISLAND WITH CUT THROUGH



MEDIAN ISLAND CURB RAMPS

CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4119
CURB RAMPS	
Median or Turn Lane Islands	
ORIGINAL BY: J.S. HOWERTON	DATE: 7/7/11
MODIFIED BY:	DATE:
CHECKED BY:	DATE:
FILE SPEC: stds/2012CurbRamp/CurbRampDetails.dwg	



TRASH SERVICE

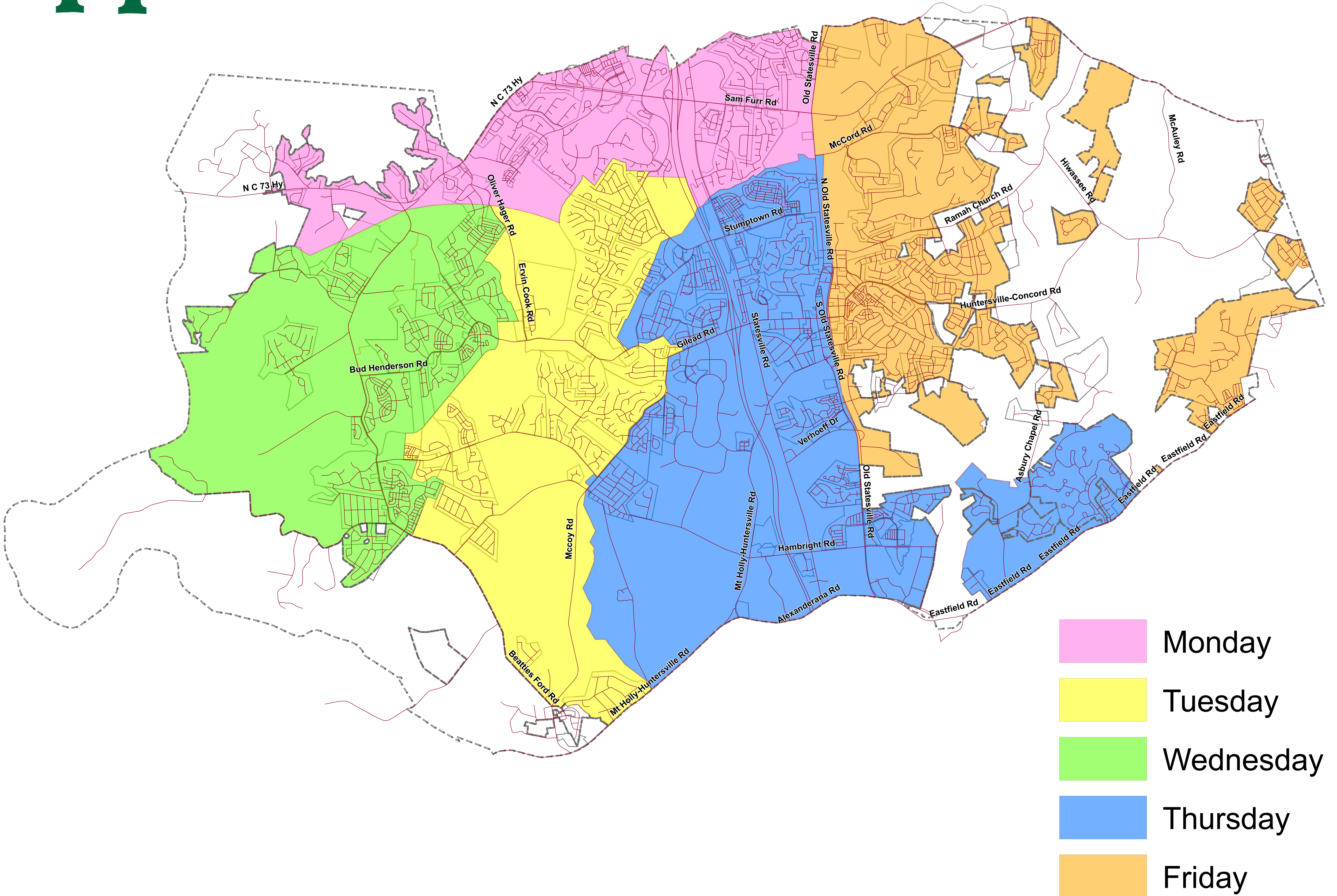


EXHIBIT B - SUMMARY OF QUANTITIES

(SEE NEXT PAGE)

EXHIBIT B - SUMMARY OF QUANTITIES

[illegible]

SECTION							ASPHALT					VALVES/MANHOLES			WHEEL CHAIR RAMPS				STRIPING (THERMOPLASTIC)						
Maps	Street Name	From	Block	To	From	Length	Width	SY	TONS			EA	EA	EA	EA	EA	SY	LF	LF	EA	LF	LF	LF	LF	LF
								Milling 4")	ASPHALT S9.5C	PATCHING	LEVELING				REMOVE/ REPLACE RAMP	INSTALL TRUNCATED DOME	4" Concrete Sidewalk	Concrete Curb & Gutter		24" STOP BAR	SYMBOLS	4" WHITE	4" YELLOW	8" WHITE	8" YELLOW
35	CANOE COVE	LN	11400	LATTA SPRINGS	LATTA SPRINGS	420	18	840	80	20	8				3			28							
36	CANOE COVE	LN	11400	LATTA SPRINGS	RIVERSIDE OAKS	345	18	690	65	16	7				8		40	20	28						
37	CANOE COVE	LN	11200	MORGAN HORSE TL	MORGAN HORSE TL	675	18	1350	128	32	13				2										
38	CANOE COVE	LN	11300	MORGAN HORSE TL	RIVERSIDE OAKS	600	18	1200	114	28	11				3		20	10							
39	ALMONDELL	DR	14900	SAGEFIELD	HARVINGTON	435	18	870	82	21	8				2										
40	ALMONDELL	DR	15000	HARVINGTON	CHIPPING	425	18	850	81	20	8				2				14						
41	ALMONDELL	DR	15100	CHIPPING	SEAFIELD	300	18	600	57	14	6				4				14						
42	ALMONDELL	DR	15100	SEAFIELD	HUGH TORANCE	320	18	640	61	15	320	6			6		30								
43	CORAL SUNRISE	DR	12600	TANNERS CREEK DR	ORCHID BLOOM CT	865	20	1922	182	46	18				3										
44	CORAL SUNRISE	DR	12800	ORCHID BLOOM CT	ORANGE SUN TL	520	20	1156	110	27	11				4										
45	STRATTON FARM	RD	9000	BRADORD HILL	TWIN TRAIL DR	902	32	3207	304	76	30				5		40	20			1804	1804			
46	STRATTON FARM	RD	9200	TWIN TRAIL DR	CLIFFCREEK DR	575	32	2044	194	48	19				0						1150	1150			
47	STRATTON FARM	RD	9300	CLIFFCREEK DR	MOORES MILL RD	348	32	1237	117	29	12				0						696	696			
48	STRATTON FARM	RD	9350	MOORES MILL RD	CEDAR FALL DR	312	32	1109	105	26	11				2						624	624			
49	STRATTON FARM	RD	9400	CEDAR FALL DR	OAK PARK DR	540	32	1920	182	45	18				3						1080	1080			
50	STRATTON FARM	RD	9600	OAK PARK DR	MCCOY RD	310	32	1102	104	26	10				0				14		620	620			
51	STRATTON FARM	RD	8600	MCILWAIN RD	HENDERSON HILL	515	32	1831	174	43	17				2		10	10	14			1350			
52	STRATTON FARM	RD	8650	HENDERSON HILL	PICKFORD CT	410	32	1458	138	35	14				2							1100			
53	STRATTON FARM	RD	8700	PICKFORD CT	LOCUST GROVE	284	32	1010	96	24	10				0							750			
54	STRATTON FARM	RD	8800	LOCUST GROVE	ANGEL OAK DR	699	32	2485	236	59	24				2						1398	1398			
55	STRATTON FARM	RD	8900	ANGEL OAK DR	BRADFORD HILL	553	32	1966	186	47	19				3		20	10			1106	1106			
56	STRATTON FARM	RD	9500	MCCOY RD	WINDYEDGE RD	165	32	587	56	14	6				2						330	330			
57	STRATTON FARM	RD	9500	WINDYEDGE RD	MEADOWMERE RD	235	32	836	79	20	8				6		50	20			470	470			
58	VANSTORY	RD	0	REESE BV	HERBERT WAYNE	3774	36	15096	1431	358	143				0				14	16		9435			
59	VANSTORY	RD	10	HERBERT WAYNE	LINDLEY DR	1803	36	7212	683	171	68				0					8		4507.5			
60	VANSTORY	RD	20	LINDLEY DR	REESE BV W	405	36	1620	154	38	15				0				14	2		1012.5			
61	BARNSBURY	DR	15300	SUNRIVER RD	MOONBROOK CT	225	26	650	62	15	6		2		4		40	10							
62	DETROITER	DR	9100	TUSCALOOSA RD	MASCOT LN	253	18	506	48	12	5		2		0										
63	DOE PATH	IN	8700	HAWKS RIDGE RD	ANGEL OAK DR	814	24	2171	206	51	21		3		2		25	40							
64	GRAFHAM	CIR	16000	DEVONSHIRE	SINGLETON	683	24	1821	173	43	17		3		2										
65	GRAND CENTRAL	WY	17100	FLAGMAN CR	CONDUCTOR CT	167	26	482	46	11	5		2		2										
66	HILLSPRING	DR	9900	GREEN POINT	ELM CREST	340	21	793	75	19	8		0		6		60	20							
67	KINROSS	CT	11700	ABERFELD	CUL DE SAC	715	18	1430	136	34	14		3		0										
68	MCCOY RIDGE	DR	13500	MCCOY RD	MEADONMERE	195	22	477	45	11	5		2		4										

EXHIBIT C - ITEMIZED PROPOSAL

(SEE NEXT PAGE)

Exhibit C - Itemized Proposal					
Base Bid					
Item No.	Section No.	Description	Qty & Units	Unit Bid Price	Amount Bid
Line No.					
1	800	Mobilization	Lump Sum	\$ 182,000.00	\$ 182,000.00
2	SP	Incidental Stone Base (Shoulder Const)	10 Tons	\$ 150.00	\$ 1,500.00
3	645	Asphalt Concrete Surface Course, Type S9.5C	9,831 Tons	\$ 70.00	\$ 688,170.00
4	620	Asphalt Binder for Plant Mix Grade PG 64-22	1,000 Tons	\$ 586.00	\$ 586,000.00
5	607	Mill Asphalt to 2" Depth	63,175 Sq. Yds	\$ 3.60	\$ 227,430.00
6	SP	Patching Existing Pavement	1,500 Tons	\$ 115.00	\$ 172,500.00
7	SP	Leveling (S9.5C)	600 Tons	\$ 70.00	\$ 42,000.00
8	SP	Adjustment of Manholes	53 Each	\$ 150.00	\$ 7,950.00
9	SP	Adjustment of Catch Basins	3 Each	\$ 900.00	\$ 2,700.00
10	SP	Adjustment of Water Valves	2 Each	\$ 86.00	\$ 172.00
11	848	Remove and replace wheelchair accessible curb ramp	84 Each	\$ 2,950.00	\$ 247,800.00
12	848	Install Bolt On Truncated Dome on Existing Curb Ramp	8 Each	\$ 800.00	\$ 6,400.00
13	846	30" Concrete Curb and Gutter	160 LF	\$ 76.00	\$ 12,160.00
14	848	6' Concrete sidewalk	335 LF	\$ 207.00	\$ 69,345.00
15	1205	Thermoplastic 24" White Stop Bar	170 LF	\$ 10.00	\$ 1,700.00
16	1205	Thermoplastic Bike Symbols	26 Each	\$ 150.00	\$ 3,900.00
17	1205	Thermoplastic 4" Yellow	27,450 LF	\$ 1.00	\$ 27,450.00
18	1205	Thermoplastic 4" White	9,300 LF	\$ 1.00	\$ 9,300.00
19	1205	Thermoplastic 8" Yellow	10 LF	\$ 12.00	\$ 120.00
20	1205	Thermoplastic 8" White	10 LF	\$ 12.00	\$ 120.00
TOTAL BID AMOUNT FOR PROJECT =				\$ 2,288,717.00	

BLYTHE CONSTRUCTION, INC.
 PO BOX 31635 CHARLOTTE NC 28231

Shane Clark

SHANE CLARK - VICE PRESIDENT

N.C. CONTRACTOR'S LICENSE # 7635

EXHIBIT D - STANDARD CONSTRUCTION SERVICES CONTRACT



Engineering & Public Works
105 Gilead Road, Suite 300
Huntersville, NC 28078
(704) 875-7007

CONTRACT FOR CONSTRUCTION SERVICES

CONTRACTOR: Contractor Name
Address 1
City, State Zip
Contact Name
Contact Email

PROJECT: 2026 Street Resurfacing
SITE Town Wide
LOCATION(S):

This Contract for Construction and Repair, 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 _____ located at _____ (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 according to the following construction design drawings, plans, and specifications in the 2024 Street Resurfacing Project Formal Bid (the "Bid"), which is incorporated herein by reference as Exhibit D. The Contractor agrees to provide the labor, service, equipment, and materials, and other services included in the bid, 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. The Contractor further warrants and promises that the Work shall be free from defects and nonconformities in materials and workmanship for a period of one year from the later of the "Date of Completion" or such date as the Contractor actually completes all the Work. During such period, the Contractor will remedy at Contractor's expense any nonconformities or defects in the Work within a reasonable time after receiving notice thereof from the Town.
2. Fees: Fees for the Work shall be specified in the bid, (the "Contract Price").
3. Change Orders. The Contractor agrees that the Town may order changes to the general scope of the Work, including additions, deletions, and similar revisions ("Change Orders"). The parties agree to

adjust the Contract Price to reflect the effects of such changes. These changes shall be authorized only upon execution of a written Change Order. The amount of any increase or decrease in the Contract Price shall be by mutual acceptance of a total amount supported by sufficient data and information to substantiate the change. If the Town and Contractor do not mutually agree on the amount of the change in the Contract Price, the Contractor will proceed with the Work described in the Change Order and the Town will pay the reasonable costs of any additional work as determined by the Town, including a reasonable amount for the Contractor's overhead and profit. Any decrease in Contract Price for a decrease in the Work will be the reasonable costs of the Work deleted as determined by the Town, including a reasonable amount for the decrease in the Contractor's overhead. The Contractor may submit claims for an increase in the Contract Price or an extension of the Date of Completion by means of a written Change Request. The Contractor agrees to submit the Change Request within a reasonable time after the event giving rise to the requested change and before the Contractor undertakes any additional work. Upon receipt of a Change Request, the Town, at its sole discretion, shall inform the Contractor whether to proceed with the additional work and shall approve any adjustment in the Contract Price or Date of Completion by issuing a Change Order as provided above. The timely submission of a written Change Request shall be a condition precedent to the issuance of a Change Order, and the Town will have no obligation to pay the Contractor for additional work performed by the Contractor without a Change Order approved in writing by the Town.

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. Personal Protective Equipment (PPE). The Contractor and his/her employees will wear the proper equipment such as, but not limited to, high visibility clothing, safety glasses, hearing protection, etc. at all times when performing the Work at the Site Location(s). Failure to be in the appropriate PPE will result in removal from the project site.
6. 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 D2, which is incorporated herein by reference. 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 providing that such insurance will not be cancelled without providing thirty (30) days advance written notice to the Town.
7. Working Drawings and Specifications at the Job Site. The Contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the owner, designer, or his authorized representative. The Contractor shall also maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on Project drawings by the Contractor and submitted to the designer upon Project completion and no later than 30 days after acceptance of the Project.
8. Materials, Equipment, Employees. The Contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of the work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on

the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.

9. Cleaning Up and Restoration of Site. The Contractor shall keep the sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the Project, the Contractor shall thoroughly clean the sites, and completely prepare the Project and site for use by the Owner. At the end of construction, the Contractor shall oversee and implement the restoration of the construction site to its original state. Restoration includes but not limited to walks, drives, lawns, trees and shrubs, corridors, stairs, and other elements shall be repaired, cleaned, or otherwise restored to their original state.
10. Protection of Work, Property, the Public, and Safety. The Contractor shall be solely responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or designer, and by laws or ordinances governing such conditions. 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.
11. As-Built Marked-Up Construction Documents. Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred, submit construction drawings and specifications set with notation "No Changes." The Designer/Owner must receive "As-built" marked-up construction drawings and specifications before the final pay request can be processed.
12. Retainage. Retainage on periodic or final payments on public construction contracts in which the total project costs are \$100,000 or more are allowed pursuant to N.C.G.S. § 143-134.1.
13. Addendums: If applicable, Contractor acknowledges that it has received, executed, and shall abide by any addendums issued by the Town prior to this Contract.
14. Standard Terms and Conditions. The Standard Terms and Conditions, attached hereto as Exhibit D1, 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.
15. Contract Term. Work will begin within ten (10) days of receipt of the Notice to Proceed from the Town. The Contractor 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 Contractor 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.
16. Liquidated Damages. Contractor and Town recognize that time is of the essence and that Town will suffer financial and other losses if the Work is not completed by the Date of Completion, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Town if the Work is not completed on time. Accordingly, instead of requiring any such proof, Town and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Town \$500 for each day that expires after the end of the Date of Completion (as duly adjusted pursuant to the Contract) until the Work is complete.
17. Payment for Work In consideration of the above Work, the Town will pay the Contractor the sum as further described in the bid.

In compliance with the foregoing request for proposals and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish

the services for the prices quoted and completed in the Bid along with the completed cover page of the Contract Proposal, Performance Bond, and proof of Insurance requirements.

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

Blythe Construction, Inc.

Name of Contractor (type or print)

Town Manager

By: _____

(Signature)

Attest: _____

Town Clerk

Title:

Shane Clark, Vice President

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

Attest: _____

(Secretary, if a corporation)

Lawrence G. Schmidt, II, Asst. Sec.

Finance Director

Contractor's Federal Social Security ID No.:

56-6032862

Contractor's License No.:

7635

EXHIBIT D1
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, attorneys' fees ("Claims"). In the event that any portion of the Work performed under the Contract 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, 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 D2, 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 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 Town, Contractor 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 Work 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 Work 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 for the Work and shall run to the Town and any user of the Work. Contractor warrants that all Work 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. 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 to the satisfaction of the Town. The Work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the Work 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, Work 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 Work 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. **Buyer.** References to Buyer or Town, throughout these terms and conditions, shall refer to the Town of Huntersville, North Carolina.
31. **Contractor.** All references to Contractor, Seller, or Firm throughout these terms and conditions shall refer to the contractor identified on page 1 of this Contract.
32. **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.
33. **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.
34. **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.

35. **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 D2

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 named as additional insured on all policies. These certificates shall document that coverages afforded under the policies will not be cancelled, reduced in amount 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 alteration or 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, 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 and \$2,000,000 aggregate
Professional Liability: \$1,000,000 per occurrence and \$2,000,000 aggregate
Property Damage: \$1,000,000 per occurrence and \$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 D3 – PLANS AND SPECIFICATIONS

(See Section 4.0 in Bid)

EXHIBIT E – BID BOND



BID BOND

Principal: Blythe Construction, Inc.
Name of Principal Contractor
Surety: Liberty Mutual Insurance Company
Name of Surety
Contract Number: 2026 Street Resurfacing County: Mecklenburg
Date of Bid: October 2, 2025

KNOW ALL MEN BY THESE PRESENTS, That we, the PRINCIPAL CONTRACTOR (hereafter, PRINCIPAL) and SURETY above named, are held and firmly bound unto the Town of Huntersville in the full and just sum of five (5) percent of the total amount bid by the Principal for the project stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

NOW, THEREFORE, the condition of this obligation is: the Principal shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the proposal, and if the Town of Huntersville shall award a contract to the Principal, the Principal shall, within ten (10) calendar days after written notice of award is received by him, provide bonds with good and sufficient surety, as required for the faithful performance of the contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Principal requests permission to withdraw his bid due to mistake in accordance with the provisions of Article 103-3 of the *Standard Specifications for Roads and Structures*, the conditions and obligations of this Bid Bond shall remain in full force and effect until the Town of Huntersville makes a final determination to either allow the bid to be withdrawn or to proceed with award of the contract. In the event a determination is made to award the contract, the Principal shall have ten (10) calendar days to comply with the requirements set forth above. In the event the Principal withdraws its bid after bids are opened except as provided in Article 103-3, or after award of the contract has been made fails to execute such additional documents as may be required and to provide the required bonds within the time period specified above, then the amount of the bid bond shall be immediately paid to the Town of Huntersville as liquidated damages.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed.

This the 22nd day of September, 2025

Liberty Mutual Insurance Company

Surety

By

Elizabeth K. Sterling
General Agent or Attorney-in-Fact Signature

Seal of Surety

Elizabeth K. Sterling, Attorney-in-Fact

Print or type Signer's Name

BID BOND
CORPORATION

SIGNATURE OF CONTRACTOR (Principal)

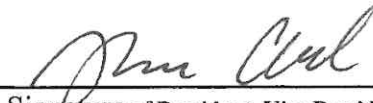
Blythe Construction, Inc.

Full name of Corporation

PO Box 31635 Charlotte, NC 28231

Address as prequalified

By



Signature of **President, Vice President, Assistant Vice President**

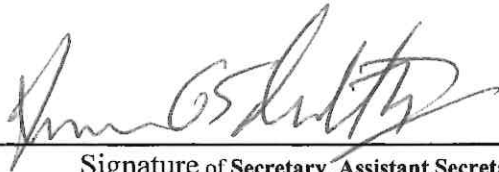
Select appropriate title

Shane Clark, Vice President

Print or type Signer's name

Affix Corporate Seal

Attest



Signature of **Secretary, Assistant Secretary**

Select appropriate title

Lawrence G. Schmidt, II, Asst. Sec.

Print or type Signer's name



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213983-016072**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Megan K. Douaire; Sandy K McElhaney; Benjamin A. Stahl; Elizabeth K. Sterling

all of the city of Atlanta state of GA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of May, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 5th day of May, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 22nd day of September, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary



LIBERTY MUTUAL INSURANCE COMPANY
FINANCIAL STATEMENT – DECEMBER 31, 2024

Assets	Liabilities
Cash and Bank Deposits \$4,608,826,756.00	Unearned Premiums \$9,890,896,878.00
*Bonds – U.S Government \$4,281,375,446.74	Reserve for Claims and Claims Expense \$29,467,071,865.00
*Other Bonds \$21,566,489,527.26	Funds Held Under Reinsurance Treaties \$341,948,172.00
*Stocks \$15,589,644,012.00	Reserve for Dividends to Policyholders \$954,025.00
Real Estate \$86,497,925.00	Additional Statutory Reserve \$150,547,865.00
Agents' Balances or Uncollected Premiums .. \$7,512,975,129.00	Reserve for Commissions, Taxes and Other Liabilities \$5,049,906,410.00
Accrued Interest and Rents \$225,249,712.00	Total \$47,104,416,171.00
Other Admitted Assets \$19,367,663,200.00	Special Surplus Funds \$174,153,086.00
Total Admitted Assets \$74,539,483,661.00	Capital Stock \$10,000,075.00
	Paid in Surplus \$13,209,595,772.00
	Unassigned Surplus \$13,415,980,561.00
	Surplus to Policyholders \$27,435,067,490.00
	Total Liabilities and Surplus \$74,539,483,661.00

* Bonds are stated at amortized or investment value; Stocks at Association Market Values.

The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2024, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 8th day of March, 2025.



Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary

EXHIBIT F– PERFORMANCE AND PAYMENT BONDS

(Insert Bonds Accordingly)

CONTRACT PERFORMANCE BOND

Date of Performance Bond Execution: October 21, 2025

Name of Principal Contractor: Blythe Construction, Inc.

Name of Surety: Liberty Mutual Insurance Company

Name of Contracting Body: Town of Huntersville
105 Gilead Road, Suite 300, Huntersville, NC 28078

Amount of Bond: \$2,288,717.00

Contract ID No.: _____

County Name: Mecklenburg

KNOW ALL MEN BY THESE PRESENTS, That we, the PRINCIPAL CONTRACTOR (hereafter, PRINCIPAL) and SURETY above named, are held and firmly bound unto the above named Contracting Body, hereinafter called the Contracting Body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the Contracting Body, numbered as shown above and hereto attached:

NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the Contracting Body, with or without notice to the Surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

CONTRACT PERFORMANCE BOND

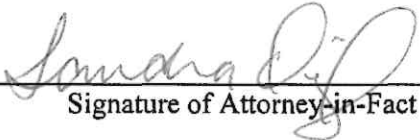
Affix Seal of Surety Company

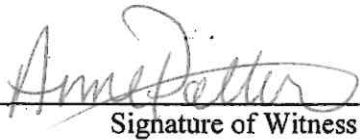
Liberty Mutual Insurance Company

Print or type Surety Company Name

By Sandra Diaz, Attorney-in-Fact

Print, stamp or type name of Attorney-in-Fact


Signature of Attorney-in-Fact


Signature of Witness

Anne Potter, Witness to Surety

Print or type Signer's name

175 Berkeley Street, Boston, MA 02116

Address of Attorney-in-Fact

CONTRACT PERFORMANCE BOND

CORPORATION

SIGNATURE OF CONTRACTOR (Principal)

Blythe Construction, Inc.

Full name of Corporation

P.O. Box 31635, Charlotte, NC 28231

Address as prequalified

By


Signature of President, Vice President, Assistant Vice President
Select appropriate title

Brian Webb, Senior Vice President

Print or type Signer's name



Affix Corporate Seal

Attest


Signature of Secretary, Assistant Secretary
Select appropriate title

Lawrence G. Schmidt, II, Asst. Sec.

Print or type Signer's name



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213584-015009**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Aklima Noorhassan; Anne Potter; Beverly A. Woolford; Debra A. Deming; Frances Rodriguez; Francesca Kazmierczak; Jennifer L. Jakaitis; Pablo Garcia Horcajo; Peter Healy; Sandra Diaz; Susan A. Welsh; Valorie Spates; Vilma Gonzalez

all of the city of New York state of NY each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 2nd day of April, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 2nd day of April, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21st day of October, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



LIBERTY MUTUAL INSURANCE COMPANY
FINANCIAL STATEMENT – DECEMBER 31, 2024

Assets	Liabilities
Cash and Bank Deposits.....\$4,608,826,756.00	Unearned Premiums.....\$9,890,896,878.00
*Bonds – U.S Government.....\$4,281,375,446.74	Reserve for Claims and Claims Expense.....\$29,467,071,865.00
*Other Bonds.....\$21,566,489,527.26	Funds Held Under Reinsurance Treaties.....\$341,948,172.00
*Stocks.....\$15,589,644,012.00	Reserve for Dividends to Policyholders.....\$954,025.00
Real Estate.....\$86,497,925.00	Additional Statutory Reserve.....\$150,547,865.00
Agents' Balances or Uncollected Premiums...\$7,512,975,129.00	Reserve for Commissions, Taxes and Other Liabilities.....\$5,049,906,410.00
Accrued Interest and Rents.....\$225,249,712.00	Total.....\$47,104,416,171.00
Other Admitted Assets.....\$19,367,663,200.00	Special Surplus Funds.....\$174,153,086.00
Total Admitted Assets.....\$74,539,483,661.00	Capital Stock.....\$10,000,075.00
	Paid in Surplus.....\$13,209,595,772.00
	Unassigned Surplus.....\$13,415,980,561.00
	Surplus to Policyholders.....\$27,435,067,490.00
	Total Liabilities and Surplus.....\$74,539,483,661.00

* Bonds are stated at amortized or investment value; Stocks at Association Market Values.

The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2024, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 8th day of March, 2025.



Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary

CONTRACT PAYMENT BOND

Date of Payment Bond Execution: October 21, 2025

Name of Principal Contractor: Blythe Construction, Inc.

Name of Surety: Liberty Mutual Insurance Company

Name of Contracting Body: Town of Huntersville
105 Gilead Road, Suite 300, Huntersville, NC 28078

Amount of Bond: \$2,288,717.00

Contract ID No.: _____

County Name: Mecklenburg

KNOW ALL MEN BY THESE PRESENTS, That we, the PRINCIPAL CONTRACTOR (hereafter, PRINCIPAL) and SURETY above named, are held and firmly bound unto the above named Contracting Body, hereinafter called the Contracting Body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the Contracting Body, numbered as shown above and hereto attached:

NOW THEREFORE, if the principal shall promptly make payment to all persons supplying labor and material in the prosecution of the work provided for in said contract, and any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant
to authority of its governing body.

CONTRACT PAYMENT BOND, CON'D

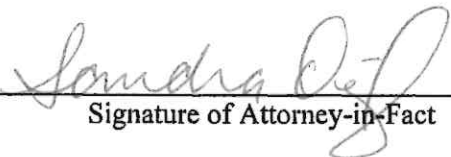
Affix Seal of Surety Company

Liberty Mutual Insurance Company

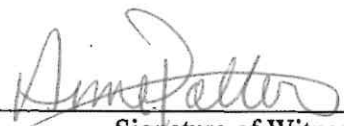
Print or type Surety Company Name

By Sandra Diaz, Attorney-in-Fact

Print, stamp or type name of Attorney-in-Fact



Signature of Attorney-in-Fact



Signature of Witness

Anne Potter, Witness to Surety

Print or type Signer's name

175 Berkeley Street, Boston, MA 02116

Address of Attorney-in-Fact

CONTRACT PAYMENT BOND

CORPORATION

SIGNATURE OF CONTRACTOR (Principal)

Blythe Construction, Inc.

Full name of Corporation

P.O. Box 31635, Charlotte, NC 28231

Address as prequalified

By



Signature of President, Vice President, Assistant Vice President
Select appropriate title

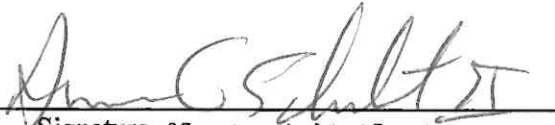
Brian Webb, Senior Vice President

Print or type Signer's name



Affix Corporate Seal

Attest



Signature of Secretary, Assistant Secretary
Select appropriate title

Lawrence G. Schmidt, II, Asst. Sec.

Print or type Signer's name



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213584-015009**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Aklima Noorhassan; Anne Potter; Beverly A. Woolford; Debra A. Deming; Frances Rodriguez; Francesca Kazmierczak; Jennifer L. Jakaitis; Pablo Garcia Horcajo; Peter Healy; Sandra Diaz; Susan A. Welsh; Valorie Spates; Vilma Gonzalez

all of the city of New York state of NY each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 2nd day of April, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 2nd day of April, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1128044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21st day of October, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary



LIBERTY MUTUAL INSURANCE COMPANY

FINANCIAL STATEMENT – DECEMBER 31, 2024

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	Total Liabilities and Surplus.....\$74,539,483,661.00

* Bonds are stated at amortized or investment value; Stocks at Association Market Values.

The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2024, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 8th day of March, 2025.



Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary

EXHIBIT G – TOWN OF HUNTERSVILLE UNIFORM GUIDANCE CONFLICTS OF INTEREST AND NONDISCRIMINATION POLICY

I. OBJECTIVE.

The objective of this Uniform Guidance Conflict of Interest Policy and Nondiscrimination Policy (“Policy”) is to establish rules regarding conflicts of interest and nondiscrimination and set guidelines for gifts and favors that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair work paid for in part or whole by federal funds as required under 2 C.F.R. § 200.318(c)(1).

II. Policy.

A. Application of Policy.

This Policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair work funded in whole or in part with federal financial assistance (direct or reimbursed). This Policy also applies to any subrecipient receiving federal funds from the Town.

The Town Manager may adopt additional policies to the extent required by a particular federal agency or federal grant. In the event of a conflict, those policies shall take precedence over this Policy. The Town’s Federal Grant Administrator (“Grant Administrator”), as designated by the Town Manager, is responsible for ensuring compliance with this Policy, all grant requirements, and all applicable laws.

B. Compliance with Law.

The Town will follow all applicable local, state, and federal requirements when managing and expending federal funds, including those prohibiting discrimination. Should the Town have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

C. Adopted Uniform Guidance Policies.

This Policy is to be applied in conjunction with the Town’s other adopted Uniform Guidance policies and the requirements of those policies are incorporated herein by reference.

D. Amendment.

The procedures and requirements contained in this Policy are administrative in nature and may be amended by the Town Manager, but only as necessary to comply with state and federal law, and upon the review and counsel of the Town’s Legal Department.

III. Employee Responsibilities.

The Grant Administrator shall review the federal grant award terms and conditions to identify any additional conflicts of interest prohibitions or requirements associated with the federal grant award, and shall notify all

employees, officers, and agents, including subrecipients, of the requirements of this Policy and any additional prohibitions or requirements.

A. Conflicts of Interest.

In addition to the prohibition against self-benefiting from a public contract under N.C.G.S. § 14-234, no officer, employee, or agent of the Town of Huntersville (the “Town”) or any subrecipient may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

- 1) the employee, officer, or agent involved in the selection, award, or administration of a contract;
- 2) any member of his or her immediate family;
- 3) his or her partner; or
- 4) an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this Policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable federal awarding agency policy.

B. Gifts.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under N.C.G.S. § 133-32, officers, employees, and agents of the Town of Huntersville and any subrecipient are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00 which fall into one of the following categories may be accepted:

- 1) promotional items;
- 2) honorariums for participation in meetings; or
- 3) meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this Policy shall report the item to his or her immediate supervisor.

III. Nondiscrimination

A. General

It is the policy of the Town to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), familial status, sex (including sexual orientation and gender identity), age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town, including programs or activities that are funded in whole or part, with federal grant funds.

B. Specific Acts Prohibited

To ensure compliance with Title 31 of the Code of Federal Regulations, Part 22 and other pertinent nondiscrimination authorities, the Town shall prohibit, at a minimum, the following practices in its administration of federal grant funds:

- 1) Denying to a person any service, financial aid, or other program benefit without good cause;
- 2) Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- 3) Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
- 4) Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
- 5) Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
- 6) Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
- 7) Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- 8) Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
- 9) Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
- 10) Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

C. Complaint Tracking

The Town shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. The Town shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency), familial status, sex (including sexual orientation and gender identity), age, or disability and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome.

IV. Violation.

Employees violating this Policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

The Town must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. The Town must also report certain civil, criminal, and administrative proceedings to SAM as required by 2 C.F.R. § 200.113. Failure to make required disclosures can result in any of the remedies described in 2 C.F.R. § 200.339.

EXHIBIT H - NON-COLLUSION AFFIDAVIT OF CONTRACTOR

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

Shane Clark, being first duly sworn, deposes and says that:
(Name)

- (1) She/He is Vice President of Blythe Construction, Inc, the
(Title) (Company)
Contractor that submitted the attached RFB;
- (2) She/he is fully informed respecting the preparation and contents of the attached RFB and of all pertinent circumstances respecting such RFB;
- (3) Such RFB was genuine and not a collusive or sham RFB;
- (4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham RFB in connection with the Contract for which the attached RFB has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached RFB of any other Bidder, or to fix any overhead, profit or cost element of the bid price, or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Huntersville or any person interested in the proposed Contract; and,
- (5) The price or prices quoted in the attached RFB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees or parties in interest including this affiant.

Signature: [Signature] Date: 9/23/25 Title: Vice President

Subscribed and sworn to before me
this 23rd day of September, 2025. (Seal)

Karen L. Angell
Notary Public My Commission Expires: March 25, 2029

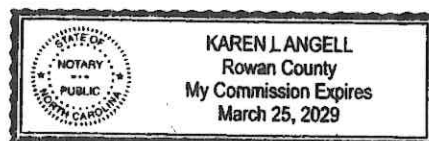


EXHIBIT I - CONTRACTOR'S AFFIDAVIT RELEASE AND WAIVER OF CLAIM

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

_____, _____ of
(Name) (Title)

_____, being first duly sworn, deposes and says that:
(Company)

1. The undersigned is authorized to execute this Affidavit, Release and Waiver of Claim on behalf of the Contractor and has personal knowledge of all facts set forth herein.
2. This Affidavit, Release and Waiver of Claim is made concerning the construction of the following project: **2026 Town Wide Resurfacing Project**
3. All payrolls, material bills, sales tax, social security tax, state and federal unemployment insurance, and all liabilities and taxes owed by the Contractor and arising in any manner from the above- described project have been paid in full;
4. No claim or lien exists in favor of any supplier of materials or labor or in favor of any subcontractor furnishing materials or labor on the above-described project;
5. Notwithstanding the foregoing, if the Town of Huntersville or property of the Town of Huntersville is subject to any claim or lien which arises in any manner from the failure of the Contractor to pay any liability described above, the Contractor will indemnify and hold the Town of Huntersville harmless for any amount which the Town of Huntersville is required to pay to discharge such lien or settle such claim and further will pay the Town of Huntersville's expenses, costs, and attorney fees incurred in connection therewith.
6. All claims, suits, and proceedings of every name, description, or nature arising out of the above project against the Town of Huntersville, its officers, employees and agents have been settled;
7. The Contractor releases and waives any and all claims of every type and description which the Contractor may have against the Town of Huntersville arising in any manner from the construction of the above-described project.

_____, _____ Date: _____
Contractor

Title

Sworn to and subscribed before me this _____
day of _____, 20_____.

(Seal)

_____ My Commission Expires: _____

EXHIBIT J - RULES IMPLEMENTING MEDIATED SETTLEMENT CONFERENCES IN TOWN OF HUNTERSVILLE CONSTRUCTION PROJECTS

Adopted: December 2, 2019

RULE 1. INITIATING MEDIATED SETTLEMENT CONFERENCES

A. Purpose of Mandatory Settlement Conferences. These Rules are promulgated to implement a system of settlement events which are designated to focus the parties' attention on settlement rather than on claim preparation and to provide a structured opportunity for settlement negotiations to take place. Nothing herein is intended to limit or prevent the parties from engaging in settlement procedures voluntarily at any time prior to or during commencement of the dispute resolution process.

B. Applicability/Initiating the Dispute Resolution Process

1. Applicability. These Rules Implementing Mediated Settlement Conferences in Town of Huntersville Construction Projects ("Rules") shall apply to any party to a contract related to a Town of Huntersville construction project involving the erection, construction, alteration or repair of a building as required by N.C.G.S. § 143-128. These Rules shall also apply to any party to a contract, involving any other Town construction project, which by its terms incorporates these Rules. As used herein "party to a contract" shall include, but not be limited to, contractors, subcontractors, and design professionals and their subcontractors.
2. Initiating the Dispute Resolution Process. Any party to a contract who is a party to a dispute arising out of the construction process in which the amount in controversy is at least \$15,000 may submit a written request to the Town Representative for mediation of the dispute. As used herein, the "Town Representative" shall refer to the person(s) designated as the Town Representative for the purposes of these Rules, or if no one is so designated, "Town Representative" shall refer to the person(s) designated as project manager, project liaison, or notice agent(s) for the Town in the contract between the Town and prime contractor or Project Designer. Disputes of less than \$15,000 are not subject to these Rules.

Prior to submission of a written request for mediation to the Town Representative, the party(ies) requesting mediation,

- a. If a prime contractor, must have first submitted its claim to the Project Designer (Architect, Engineer or other as designated by the Town) for review. If the dispute is not resolved through the Project Designer's instructions, then the dispute becomes eligible for mediation in this dispute resolution process, and the party may submit their written request for mediation to the Town Representative.
- b. If the party requesting mediation is the Project Designer, then it must first submit its claim to the Town Representative to resolve. If the dispute is not resolved with the Town Representative's involvement, then the Project Designer's dispute is eligible for mediation in this dispute resolution process, and the Project Designer may submit its written request to the Town Representative for mediation.

- c. If the party requesting mediation is a subcontractor, it must first have submitted its claim for mediation to the prime contractor or design professional with whom it has a contract. If the dispute is not resolved through the prime contractor's or design professional's involvement, then the dispute becomes eligible for mediation in this dispute resolution process, and the party may submit its written request for mediation to the Town Representative.
3. If a matter or issue arises in the dispute resolution process that is not addressed by these Rules, the rules of procedure governing the Superior Court Mediation Program shall be used as a guide.

RULE 2. SELECTION OF MEDIATOR

- A. Selection of Certified Mediator by Agreement of the Parties. The parties may select a certified mediator pursuant to these Rules by agreement within 21 days of requesting mediation. The requesting party shall file with the Town Representative a Notice of Selection of Mediator by Agreement within 10 days of the request; however, any party may file the notice. Such notice shall state the name, address and telephone number of the mediator selected; state the rate of compensation of the mediator; state that the mediator and the other parties have agreed upon the selection and rate of compensation; and state that the mediator is certified pursuant to these Rules.
- B. Nomination and Town Representative Approval of a Non-Certified Mediator. The parties may select a mediator who does not meet the certification requirements of these Rules but who, in the opinion of the parties and the Town Representative is otherwise qualified by training or experience to mediate the action.

If the parties select a non-certified mediator, the requesting party shall file with the Town Representative a Nomination of Non-Certified Mediator within 10 days of the request. Such nomination shall state the name, address and telephone number of the mediator; state the training, experience or other qualifications of the mediator; state the rate of compensation of the mediator; and state that the mediator and opposing counsel have agreed upon the selection and rate of compensation.

The Town Representative shall rule on said nomination, shall approve or disapprove of the parties' nomination and shall notify the parties of its decision.

- C. Appointment of Mediator by the Town Representative. If the parties cannot agree upon the selection of a mediator, either the party or party's attorney shall notify the Town Representative and request, on behalf of the parties, that the Town Representative appoint a mediator. The request for appointment must be filed within 10 days after request to mediate and shall state that the parties have had a full and frank discussion concerning the selection of a mediator and have been unable to agree. The request shall state whether any party prefers a certified attorney mediator, and if so, the Town Representative shall appoint a certified attorney mediator. If no preference is expressed, the Town Representative may appoint a certified attorney mediator or a certified non-attorney mediator.

- D. Mediator Information Directory. To assist the parties in the selection of a mediator by agreement, the parties are free to utilize the list of certified mediators maintained by Mecklenburg County for the Superior Court Mediation Settlement Conference Program.
- E. Disqualification of Mediator. Any party may request replacement of the mediator by the Town Representative for good cause. Nothing in this provision shall preclude mediators from disqualifying themselves.

RULE 3. THE MEDIATED SETTLEMENT CONFERENCE

- A. Where Conference is to be Held. Unless all parties and the mediator otherwise agree, the mediated settlement conference shall be held in the Town of Huntersville. The mediator shall be responsible for reserving a place and making arrangements for the conference and for giving timely notice of the time and location of the conference to all attorneys, unrepresented parties and other persons and entities required to attend.
- B. When Conference is to be Held. The deadline for completion of the mediation shall be not less than 30 days nor more than 60 days after the naming of the mediator.
- C. Request to Extend Deadline for Completion. A party, or the mediator, may request that the Town Representative extend the deadline for completion of the conference. Such request shall state the reasons the extension is sought and shall be served by the moving party upon the other parties and the mediator. If any party does not consent to the request, said party shall promptly communicate its objection to the Town Representative.

The Town Representative may grant the request by setting a new deadline for completion of the conference or deny the request to extend the deadline.

- D. Recesses. The mediator may recess the conference at any time and may set times for reconvening. If the time for reconvening is set before the conference is recessed, no further notification is required for persons present at the conference.
- E. **The mediated settlement or the matter subject of the mediation conference shall not be cause for the delay of the construction project which is the focus of the dispute.**

RULE 4. DUTIES OF PARTIES AND OTHER PARTICIPANTS IN THE DISPUTE RESOLUTION PROCESS

- A. Attendance.
 - 1. All parties to the dispute originally presented to the Designer or Prime Contractor or County for initial resolution must attend the mediation. Failure of a party to attend the mediation may result in the Town's withholding of monthly payment to that party until such party attends the mediation, or if the party is a subcontractor the withholding of the subcontractor's payment by the contractor or design professional if the subcontractor's contract so provides.
 - 2. Attendance shall constitute physical attendance, not by telephone or other electronic means. Any attendee on behalf of a party must have authority from that party to bind it to any agreement reached as a result of the mediation.

3. Attorneys on behalf of parties may attend the mediation but are not required to do so.
 4. Sureties or insurance company representatives are not required to attend the mediation unless any monies paid or to be paid as a result of any agreement reached as a result of mediation require their presence or acquiescence. If such agreement or presence is required, then authorized representatives of the surety or insurance company must attend the mediation.
- B. Finalizing Agreement. If an agreement is reached in the conference, parties to the agreement shall reduce the terms to writing and sign it along with their counsel, if counsel is present.
- C. Mediation Fee. The mediation fee shall be divided equally among the parties to the dispute, unless otherwise agreed to as part of the mediation. If the Town is a party to the dispute, the Town shall pay its equal share of the mediator's fee based on the number of parties to the dispute, or 1/3 of the mediator's fee, whichever is greater as required by N.C.G.S. § 143-128(f1) in which case the remaining parties shall equally divide the remaining 2/3 of the mediator's fee.
- D. Failure to compensate mediator. Any party's failure to compensate the mediators in accordance with these Rules shall subject that party to a withholding of said amount of money from the party's monthly payment by the Town of Huntersville, or if the party is a subcontractor the withholding of the subcontractor's payment by the contractor or design professional if the subcontractor's contract so provides.

RULE 5. AUTHORITY AND DUTIES OF MEDIATOR

- A. Authority of Mediator.
1. Control of Conference. The mediator shall at all times be in control of the conference and the procedures to be followed.
 2. Private Consultation. The mediator may communicate privately with any participant or counsel prior to and during the conference. The fact that private communications have occurred with a participant shall be disclosed to all other participants at the beginning of the conference.
 3. Scheduling the Conference. The mediator shall make a good faith effort to schedule the conference at a time that is convenient with the participants, attorneys and mediator. In the absence of agreement, the mediator shall select the date for the conference.
- B. Duties of Mediator
1. The mediator shall define and describe the following at the beginning of the conference:
 - a. The process of mediation;
 - b. The difference between mediation and other forms of conflict resolution;
 - c. The costs of the mediated settlement conference;

- d. That the mediated settlement conference is not a trial, the mediator is not a judge, and the parties retain their legal rights if they do not reach settlement;
 - e. The circumstances under which the mediator may meet and communicate privately with any of the parties or with any other person;
 - f. Whether and under what conditions communications with the mediator will be held in confidence during the conference;
 - g. The inadmissibility of conduct and statements as provided by N.C.G.S. 7A-38.1(1);
 - h. The duties and responsibilities of the mediator and the participants; and
 - i. That any agreement reached will be reached by mutual consent.
2. Disclosure. The mediator has a duty to be impartial and to advise all participants of any circumstance bearing on possible bias, prejudice or partiality.
 3. Declaring Impasse. It is the duty of the mediator to timely determine that an impasse exists and that the conference should end.
 4. Reporting Results of Conference. The mediator shall report to the Town Representative within 10 days of the conference whether or not an agreement was reached by the parties. If an agreement was reached, the report shall state the nature of said agreement. The mediator's report shall inform the Town Representative of the absence of any party known to the mediator to have been absent from the mediated settlement conference without permission. The Town Representative may require the mediator to provide statistical data for evaluation of the mediated settlement conference program.
 5. Scheduling and Holding the Conference. It is the duty of the mediator to schedule the conference and conduct it prior to the deadline of completion set by these Rules. Deadlines for completion of the conference shall be strictly observed by the mediator unless said time limit is changed by a written order from the Town Representative.

RULE 6. COMPENSATION OF THE MEDIATOR

- A. By Agreement. When the mediator is stipulated by the parties, compensation shall be as agreed upon between the parties and the mediator provided that the provision of N.C.G.S. 143-128(f1) are observed.
- B. By Appointment. When the mediator is appointed by the Town Representative, the parties shall compensate the mediator for mediation services at the rate in accordance with the rate charged for Superior Court mediation. The parties shall also pay to the mediator a one-time per case administrative rate in accordance with the rate charged for Superior Court mediation, which is due upon appointment.

RULE 7. MEDIATOR CERTIFICATION.

All certified mediators shall be properly certified in accordance with the rules certifying mediators in Superior Court in North Carolina. (Except when otherwise allowed by the Town Representative upon the request of the parties to the mediation.) When selecting mediators, the parties may designate a preference for mediators with a background in construction law or public construction contracting. Such requirements, while preferred, are not mandatory under these Rules.

All mediators chosen must demonstrate either they are certified in accordance with these Rules Implementing Scheduled Mediated Settlement Conference in Superior Court or must gain the consent of the Town Representative to mediate any dispute in accordance with these Rules.

RULE 8. RULE AMENDMENTS.

These Rules are subject to amendment by the Town of Huntersville Board of Commissioners at any time the Town deems it appropriate. Further, these Rules may be modified or waived for a particular project by the Town Manager, provided that the Town contract(s) related to the project reflect such modification or waiver.

RULE 9. TIME LIMITS.

Any time limit provided for by these Rules may be waived or extended by the mediator for good cause shown. If a mediator has not yet been appointed, if the mediator has disqualified him/herself, or if the Town Representative is in the process of replacing the mediator as allowed by these Rules, the Town Representative shall decide all waivers or extensions of time for good cause shown.

Exhibit C - Itemized Proposal																
Base Bid				Abernethy Contracting		Blythe Brothers Asphalt		Blythe Construction		Carolina Curb & Gutter, LLC		FEREBEE Corporation		NJR		
Item No.	Section No.	Description	Qty & Units													
Line No.							Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid
1	800	Mobilization	Lump Sum	\$ 210,000.00	\$ 210,000.00	\$ 175,000.00	\$ 175,000.00	\$ 182,000.00	\$ 182,000.00	\$ 60,000.00	\$ 60,000.00	\$ 132,000.00	\$ 132,000.00	\$ 175,000.00	\$ 175,000.00	
2	SP	Incidental Stone Base (Shoulder Const)	10 Tons	\$ 235.00	\$ 2,350.00	\$ 110.00	\$ 1,100.00	\$ 150.00	\$ 1,500.00	\$ 215.00	\$ 2,150.00	\$ 195.00	\$ 1,950.00	\$ 60.00	\$ 600.00	
3	645	Asphalt Concrete Surface Course, Type S9.5C	9850 Tons	\$ 77.00	\$ 756,987.00	\$ 115.00	\$ 1,130,565.00	\$ 70.00	\$ 688,170.00	\$ 83.15	\$ 817,447.65	\$ 81.75	\$ 803,684.25	\$ 98.00	\$ 963,438.00	
4	620	Asphalt Binder for Plant Mix Grade PG 64-22	600 Tons	\$ 815.00	\$ 815,000.00	\$ 0.01	\$ 10.00	\$ 586.00	\$ 586,000.00	\$ 756.00	\$ 756,000.00	\$ 590.00	\$ 590,000.00	\$ 725.00	\$ 725,000.00	
5	607	Mill Asphalt to 2" Depth	63,175 Sq.Yds	\$ 2.60	\$ 164,255.00	\$ 3.50	\$ 221,112.50	\$ 3.60	\$ 227,430.00	\$ 3.50	\$ 221,112.50	\$ 5.35	\$ 337,986.25	\$ 8.00	\$ 505,400.00	
6	SP	Patching Existing Pavement	1,500 Tons	\$ 175.00	\$ 262,500.00	\$ 171.00	\$ 256,500.00	\$ 115.00	\$ 172,500.00	\$ 215.00	\$ 322,500.00	\$ 220.00	\$ 330,000.00	\$ 140.00	\$ 210,000.00	
7	SP	Leveling (S9.5C)	600 Tons	\$ 125.00	\$ 75,000.00	\$ 190.20	\$ 114,120.00	\$ 70.00	\$ 42,000.00	\$ 105.00	\$ 63,000.00	\$ 93.00	\$ 55,800.00	\$ 120.00	\$ 72,000.00	
8	SP	Adjustment of Manholes	53 Each	\$ 357.00	\$ 18,921.00	\$ 170.00	\$ 9,010.00	\$ 150.00	\$ 7,950.00	\$ 190.00	\$ 10,070.00	\$ 84.50	\$ 4,478.50	\$ 1,600.00	\$ 84,800.00	
9	SP	Adjustment of Catch Basins	3 Each	\$ 462.00	\$ 1,386.00	\$ 2,000.00	\$ 6,000.00	\$ 900.00	\$ 2,700.00	\$ 850.00	\$ 2,550.00	\$ 2,250.00	\$ 6,750.00	\$ 3,000.00	\$ 9,000.00	
10	SP	Adjustment of Water Valves	2 Each	\$ 462.00	\$ 924.00	\$ 75.00	\$ 150.00	\$ 86.00	\$ 172.00	\$ 305.00	\$ 610.00	\$ 45.00	\$ 90.00	\$ 1,500.00	\$ 3,000.00	
11	848	Remove and replace wheelchair accessible curb ramp	84 Each	\$ 3,100.00	\$ 260,400.00	\$ 3,900.00	\$ 327,600.00	\$ 2,950.00	\$ 247,800.00	\$ 1,700.00	\$ 142,800.00	\$ 3,375.00	\$ 283,500.00	\$ 8,000.00	\$ 672,000.00	
12	848	Install Bolt On Truncated Dome on Existing Curb Ramp	8 Each	\$ 378.00	\$ 3,024.00	\$ 800.00	\$ 6,400.00	\$ 800.00	\$ 6,400.00	\$ 850.00	\$ 6,800.00	\$ 1,095.00	\$ 8,760.00	\$ 2,500.00	\$ 20,000.00	
13	846	30" Concrete Curb and Gutter	160 LF	\$ 80.00	\$ 12,800.00	\$ 88.00	\$ 14,080.00	\$ 76.00	\$ 12,160.00	\$ 55.00	\$ 8,800.00	\$ 115.00	\$ 18,400.00	\$ 75.00	\$ 12,000.00	
14	848	6' Concrete sidewalk	335 LF	\$ 50.00	\$ 16,750.00	\$ 81.00	\$ 27,135.00	\$ 207.00	\$ 69,345.00	\$ 82.50	\$ 27,637.50	\$ 114.50	\$ 38,357.50	\$ 105.00	\$ 35,175.00	
15	1205	Thermoplastic 24" White Stop Bar	170 LF	\$ 33.00	\$ 5,610.00	\$ 26.50	\$ 4,505.00	\$ 10.00	\$ 1,700.00	\$ 26.50	\$ 4,505.00	\$ 25.00	\$ 4,250.00	\$ 30.00	\$ 5,100.00	
16	1205	Thermoplastic Bike Symbols	26 Each	\$ 480.00	\$ 12,480.00	\$ 385.00	\$ 10,010.00	\$ 150.00	\$ 3,900.00	\$ 385.00	\$ 10,010.00	\$ 505.00	\$ 13,130.00	\$ 425.00	\$ 11,050.00	
17	1205	Thermoplastic 4" Yellow	27,450 LF	\$ 1.68	\$ 46,116.00	\$ 1.35	\$ 37,057.50	\$ 1.00	\$ 27,450.00	\$ 1.35	\$ 37,057.50	\$ 0.85	\$ 23,332.50	\$ 1.50	\$ 41,175.00	
18	1205	Thermoplastic 4" White	9,300 LF	\$ 1.68	\$ 15,624.00	\$ 1.35	\$ 12,555.00	\$ 1.00	\$ 9,300.00	\$ 1.35	\$ 12,555.00	\$ 0.85	\$ 7,905.00	\$ 1.50	\$ 13,950.00	
19	1205	Thermoplastic 8" Yellow	10 LF	\$ 11.80	\$ 118.00	\$ 9.50	\$ 95.00	\$ 12.00	\$ 120.00	\$ 9.50	\$ 95.00	\$ 15.00	\$ 150.00	\$ 10.45	\$ 104.50	
20	1205	Thermoplastic 8" White	10 LF	\$ 11.80	\$ 118.00	\$ 9.50	\$ 95.00	\$ 12.00	\$ 120.00	\$ 9.50	\$ 95.00	\$ 15.00	\$ 150.00	\$ 10.45	\$ 104.50	
				Subtotal =	\$ 2,680,363.00	Subtotal =	\$ 2,353,100.00	Subtotal =	\$ 2,288,717.00	Subtotal =	\$ 2,505,795.15	Subtotal =	\$ 2,660,674.00	Subtotal =	\$ 3,558,897.00	
														Contract Bid Submitted:		\$ 3,546,342.00



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Brian Vaughan, Chief of Police

Subject: Police Vehicles Purchase

EXPLAIN REQUEST:

The Huntersville Police Department would like to purchase ten (10) new police vehicles, eight SUVs and two pickup trucks, from Parks Ford under the North Carolina State Contract as approved in the FY26 budget. These vehicles replace aging units that have exceeded their reliable service life, reducing maintenance costs and improving operational safety. The mix of SUVs and trucks supports both patrol and specialized operational needs, ensuring officers have dependable and properly equipped vehicles. This purchase aligns with the department's long-term fleet management and replacement plan.

ACTION RECOMMENDED:

Approve purchase of vehicles from Parks Ford

FINANCIAL IMPLICATIONS:

\$462,262.50

ATTACHMENTS:

1. 2025 October Ford Purchase Contract - Signed by Ford with Routing Sheets for Town Hall
2. Bid-26-12-0909-CAA-Parks-Ford



Contract Submission Routing

This form stays with contract to ensure proper signatures & retention.

Town PofC Capt Tyler Medlin Date 10/22/2025

Vendor Name Parks Ford

Project Name 2025 Police Vehicle Purchase - Ford - October

1. SPECIAL APPROVALS/REVIEWS

(check all that apply, signer initials when done)

- ☐ IT - Larry Davis (if contract has technology component)
- ☐ Legal - Emily Sloop (if using EXTERNAL/non-Town contract)

2. SIGNATURE(S) NEEDED

(check all that apply, signer initials when done)

- ☒ Pattie McGinnis (finance for pre-authorization)
- ☒ Anthony Roberts
- ☐ add'l _____
- ☐ add'l _____

3. SCAN TO

- ☒ Tricia Foster (always gets scan unless otherwise noted)
- ☒ Capt Tyler Medlin
- ☐ add'l _____
- ☐ add'l _____

4. ORIGINAL TO

- ☒ Tricia Foster
- ☐ Capt Tyler Medlin
- ☐ other _____

5. FOR FINANCE (TRICIA FOSTER)

- ☒ Contract Submission Form
- ☒ Purchase Requisition Request (if applicable)
- ☐ New Vendor forms: Setup form, W-9, Certificate of Insurance (if applicable)

Special Instructions



Contract Submission Form

Must be included with each contract.

Date 10/22/2025
Department Police GL Acct # 10-5100-0506
Project Name 2025 Police Vehicle Purchase - Ford - October

VENDOR INFORMATION

Name Parks Ford
Munis # _____ If new: type New and fill out New Vendor Setup

CONTRACT INFORMATION

Status New Munis # _____
Type Purchase of Personal Property
Contract Description Purchase of 10 vehicles for Police Department

CONTRACT DATES

Date of Contract	<u>10/22/2025</u>	For Contract Renewals Only
Estimated Start	_____	Initial Expiration _____
Estimated Completion	_____	Renewal Action _____
Bid Awarded	_____	Extended Through _____
Date Contract Approved	_____	Original Contract Date _____
Option to Renew	_____	
Terms of Renewal	_____	

CONTRACT AMOUNT

Total \$469,262.40 Per Year See Contract
Mini-Brooks Exempt? _____

PROCUREMENT

☐ Contract put out to bid?	☒ E-Verify language?
☐ Bidding required?	☒ IRAN contract language?
☐ Informal bid received?	☐ Min Insurance required?
☐ Formal bid received?	☐ Option to Renew?
☐ RFQ process followed?	☐ HUB Process followed?
Who approved the contract?	<u>Department Director</u>
Who signed the contract?	<u>Town Manager</u>

DOCUMENTS TO ATTACH

☒ Contract
☒ External Contract Addendum
☐ Bid (Informal or Formal)
☐ HUB
☐ Mini-Brooks Exemption
☐ RFQ Process
☐ Other _____



Purchase Requisition Request

For Non-Service Expenses greater than \$3,000

Date 10/22/2025

Department Police

GL Acct # 10-5100-0506

Total of Request \$469,262.40

VENDOR INFORMATION

Name Parks Ford

Munis # _____

Contact Name Jeff Williams

Email jeffwilliams@parksautogroup.com

Phone 828-279-4933

Vendor Address (only fill out if Munis is different)

Street 1 _____

Street 2 _____

City _____

County _____

State _____ Zip _____

REASON

APPROVALS

Police Chief Brian Vaughan

Finance Pattie McGinnis

Date _____

Date _____

Signature _____

Signature _____



New Vendor Setup

Required by Finance for all New Vendors

Department Police Date 10/22/2025

VENDOR INFORMATION

Name Parks Ford
DBA (if applicable) _____
Federal ID # _____ or EIN # _____

CONTACT INFORMATION

Contact Name _____
Email _____ Phone _____

VENDOR ADDRESS

Street 1 _____
Street 2 _____
City _____
County _____
State _____ Zip _____

ATTACHED DOCUMENTS

- ☒ [W-9 \(always need to include\)](#)
☐ Certificate of Insurance (COI) - if applicable



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

CONTRACT FOR GOODS

SELLER:	Parks Ford	PROJECT:	2025 Police Vehicle Purchase – Ford - October
	601 Duncan Hill Road	SITE	Huntersville Police Department
	Hendersonville, NC 28792	LOCATION(S):	9630 Julian Clark Ave
			Huntersville, NC 28078
	Jeff Williams		
	jeffwilliams@parksautogroup.com		

This Contract for good, 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 Parks Ford located at 601 Duncan Hill Road, Hendersonville, NC 28792 (the “Seller”).

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. Sale of Goods. Pursuant to the terms and conditions of this Contract, the Seller agrees to transfer ownership and deliver possession to the Town, and the Town shall pay for and accept from the Seller, the “Goods” as shown in Exhibit C, attached hereto.
2. Purchase Price. In consideration of the Goods, Town shall pay to Seller the Purchase Price as shown in the Exhibit D attached hereto.
3. Bid Documents. If applicable, Seller and Town acknowledge that this Contract for Goods is based on bid documents submitted by Seller to Town. The bid documents shall control any terms not stated herein.
4. 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.
5. Delivery. Seller shall deliver the Goods to Town within the date specified in the bid documents. If the Contract was not subject to bidding requirements, the Seller shall deliver the Goods to the location and by the date specified in Exhibit C. Seller shall be responsible for freight, delivery, and shipping costs. Seller shall retain title to and ownership of the Goods until they are delivered to and approved by the Town.

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

Seller

Town of Huntersville

Name: Jeff Williams

Name of Seller (type or print)

Town Manager

By: Jeff Williams
Jeff Williams (Oct 22, 2025 15:30:23 EDT)

(Signature)

Attest: _____
Town Clerk

Title: Commercial Operations Director

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

Attest:

(Secretary, if a corporation)

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 (including expenses of litigation and

attorneys' fees), and attorneys' fees ("Claims"). In the event that any portion of the Goods under the Contract shall be defective in any respect whatsoever, the Firm shall indemnify and save harmless the Town, its officers, agents, employees, and assigns from and against all Claims as defined herein, but only to the extent allowed by law.

Nothing contained in this Contract shall waive the Constitutional limitation on the Town indemnifying obligations of other parties.

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, 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 Firm shall provide the insurance coverages shown on Exhibit B, attached hereto and incorporated herein by reference. The Firm 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 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 Town, the Contractor 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 for the Goods 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 Goods 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 for the Goods and shall run to the Town and any user of the Goods. This express warranty is in addition to Contractor's implied warranties of merchantability and fitness for a particular purpose which shall not be disclaimed. 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 Goods delivered shall be to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the Goods 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, Goods 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 Goods and any expenses incurred in connection therewith.
22. **Termination for Convenience.** The Town shall have the right, without assigning any reason therefore, to terminate 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 Goods 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 Goods.** In order for a Contract 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. **Buyer.** All references to Buyer or Town, throughout these terms and conditions, shall refer to the Town of Huntersville, North Carolina.
31. **Contractor.** All references to Contractor, Seller, or Firm throughout these terms and conditions shall refer to the contractor identified on page 1 of this Contract.
32. **Authority to Sign.** Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Contract has been duly authorized to execute this Contract and to bind that party of whose behalf the individual is signing.
33. **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.
34. **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.
35. **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.
36. **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.

ADDITIONAL TERMS AND CONDITIONS FOR FEDERAL CONTRACTS

For contracts using federal funds, the following additional terms and conditions shall apply:

1. **Davis-Bacon Act.** For all contracts in excess of \$2,000.00 for construction, alteration, or repair, including painting and decorating, of public buildings or public works, the Contractor shall comply with the Davis-Bacon Act, including payment of no less than the locally prevailing wages as determined by the Secretary of Labor. The contract shall not be valid unless the current prevailing wage as determined by the North Carolina Department of Labor is accepted. The Contractor shall also be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Town shall report all suspected or reported violations to the Federal awarding agency.
2. **Contract Work Hours and Safety Standards Act.** For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. For construction work, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
3. **Funding Agreements.** If a Federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the Town or Contractor enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. Part 401.
4. **Clean Air Act and Federal Water Pollution Control Act.** Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and Federal Water Pollution Control Act as amended for any Contract in excess of \$150,000.00.
5. **Debarment and Suspension.** Contractor acknowledges and warrants that it is not listed on the governmentwide exclusions in the System Award Management (SAM) Exclusions, in accordance with the OMB guidelines at 2 C.F.R. § 180 for “Debarment and Suspension.”
6. **Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).** For an award exceeding \$100,000, Contractors must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Town.
7. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** The Contractor warrants that their systems or equipment are not covered under telecommunication equipment as described in Public Law 115-232.

8. **Domestic Preference for Procurements.** As appropriate and to the extent consistent with law, the Contractor will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), as required under 2 C.F.R. § 200.322.
9. **Procurement of Recovered Material.** The Contractor agrees to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
10. **Energy Policy and Conservation Act.** Contractor shall comply with all mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
11. **Uniform Guidance Policies.** The Contractor agrees to be bound by all Town Uniform Guidance Policies, which are included herein by reference.
12. **2 C.F.R. Part 200, Appendix II.** The Contractor agrees to be bound by all of the provisions under 2 C.F.R. Part 200, Appendix II, which are included herein by reference.
13. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 include, by reference, the equal opportunity clause provided under 41 CFR 60-1.4(b). The Contractor agrees to abide by 41 CFR 60-1.4(b) during the performance of the contract¹.
14. **Build America, Buy America Act.** When federal funds subject to the requirements of the Build America, Buy American Act (“BABA”) are used in an infrastructure project as defined by BABA, for which the total cost of the project exceeds the federal simplified acquisition threshold, the Buy America Preference (“BAP”) as set forth in 2 C.F.R. Part § 184 shall apply to all project materials that are subject to the provisions of BABA, unless otherwise excepted.

¹ 60 CFR Part 60-1.4(b) can be accessed at: [https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4#p-60-1.4\(b\)](https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4#p-60-1.4(b))

EXHIBIT B
INSURANCE AND BOND REQUIREMENTS

1. 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. The Contractor shall furnish the Town with satisfactory proof of carriage of the insurance required before written approval is granted by the Town.
2. The insurance coverage shall be provided and maintained for the duration of the Contract.
3. Except for Worker's Compensation and Professional Liability policies, the Town shall be named as additional insured on all policies with coverage at least as broad as that provided to the named insureds.
4. The verifying certificates shall document that coverages afforded under the policies will not be cancelled, reduced in amount, 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 alteration or cancellation.
5. If endorsements are needed to comply with the notification or other requirements of this Agreement, copies of the endorsements shall be submitted with the certificates.
6. Any deductible, if applicable to loss covered by insurance provided, is to be borne by the Contractor.
7. The Contractor is required to provide and maintain the following minimum insurance coverage:

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

The Contractor shall provide and maintain, until final acceptance, Workers' Compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$1,000,000.

b. **Commercial General Liability (CGL) Insurance.**

The Contractor shall provide and maintain, commercial 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, 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
Property Damage:	\$1,000,000 per occurrence/\$2,000,000 aggregate
Products/ Completed Operations:	\$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.

The commercial general liability insurance policy shall provide that such insurance is primary to and non-contributory with any liability insurance carried by the additional insureds and provide a severability of interests clause.

c. **Automobile Liability.**

The Contractor shall provide and maintain automobile liability coverage including coverage for owned, hired, and non-owned vehicles, with limits no less than \$1,000,000 per accident for bodily injury and property damage.

d. **Builder's Risk/Course of Construction.**

For construction projects, the Contractor shall provide and maintain builder's risk coverage utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

This coverage is not required for road maintenance projects.

e. **Professional Liability.**

The Contractor shall provide and maintain professional liability coverage with limits no less than \$2,000,000.

f. **Pollution Liability.**

The Contractor shall provide and maintain pollution liability coverage with minimum limits of \$1,000,000 per occurrence/aggregate.

g. **Umbrella Coverage.**

The Contractor shall provide and maintain umbrella coverage with minimum limits of no less than \$1,000,000 per occurrence/aggregate.

h. **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.

8. If the Contractor maintains broader coverage and/or higher limits than the minimum limits shown above, the Town requires and shall be entitled to the broader coverage and/or high limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Town.
9. The policies shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town or its officers, officials, employees, agents, or volunteers.

10. All liability and Workers' Compensation insurance policies shall provide that the insurance company waives all rights of recovery by way of subrogation against the Town and other insureds.
11. The insurance providers shall be North Carolina admitted insurers (licensed to do business in North Carolina) with a current A.M. Best's rating of no less than A-VIII. Notwithstanding the foregoing, if no North Carolina admitted insurance company provides the required insurance, it is acceptable to procure the required insurance from a United States domiciled carrier that meets the required Best's rating.
12. The Town reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.
13. The limits of insurance described herein shall not limit the liability of the Contractor and Contractor's officers, employees, agents, representatives, and subcontractors. The Contractor's obligation to defend, indemnify, and hold the Town and its officers, officials, employees, agents and volunteers harmless under the provisions of this paragraph are not limited to or restricted by any requirement in the Contract for Contractor to procure and maintain a policy of insurance.
14. For construction projects only, the Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Town is an additional insured on insurance required from subcontractors.
15. For construction projects only, the Contractor shall provide a payment bond and a performance bond in a sum equal to 100% of the contract price.

EXHIBIT C – GOODS

(insert description of goods purchased)

Prepared for: , Town of Huntersville

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615

Client Proposal

Prepared by:

Jeff Williams

Office: 182-869-34281

Email: jeffwilliams@parksautogroup.com

Quote ID: 1021202503

Date: 10/22/2025



Parks Ford | 601 DUNCAN HILL RD, HENDERSONVILLE, NC, 28792

Office: 828-693-4281 | Fax: 828-696-8993

Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)Price Level: 615 | Quote ID: 1021202503

, Town of Huntersville**Re: Quote ID 1021202503 10/22/2025**

To Whom It May Concern,

All pricing provided in this quote is based on, and follows the guidelines of, the North Carolina Sheriffs' Association Vehicle Procurement Program. Contract # 26-12-0909. Specification # 231

Sincerely,

Jeff Williams

Fleet Manager

182-869-34281

jeffwilliams@parksautogroup.com

Prepared for:

Town of Huntersville
Prepared by: Jeff Williams
10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

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Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

As Configured Vehicle

Code	Description
Base Vehicle	
K8A	Base Vehicle Price (K8A)
Packages	
500A	Order Code 500A <i>Includes:</i> - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i> - Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger 8-way power track with 2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks.</i> - Radio: AM/FM/MP3 Capable <i>Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).</i> - SYNC Phoenix Communication & Entertainment System <i>Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.</i>
Powertrain	
99C	Engine: 3.0L V6 EcoBoost <i>148-MPH top speed. Deletes regenerative braking and lithium-ion battery pack; adds 250-amp alternator and replaces 19-gallon tank with 21.4-gallon tank.</i> <i>Includes:</i> - 3.31 Axle Ratio
44U	Transmission: 10-Speed Automatic (44U)
NONAX	3.31 Axle Ratio
Wheels & Tires	
STDTR	Tires: 255/60R18 AS BSW
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i>
Seats & Seat Trim	

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

As Configured Vehicle (cont'd)

Code	Description
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger 8-way power track with 2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks.</i>
Other Options	
PAINT	Monotone Paint Application
119WB	119" Wheelbase
STDRD	Radio: AM/FM/MP3 Capable <i>Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).</i>
	<i>Includes:</i> - SYNC Phoenix Communication & Entertainment System <i>Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.</i>
67V	Front & Rear Police Wire Harness Connector Kit <i>For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector.</i>
153	Front License Plate Bracket
51T	Driver Only LED Bulb Spot Lamp (Whelen)
76D	Underbody Deflector Plate <i>Engine and transmission shield.</i>
52P	Hidden Door-Lock Plunger <i>Includes:</i> - Rear-Door Controls Inoperable <i>Locks, handles and windows. Can manually remove window or door disable plate with special tool. Locks/windows operable from driver's door switches.</i>
68G	Rear-Door Controls Inoperable <i>Locks, handles and windows. Can manually remove window or door disable plate with special tool. Locks/windows operable from driver's door switches.</i>

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Prepared for:

Town of Huntersville
Prepared by: Jeff Williams
10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

As Configured Vehicle (cont'd)

Code	Description
Emissions	
425	50-State Emissions System
Exterior Color	
UM_01	Agate Black
Interior Color	
9W_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$54,215.00
Subtotal		\$54,215.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Discount	Dealer Discount	-\$3,984.20
Ford Gvmnt GPC	Government GPC	-\$3,300.00
Total		\$46,930.80

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Town of Huntersville
Prepared by: Jeff Williams
10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 Police Interceptor Utility AWD Base (K8A)

Price Level: 615 | Quote ID: 1021202503

Pricing Summary - Multiple Vehicles

Vehicle Quantity: 8

		MSRP
<i>Vehicle Pricing</i>		\$433,720.00
Subtotal		\$433,720.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Discount	Dealer Discount	-\$31,873.60
Ford Gvmnt GPC	Government GPC	-\$26,400.00
Total		\$375,446.40

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: , Town of Huntersville

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615

Client Proposal

Prepared by:

Jeff Williams

Office: 182-869-34281

Email: jeffwilliams@parksautogroup.com

Quote ID: 1021202504

Date: 10/22/2025



Parks Ford | 601 DUNCAN HILL RD, HENDERSONVILLE, NC, 28792

Office: 828-693-4281 | Fax: 828-696-8993

Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)Price Level: 615 | Quote ID: 1021202504

, Town of Huntersville**Re: Quote ID 1021202504 10/22/2025**

To Whom It May Concern,

All pricing provided in this quote is based on, and follows the guidelines of, the North Carolina Sheriffs' Association Vehicle Procurement Program. Contract # 26-12-0909. Specification # 232

Sincerely,

Jeff Williams

Fleet Manager

182-869-34281

jeffwilliams@parksautogroup.com

Prepared for:

Town of Huntersville
Prepared by: Jeff Williams
10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615 | Quote ID: 1021202504

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Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615 | Quote ID: 1021202504

As Configured Vehicle

Code	Description
Base Vehicle	
W1P	Base Vehicle Price (W1P)
Packages	
150A	Equipment Group 150A <i>Includes:</i> - Engine: 3.5L V6 EcoBoost 120-MPH top speed. - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select. - Electronic Locking w/3.31 Axle Ratio - GVWR: 7,075 lbs Payload Package - Tires: LT265/70R18 BSW A/T - Wheels: 18" Steel - HD Police-Grade Cloth 40/Blank/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, built-in steel intrusion plates in both front-seatbacks, center-section deleted (restraint control module cover provided) and vinyl rear bench. - Radio: AM/FM Stereo w/6 Speakers - SYNC 4 Includes 12" LCD capacitive touchscreen with swipe capability, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual and conversational voice command recognition.
Powertrain	
998	Engine: 3.5L V6 EcoBoost 120-MPH top speed.
44G	Transmission: Electronic 10-Speed Automatic <i>Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.</i>
XL3	Electronic Locking w/3.31 Axle Ratio
STDGV	GVWR: 7,075 lbs Payload Package
Wheels & Tires	
STDTR	Tires: LT265/70R18 BSW A/T
STDWL	Wheels: 18" Steel
Seats & Seat Trim	
P	HD Police-Grade Cloth 40/Blank/40 Front-Seats

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Town of Huntersville

Prepared by: Jeff Williams

10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615 | Quote ID: 1021202504

As Configured Vehicle (cont'd)

Code	Description
	<i>Includes reduced bolsters, 8-way power driver/manual passenger, built-in steel intrusion plates in both front-seatbacks, center-section deleted (restraint control module cover provided) and vinyl rear bench.</i>
Other Options	
145WB	145" Wheelbase
PAINT	Monotone Paint Application
STDRD	Radio: AM/FM Stereo w/6 Speakers <i>Includes: - SYNC 4 Includes 12" LCD capacitive touchscreen with swipe capability, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual and conversational voice command recognition.</i>
153	Front License Plate Bracket <i>Standard in states where required by law, optional to all others.</i>
17R	Rear-Door Controls Inoperable <i>For locks, handles and windows. Note: Can manually remove window or door disable plate with special tool. Locks/windows operable from driver's door switches.</i>
67P	Remote Keyless-Entry Key Fob w/o Key Pad <i>Less PATS. Includes 4-key fobs and perimeter anti-theft alarm. Note: Available with Keyed Alike. However, key fobs are not fobbed alike when ordered with Keyed Alike.</i>
59F	Driver Only LED Bulb Spot Lamp (Whelen)
Exterior Color	
UM_03	Agate Black Metallic
Interior Color	
PB_02	Black w/HD Police-Grade Cloth 40/Blank/40 Front-Seats

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Town of Huntersville
Prepared by: Jeff Williams
10/22/2025



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615 | Quote ID: 1021202504

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$55,945.00
Subtotal		\$55,945.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Discount	Dealer Discount	-\$4,846.00
Ford Gvmnt GPC	Government GPC	-\$4,300.00
Total		\$46,799.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

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Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2026 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 615 | Quote ID: 1021202504

Pricing Summary - Multiple Vehicles

Vehicle Quantity: 2

		MSRP
<i>Vehicle Pricing</i>		\$111,890.00
Subtotal		\$111,890.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Discount	Dealer Discount	-\$9,692.00
Ford Gvmnt GPC	Government GPC	-\$8,600.00
Total		\$93,598.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

EXHIBIT D– FEE SCHEDULE

This contract is not to exceed the quoted price total of \$469262.40 for 10 vehicles (2 F-150 trucks and 10 Interceptor SUVs)

PARKS FORD	Oct 22, 2025
Company Name	Date
Jeff Williams	10/22/2025
Print Name	Title
 Jeff Williams (Oct 22, 2025 15:30:23 EDT)	
Signature	

2025 October Ford Purchase Contract - Unsigned

Final Audit Report

2025-10-22

Created:	2025-10-22
By:	Tyler Medlin (tmedlin@huntersville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAImv8vTOygl75OEBi5vsS6ELfLLNgUX1B

"2025 October Ford Purchase Contract - Unsigned" History

-  Document created by Tyler Medlin (tmedlin@huntersville.org)
2025-10-22 - 7:22:44 PM GMT
-  Document emailed to jeffwilliams@parksautogroup.com for signature
2025-10-22 - 7:27:34 PM GMT
-  Email viewed by jeffwilliams@parksautogroup.com
2025-10-22 - 7:28:41 PM GMT
-  Signer jeffwilliams@parksautogroup.com entered name at signing as Jeff Williams
2025-10-22 - 7:30:21 PM GMT
-  Document e-signed by Jeff Williams (jeffwilliams@parksautogroup.com)
Signature Date: 2025-10-22 - 7:30:23 PM GMT - Time Source: server
-  Agreement completed.
2025-10-22 - 7:30:23 PM GMT



Vehicle and Equipment Procurement Program Contract Award Agreement Bid 26-12-0909

We are pleased to announce the North Carolina Sheriffs' Association (NCSA) has successfully completed its statewide competitive award for vehicle and equipment effective October 2, 2025 through **October 1, 2026**.

Congratulations, your dealership/company has been included on the Association's specification contract controlled by the North Carolina Sheriffs' Association's Solicitation for Bids and Contract Terms and Conditions. Your dealership/company has been awarded all vehicle and/or equipment outlined in the attached document by dealership/company and zone. This contract award also includes all model code upgrades or downgrades listed in the Association's base model specifications.

By the award of this contract based on your dealership's/company's bid for Solicitation Number 26-12-0909, all terms and conditions set forth in the Solicitation for Bids and Contract Terms and Conditions are incorporated herein by reference and agreed to by the Contractor and the North Carolina Sheriffs' Association.

X

Signature of Authorized Representative

X

Jeffrey D. Williams

Printed Name of Authorized Representative

X

Parks Ford

Contractor/Dealership Name (Please Print)

X

10/02/2025

Date

X

Signature of NCSA Contract Administrator

X

Jason D. Bennett

Printed Name of NCSA Contract Administrator

X

10/2/2025

Date

NCSA Item #	Make	Model	Model #	Awarded Vendor	Zone
1	Ford	F-350 4x2 SD Crew Cab 179" WB DRW XL	W3G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
1	Ford	F-350 4x2 SD Crew Cab 179" WB DRW XL	W3G	Parks Ford	Appalachia, Cardinal, No Delivery
1	Ford	F-350 4x2 SD Crew Cab 179" WB DRW XL	W3G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
2	Ford	F-350 4x2 SD Crew Cab 179" WB SRW XL	W3E	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
2	Ford	F-350 4x2 SD Crew Cab 179" WB SRW XL	W3E	Parks Ford	Appalachia, Cardinal, No Delivery
2	Ford	F-350 4x2 SD Crew Cab 179" WB SRW XL	W3E	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
3	Ford	F-350 4x2 SD Regular Cab 145" WB DRW XL	F3G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
3	Ford	F-350 4x2 SD Regular Cab 145" WB DRW XL	F3G	Parks Ford	Appalachia, Cardinal, No Delivery
3	Ford	F-350 4x2 SD Regular Cab 145" WB DRW XL	F3G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
4	Ford	F-350 4x2 SD Regular Cab 145" WB SRW XL	F3E	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
4	Ford	F-350 4x2 SD Regular Cab 145" WB SRW XL	F3E	Parks Ford	Appalachia, Cardinal, No Delivery
4	Ford	F-350 4x2 SD Regular Cab 145" WB SRW XL	F3E	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
5	Ford	F-350 4x2 SD Super Cab 168" WB DRW XL	X3G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
5	Ford	F-350 4x2 SD Super Cab 168" WB DRW XL	X3G	Parks Ford	Appalachia, Cardinal, No Delivery
5	Ford	F-350 4x2 SD Super Cab 168" WB DRW XL	X3G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
6	Ford	F-350 4x2 SD Super Cab 168" WB SRW XL	X3E	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
6	Ford	F-350 4x2 SD Super Cab 168" WB SRW XL	X3E	Parks Ford	Appalachia, Cardinal, No Delivery
6	Ford	F-350 4x2 SD Super Cab 168" WB SRW XL	X3E	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
7	Ford	F-350 4x4 SD Crew Cab 179" WB DRW XL	W3H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
7	Ford	F-350 4x4 SD Crew Cab 179" WB DRW XL	W3H	Parks Ford	Appalachia, Cardinal, No Delivery
7	Ford	F-350 4x4 SD Crew Cab 179" WB DRW XL	W3H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
8	Ford	F-350 4x4 SD Crew Cab 179" WB SRW XL	W3F	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
8	Ford	F-350 4x4 SD Crew Cab 179" WB SRW XL	W3F	Parks Ford	Appalachia, Cardinal, No Delivery
8	Ford	F-350 4x4 SD Crew Cab 179" WB SRW XL	W3F	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
9	Ford	F-350 4x4 SD Regular Cab 145" WB DRW XL	F3H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
9	Ford	F-350 4x4 SD Regular Cab 145" WB DRW XL	F3H	Parks Ford	Appalachia, Cardinal, No Delivery
9	Ford	F-350 4x4 SD Regular Cab 145" WB DRW XL	F3H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
10	Ford	F-350 4x4 SD Regular Cab 145" WB SRW XL	F3F	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
10	Ford	F-350 4x4 SD Regular Cab 145" WB SRW XL	F3F	Parks Ford	Appalachia, Cardinal, No Delivery

10	Ford	F-350 4x4 SD Regular Cab 145" WB SRW XL	F3F	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
11	Ford	F-350 4x4 SD Super Cab 168" WB DRW XL	X3H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
11	Ford	F-350 4x4 SD Super Cab 168" WB DRW XL	X3H	Parks Ford	Appalachia, Cardinal, No Delivery
11	Ford	F-350 4x4 SD Super Cab 168" WB DRW XL	X3H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
12	Ford	F-350 4x4 SD Super Cab 168" WB SRW XL	X3F	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
12	Ford	F-350 4x4 SD Super Cab 168" WB SRW XL	X3F	Parks Ford	Appalachia, Cardinal, No Delivery
12	Ford	F-350 4x4 SD Super Cab 168" WB SRW XL	X3F	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
13	Ford	F-450 4x2 SD Crew Cab 179" WB DRW XL	W4G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
13	Ford	F-450 4x2 SD Crew Cab 179" WB DRW XL	W4G	Parks Ford	Appalachia, Cardinal, No Delivery
13	Ford	F-450 4x2 SD Crew Cab 179" WB DRW XL	W4G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
14	Ford	F-450 4x2 SD Regular Cab 145" WB DRW XL	F4G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
14	Ford	F-450 4x2 SD Regular Cab 145" WB DRW XL	F4G	Parks Ford	Appalachia, Cardinal, No Delivery
14	Ford	F-450 4x2 SD Regular Cab 145" WB DRW XL	F4G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
15	Ford	F-450 4x2 SD Super Cab 168" WB DRW XL	X4G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
15	Ford	F-450 4x2 SD Super Cab 168" WB DRW XL	X4G	Parks Ford	Appalachia, Cardinal, No Delivery
15	Ford	F-450 4x2 SD Super Cab 168" WB DRW XL	X4G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
16	Ford	F-450 4x4 SD Crew Cab 179" WB DRW XL	W4H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
16	Ford	F-450 4x4 SD Crew Cab 179" WB DRW XL	W4H	Parks Ford	Appalachia, Cardinal, No Delivery
16	Ford	F-450 4x4 SD Crew Cab 179" WB DRW XL	W4H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
17	Ford	F-450 4x4 SD Regular Cab 145" WB DRW XL	F4H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
17	Ford	F-450 4x4 SD Regular Cab 145" WB DRW XL	F4H	Parks Ford	Appalachia, Cardinal, No Delivery
17	Ford	F-450 4x4 SD Regular Cab 145" WB DRW XL	F4H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
18	Ford	F-450 4x4 SD Super Cab 168" WB DRW XL	X4H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
18	Ford	F-450 4x4 SD Super Cab 168" WB DRW XL	X4H	Parks Ford	Appalachia, Cardinal, No Delivery
18	Ford	F-450 4x4 SD Super Cab 168" WB DRW XL	X4H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
19	Ford	F-550 4x2 SD Crew Cab 179" WB DRW XL	W5G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
19	Ford	F-550 4x2 SD Crew Cab 179" WB DRW XL	W5G	Parks Ford	Appalachia, Cardinal, No Delivery
19	Ford	F-550 4x2 SD Crew Cab 179" WB DRW XL	W5G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
20	Ford	F-550 4x2 SD Regular Cab 145" WB DRW XL	F5G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
20	Ford	F-550 4x2 SD Regular Cab 145" WB DRW XL	F5G	Parks Ford	Appalachia, Cardinal, No Delivery

20	Ford	F-550 4x2 SD Regular Cab 145" WB DRW XL	F5G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
21	Ford	F-550 4x2 SD Super Cab 168" WB DRW XL	X5G	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
21	Ford	F-550 4x2 SD Super Cab 168" WB DRW XL	X5G	Parks Ford	Appalachia, Cardinal, No Delivery
21	Ford	F-550 4x2 SD Super Cab 168" WB DRW XL	X5G	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
22	Ford	F-550 4x4 SD Crew Cab 179" WB DRW XL	W5H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
22	Ford	F-550 4x4 SD Crew Cab 179" WB DRW XL	W5H	Parks Ford	Appalachia, Cardinal, No Delivery
22	Ford	F-550 4x4 SD Crew Cab 179" WB DRW XL	W5H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
23	Ford	F-550 4x4 SD Regular Cab 145" WB DRW XL	F5H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
23	Ford	F-550 4x4 SD Regular Cab 145" WB DRW XL	F5H	Parks Ford	Appalachia, Cardinal, No Delivery
23	Ford	F-550 4x4 SD Regular Cab 145" WB DRW XL	F5H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
24	Ford	F-550 4x4 SD Super Cab 168" WB DRW XL	X5H	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
24	Ford	F-550 4x4 SD Super Cab 168" WB DRW XL	X5H	Parks Ford	Appalachia, Cardinal, No Delivery
24	Ford	F-550 4x4 SD Super Cab 168" WB DRW XL	X5H	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
25	Ford	F-600 4x2 SD Regular Cab 145" WB DRW XL	F6K	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
25	Ford	F-600 4x2 SD Regular Cab 145" WB DRW XL	F6K	Parks Ford	Appalachia, Cardinal, No Delivery
25	Ford	F-600 4x2 SD Regular Cab 145" WB DRW XL	F6K	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
26	Ford	F-600 4x4 SD Regular Cab 145" WB DRW XL	F6L	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
26	Ford	F-600 4x4 SD Regular Cab 145" WB DRW XL	F6L	Parks Ford	Appalachia, Cardinal, No Delivery
26	Ford	F-600 4x4 SD Regular Cab 145" WB DRW XL	F6L	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
27	Ford	F-650 4x2 Crew Cab 84 CA Diesel	W6D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
27	Ford	F-650 4x2 Crew Cab 84 CA Diesel	W6D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
28	Ford	F-650 4x2 Crew Cab 84 CA Gas	W6A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
28	Ford	F-650 4x2 Crew Cab 84 CA Gas	W6A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
29	Ford	F-650 4x2 Regular Cab 84 CA Diesel	F6D	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
29	Ford	F-650 4x2 Regular Cab 84 CA Diesel	F6D	Parks Ford	Appalachia, No Delivery
29	Ford	F-650 4x2 Regular Cab 84 CA Diesel	F6D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
30	Ford	F-650 4x2 Regular Cab 84 CA Gas	F6A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
30	Ford	F-650 4x2 Regular Cab 84 CA Gas	F6A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
31	Ford	F-650 4x2 SuperCab 84 CA Diesel	X6D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
31	Ford	F-650 4x2 SuperCab 84 CA Diesel	X6D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

32	Ford	F-650 4x2 SuperCab 84 CA Gas	X6A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
32	Ford	F-650 4x2 SuperCab 84 CA Gas	X6A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
33	Ford	F-750 4x2 Crew Cab 84 CA Diesel	W7D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
33	Ford	F-750 4x2 Crew Cab 84 CA Diesel	W7D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
34	Ford	F-750 4x2 Crew Cab 84 CA Gas	W7A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
34	Ford	F-750 4x2 Crew Cab 84 CA Gas	W7A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
35	Ford	F-750 4x2 Regular Cab 84 CA Diesel	F7D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
35	Ford	F-750 4x2 Regular Cab 84 CA Diesel	F7D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
36	Ford	F-750 4x2 Regular Cab 84 CA Gas	F7A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
36	Ford	F-750 4x2 Regular Cab 84 CA Gas	F7A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
37	Ford	F-750 4x2 SuperCab 84 CA Diesel	X7D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
37	Ford	F-750 4x2 SuperCab 84 CA Diesel	X7D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
38	Ford	F-750 4x2 SuperCab 84 CA Gas	X7A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
38	Ford	F-750 4x2 SuperCab 84 CA Gas	X7A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
39	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD 60" CA 6.6L V8 Gas WT	CC31043	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
39	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD 60" CA 6.6L V8 Gas WT	CC31043	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
40	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD 60" CA 6.6L V8 Gas WT	CC31003	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
40	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD 60" CA 6.6L V8 Gas WT	CC31003	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
41	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD 84" CA 6.6L V8 Gas WT	CC31403	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
41	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD 84" CA 6.6L V8 Gas WT	CC31403	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
44	Mercedes-Benz	Sprinter 3500 HD Chassis (11,030 GVW) 144" WB, 4 Cylinder Engine with High Output	DCCHXS	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
45	Mercedes-Benz	Sprinter 3500 HD Chassis (11,030 GVW) 144" WB, 4 Cylinder Engine with High Output, AWD	DCCAXS	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
46	Mercedes-Benz	Sprinter 3500 HD Chassis (11,030 GVW) 170" WB, 4 Cylinder Engine with High Output	DCCHXL	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

47	Mercedes-Benz	Sprinter 3500 HD Chassis (11,030 GVW) 170" WB, 4 Cylinder Engine with High Output, AWD	DCCAXL	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
48	Mercedes-Benz	Sprinter 4500 Chassis (12,125 GVW) 144" WB, 4 Cylinder Engine with High Output	DCCH4S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
49	Mercedes-Benz	Sprinter 4500 Chassis (12,125 GVW) 170" WB, 4 Cylinder Engine with High Output	DCCH4L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
50	Stellantis	Ram 3500 Tradesman Crew Cab Chassis 4X2 172.4 in WB - CA of 60 (Gas)	DD3L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
50	Stellantis	Ram 3500 Tradesman Crew Cab Chassis 4X2 172.4 in WB - CA of 60 (Gas)	DD3L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
51	Stellantis	Ram 3500 Tradesman Crew Cab Chassis 4X4 172.4 in WB - CA of 60 (Gas)	DD8L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
51	Stellantis	Ram 3500 Tradesman Crew Cab Chassis 4X4 172.4 in WB - CA of 60 (Gas)	DD8L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
52	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X2 143.5 in WB - CA of 60 (Gas)	DD3L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
52	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X2 143.5 in WB - CA of 60 (Gas)	DD3L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
53	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X2 167.5 in WB - CA of 84 (Gas)	DD3L64	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
53	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X2 167.5 in WB - CA of 84 (Gas)	DD3L64	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
54	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X4 143.5 in WB - CA of 60 (Gas)	DD8L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
54	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X4 143.5 in WB - CA of 60 (Gas)	DD8L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
55	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X4 167.5 in WB - CA of 84 (Gas)	DD8L64	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
55	Stellantis	Ram 3500 Tradesman Regular Cab Chassis 4X4 167.5 in WB - CA of 84 (Gas)	DD8L64	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
56	Stellantis	Ram 4500 Tradesman Crew Cab Chassis 4X2 173.4 in WB - CA of 60 (Gas)	DP4L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
56	Stellantis	Ram 4500 Tradesman Crew Cab Chassis 4X2 173.4 in WB - CA of 60 (Gas)	DP4L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
57	Stellantis	Ram 4500 Tradesman Crew Cab Chassis 4X4 173.4 in WB - CA of 60 (Gas)	DP9L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
57	Stellantis	Ram 4500 Tradesman Crew Cab Chassis 4X4 173.4 in WB - CA of 60 (Gas)	DP9L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

58	Stellantis	Ram 4500 Tradesman Regular Cab Chassis 4X2 144.5 in WB - CA of 60 (Gas)	DP4L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
58	Stellantis	Ram 4500 Tradesman Regular Cab Chassis 4X2 144.5 in WB - CA of 60 (Gas)	DP4L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
59	Stellantis	Ram 4500 Tradesman Regular Cab Chassis 4X4 144.5 in WB - CA of 60 (Gas)	DP9L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
59	Stellantis	Ram 4500 Tradesman Regular Cab Chassis 4X4 144.5 in WB - CA of 60 (Gas)	DP9L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
60	Stellantis	Ram 5500 Tradesman Crew Cab Chassis 4X2 173.4 in WB - CA of 60 (Gas)	DP5L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
60	Stellantis	Ram 5500 Tradesman Crew Cab Chassis 4X2 173.4 in WB - CA of 60 (Gas)	DP5L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
61	Stellantis	Ram 5500 Tradesman Crew Cab Chassis 4X4 173.4 in WB - CA of 60 (Gas)	DP0L93	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
61	Stellantis	Ram 5500 Tradesman Crew Cab Chassis 4X4 173.4 in WB - CA of 60 (Gas)	DP0L93	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
62	Stellantis	Ram 5500 Tradesman Regular Cab Chassis 4X2 144.5 in WB - CA of 60 (Gas)	DP5L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
62	Stellantis	Ram 5500 Tradesman Regular Cab Chassis 4X2 144.5 in WB - CA of 60 (Gas)	DP5L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
63	Stellantis	Ram 5500 Tradesman Regular Cab Chassis 4X4 144.5 in WB - CA of 60 (Gas)	DP0L63	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
63	Stellantis	Ram 5500 Tradesman Regular Cab Chassis 4X4 144.5 in WB - CA of 60 (Gas)	DP0L63	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
64	Ford	Escape PHEV FWD (Plug-in)	U0E	Modern Ford of Boone	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
64	Ford	Escape PHEV FWD (Plug-in)	U0E	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
65	Ford	E-Transit 350 Cab Chassis 4x2 178" WB SRW	W5Z	Capital Ford Inc	Longleaf Pine, No Delivery
65	Ford	E-Transit 350 Cab Chassis 4x2 178" WB SRW	W5Z	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
65	Ford	E-Transit 350 Cab Chassis 4x2 178" WB SRW	W5Z	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
66	Ford	E-Transit 350 Cutaway 4x2 Chassis 178" WB SRW	W5P	Capital Ford Inc	Longleaf Pine, No Delivery
66	Ford	E-Transit 350 Cutaway 4x2 Chassis 178" WB SRW	W5P	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
66	Ford	E-Transit 350 Cutaway 4x2 Chassis 178" WB SRW	W5P	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
67	Ford	E-Transit 350 RWD High Roof Extended Van 148" WB	W3X	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
67	Ford	E-Transit 350 RWD High Roof Extended Van 148" WB	W3X	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
67	Ford	E-Transit 350 RWD High Roof Extended Van 148" WB	W3X	Piedmont Truck Center	Appalachia, Longleaf Pine, No Delivery

68	Ford	E-Transit 350 RWD High Roof Van 148" WB	W1X	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
68	Ford	E-Transit 350 RWD High Roof Van 148" WB	W1X	Parks Ford	Appalachia, Cardinal, No Delivery
68	Ford	E-Transit 350 RWD High Roof Van 148" WB	W1X	Piedmont Truck Center	Appalachia, Dogwood, Longleaf Pine, No Delivery
69	Ford	E-Transit 350 RWD Low Roof Van 148" WB	W1Y	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
69	Ford	E-Transit 350 RWD Low Roof Van 148" WB	W1Y	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
69	Ford	E-Transit 350 RWD Low Roof Van 148" WB	W1Y	Piedmont Truck Center	Appalachia, Longleaf Pine, No Delivery
70	Ford	E-Transit 350 RWD Medium Roof Van 148" WB	W9C	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
70	Ford	E-Transit 350 RWD Medium Roof Van 148" WB	W9C	Parks Ford	Appalachia, Cardinal, No Delivery
70	Ford	E-Transit 350 RWD Medium Roof Van 148" WB	W9C	Piedmont Truck Center	Appalachia, Dogwood, Longleaf Pine, No Delivery
71	Ford	F-150 Hybrid 4x4 Crew Cab XL 145" WB, 98 KWH, 5.5 ft Bed	W1F	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
71	Ford	F-150 Hybrid 4x4 Crew Cab XL 145" WB, 98 KWH, 5.5 ft Bed	W1F	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
72	Ford	F-150 Hybrid 4x4 Crew Cab XLT 145" WB, 5.5 ft Bed	W3L	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
72	Ford	F-150 Hybrid 4x4 Crew Cab XLT 145" WB, 5.5 ft Bed	W3L	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
73	Ford	F-150 Lightning Pro 4x4 Crew Cab XL 145" WB, 98 KWH, 5.5 ft Bed	W1B (Now AWD)	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
73	Ford	F-150 Lightning Pro 4x4 Crew Cab XL 145" WB, 98 KWH, 5.5 ft Bed	W1B (Now AWD)	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
74	Ford	Mustang Mach-E GT, AWD	K4S	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
74	Ford	Mustang Mach-E GT, AWD	K4S	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
75	Ford	Mustang Mach-E Select Trim, AWD	K1S	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
75	Ford	Mustang Mach-E Select Trim, AWD	K1S	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
76	Ford	Mustang Mach-E Select Trim, RWD	K1R	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
76	Ford	Mustang Mach-E Select Trim, RWD	K1R	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
77	General Motors	Chevrolet Blazer EV	1MD26	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
77	General Motors	Chevrolet Blazer EV	1MD26	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
78	General Motors	Chevrolet Equinox EV	1MB48	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
78	General Motors	Chevrolet Equinox EV	1MB48	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
79	General Motors	Chevrolet Silverado EV 3WT	CT35843	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
79	General Motors	Chevrolet Silverado EV 3WT	CT35843	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
81	GreenPower Motor Company	EV Star Cab & Chassis	EVSCC	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

82	GreenPower Motor Company	EV Star Cargo	EVSC	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
83	GreenPower Motor Company	EV Star Passenger Van	EVSPV	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
84	Mazda	CX-50 Hybrid Preferred Package AWD	50HPFXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
85	Nissan	Aria Engage FWD	24116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
86	Nissan	Aria Engage+ FWD	24316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
87	Nissan	Aria Platinum+ AWD	24616	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
88	Nissan	Leaf S Electric	17016	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
88	Nissan	Leaf S Electric	17016	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
89	Stellantis	Chrysler Pacifica Select PHEV	RUET53	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
89	Stellantis	Chrysler Pacifica Select PHEV	RUET53	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
90	Stellantis	Jeep Grand Cherokee 4XE	WLXP74	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
92	Tesla	Cybertruck AWD	20" Cyberwheels	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
93	Tesla	Cybertruck Long Range	20" Cyberwheels	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
94	Tesla	Model 3 Long Range AWD	Pearl White Multi-Coat	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
95	Tesla	Model 3 Long Range AWD	Solid Black	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
96	Tesla	Model 3 Long Range AWD	Stealth Grey	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
97	Tesla	Model 3 Long Range RWD	Pearl White Multi-Coat	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
98	Tesla	Model 3 Long Range RWD	Solid Black	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
99	Tesla	Model 3 Long Range RWD	Stealth Grey	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
100	Tesla	Model 3 Performance	Pearl White Multi-Coat	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
101	Tesla	Model 3 Performance	Solid Black	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
102	Tesla	Model 3 Performance	Stealth Grey	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
103	Tesla	Model Y Long Range AWD	Pearl White Multi-Coat	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
104	Tesla	Model Y Long Range AWD	Solid Black	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
105	Tesla	Model Y Long Range AWD	Stealth Grey	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
106	Tesla	Model Y Long Range RWD	Pearl White Multi-Coat	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
107	Tesla	Model Y Long Range RWD	Solid Black	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
108	Tesla	Model Y Long Range RWD	Stealth Grey	Tesla, Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
109	Toyota	BZ4X XLE AWD	2872	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
109	Toyota	BZ4X XLE AWD	2872	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

110	Toyota	BZ4X XLE FWD	2870	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
110	Toyota	BZ4X XLE FWD	2870	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
111	Toyota	Camry Hybrid LE	2559	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
111	Toyota	Camry Hybrid LE	2559	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
112	Toyota	Camry Hybrid SE	2561	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
112	Toyota	Camry Hybrid SE	2561	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
113	Toyota	Corolla Cross Hybrid S	6312	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
113	Toyota	Corolla Cross Hybrid S	6312	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
114	Toyota	Corolla Hybrid LE	1882	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
114	Toyota	Corolla Hybrid LE	1882	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
115	Toyota	Grand Highlander XLE AWD Hybrid	6722	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
115	Toyota	Grand Highlander XLE AWD Hybrid	6722	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
116	Toyota	Grand Highlander XLE FWD Hybrid	6716	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
116	Toyota	Grand Highlander XLE FWD Hybrid	6716	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
119	Toyota	Prius LE	1223	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
119	Toyota	Prius LE	1223	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
120	Toyota	Prius Prime XSE (Plug-in)	1237	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
120	Toyota	Prius Prime XSE (Plug-in)	1237	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
121	Toyota	Prius XLE	1225	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
121	Toyota	Prius XLE	1225	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
122	Toyota	RAV4 Hybrid LE AWD	4435	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
122	Toyota	RAV4 Hybrid LE AWD	4435	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
123	Toyota	RAV4 Prime SE	4544	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
123	Toyota	RAV4 Prime SE	4544	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
124	Toyota	Sienna Hybrid LE AWD (8 Passenger)	5403	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
124	Toyota	Sienna Hybrid LE AWD (8 Passenger)	5403	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
125	Toyota	Sienna Hybrid LE FWD (8 Passenger)	5402	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
125	Toyota	Sienna Hybrid LE FWD (8 Passenger)	5402	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
126	Toyota	Sienna Hybrid XLE AWD (8 Passenger)	5407	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
126	Toyota	Sienna Hybrid XLE AWD (8 Passenger)	5407	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

127	Toyota	Sienna Hybrid XLE FWD (7 Passenger)	5408	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
127	Toyota	Sienna Hybrid XLE FWD (7 Passenger)	5408	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
128	Toyota	Sienna Hybrid XLE FWD (8 Passenger)	5406	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
128	Toyota	Sienna Hybrid XLE FWD (8 Passenger)	5406	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
130	AceK9	Catalog Discount	All K-9 Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
131	American Aluminum	Catalog Discount	All K-9 Products	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
131	American Aluminum	Catalog Discount	All K-9 Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
132	Angel Armor	Catalog Discount	All Patrol Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
132	Angel Armor	Catalog Discount	All Patrol Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
133	Brother	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
134	CamLocker	Catalog Discount	All Tool Boxes	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
135	Code 3	Catalog Discount	All Lighting	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
135	Code 3	Catalog Discount	All Lighting	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
136	Code 3	Catalog Discount	All Sedan/SUV Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
136	Code 3	Catalog Discount	All Sedan/SUV Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
138	Custom Glass	Catalog Discount	All Patrol Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
139	Decked	Catalog Discount	All Patrol Products	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
140	Federal Signal	Catalog Discount	All Light Bars	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
141	Federal Signal	Catalog Discount	All Lighting	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
142	Federal Signal	Catalog Discount	All Other Equipment	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
143	Federal Signal	Catalog Discount	All Push Bumpers	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
145	Feniex	Catalog Discount	All Lighting	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
146	Feniex	Catalog Discount	All Sedan/SUV Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
151	Gamber Johnson	Catalog Discount	All Computer Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
151	Gamber Johnson	Catalog Discount	All Computer Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
152	Gamber Johnson	Catalog Discount	All Console Products	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
152	Gamber Johnson	Catalog Discount	All Console Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
153	Gamber Johnson	Catalog Discount	All Partitions	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

153	Gamber Johnson	Catalog Discount	All Partitions	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
154	Gamber Johnson	Catalog Discount	All Prisoner Cages	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
154	Gamber Johnson	Catalog Discount	All Prisoner Cages	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
155	Gamber Johnson	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
155	Gamber Johnson	Catalog Discount	All Storage Boxes	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
156	Go Rhino	Catalog Discount	All Console Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
157	Go Rhino	Catalog Discount	All Push Bumpers	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
157	Go Rhino	Catalog Discount	All Push Bumpers	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
158	Havis	Catalog Discount	All Computer Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
158	Havis	Catalog Discount	All Computer Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
159	Havis	Catalog Discount	All Console Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
159	Havis	Catalog Discount	All Console Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
160	Havis	Catalog Discount	All K-9 Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
160	Havis	Catalog Discount	All K-9 Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
161	Havis	Catalog Discount	All Prisoner Cages	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
161	Havis	Catalog Discount	All Prisoner Cages	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
162	Havis	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
162	Havis	Catalog Discount	All Storage Boxes	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
165	Jotto	Catalog Discount	All Computer Products	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
165	Jotto	Catalog Discount	All Computer Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
166	Jotto	Catalog Discount	All Console Products	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
166	Jotto	Catalog Discount	All Console Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
167	Jotto	Catalog Discount	All Partitions	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
167	Jotto	Catalog Discount	All Partitions	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
168	Jotto	Catalog Discount	All Push Bumpers	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
168	Jotto	Catalog Discount	All Push Bumpers	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
169	Jotto	Catalog Discount	All Storage Boxes	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
169	Jotto	Catalog Discount	All Storage Boxes	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
170	Kussmaul	Catalog Discount	All Vehicular Charger and Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
172	Mil+Spec Liners	Catalog Discount	All Spray-on Truck Bedliners	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

175	Panorama	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
177	Printek	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
178	Pro-Gard	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
178	Pro-Gard	Catalog Discount	All Accessories	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
179	Pro-Gard	Catalog Discount	All Partitions	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
179	Pro-Gard	Catalog Discount	All Partitions	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
180	Pro-Gard	Catalog Discount	All Patrol Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
180	Pro-Gard	Catalog Discount	All Patrol Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
181	Pro-Gard	Catalog Discount	All Prisoner Cages	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
181	Pro-Gard	Catalog Discount	All Prisoner Cages	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
182	Pro-Gard	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
182	Pro-Gard	Catalog Discount	All Storage Boxes	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
183	RealTruck	Catalog Discount	All Floor Liners	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
184	RealTruck	Catalog Discount	All Power Steps	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
186	RealTruck	Catalog Discount	All Retractable Tonneau Covers	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
188	RealTruck	Catalog Discount	All Tonneau Covers	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
189	RealTruck	Catalog Discount	All Vent Visors	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
190	Rockland Custom Products	Catalog Discount	All Console Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
190	Rockland Custom Products	Catalog Discount	All Console Products	Rockland Custom Products, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
191	Rockland Custom Products	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
191	Rockland Custom Products	Catalog Discount	All Storage Boxes	Rockland Custom Products, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
192	Rok Brothers	Catalog Discount	All Antennas	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
193	Setina	Catalog Discount	All Accessories	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
193	Setina	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
194	Setina	Catalog Discount	All Partitions	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
194	Setina	Catalog Discount	All Partitions	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
195	Setina	Catalog Discount	All Prisoner Cages	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
195	Setina	Catalog Discount	All Prisoner Cages	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
196	Setina	Catalog Discount	All Push Bumpers	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
196	Setina	Catalog Discount	All Push Bumpers	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

197	Setina	Catalog Discount	All Storage Boxes	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
197	Setina	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
198	SmartCap	Catalog Discount	All Products	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
199	SoundOff	Catalog Discount	All Lighting	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
199	SoundOff	Catalog Discount	All Lighting	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
200	SoundOff	Catalog Discount	All Sedan/SUV Products	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
200	SoundOff	Catalog Discount	All Sedan/SUV Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
202	Streamlight	Catalog Discount	All Accessories	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
202	Streamlight	Catalog Discount	All Accessories	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
203	Streamlight	Catalog Discount	All Lighting	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
203	Streamlight	Catalog Discount	All Lighting	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
204	Tiger Tough	Catalog Discount	All Accessories	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
205	Troy Products	Catalog Discount	All Console Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
205	Troy Products	Catalog Discount	All Console Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
206	Troy Products	Catalog Discount	All Prisoner Cages	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
206	Troy Products	Catalog Discount	All Prisoner Cages	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
207	Troy Products	Catalog Discount	All Storage Boxes	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
207	Troy Products	Catalog Discount	All Storage Boxes	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
208	Truck Vault	Catalog Discount	All Patrol Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
210	Unity	Catalog Discount	All Lighting	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
211	ValuGard	Catalog Discount	All Rust Prevention Products	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
215	WeatherTech	Catalog Discount	All Weather Protection Products	Cape Fear Customs	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
216	Westin	Catalog Discount	All Patrol Products	Dana Safety Supply	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
216	Westin	Catalog Discount	All Patrol Products	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
217	Whelen	Catalog Discount	All Light Bars	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
217	Whelen	Catalog Discount	All Light Bars	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
218	Whelen	Catalog Discount	All Lighting	Campbell-Brown Inc.	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
218	Whelen	Catalog Discount	All Lighting	Global Public Safety, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
221	Ford	Mustang GT 5.0L V-8, 10 Speed Automatic Transmission	P8C	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

221	Ford	Mustang GT 5.0L V-8, 10 Speed Automatic Transmission	P8C	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
222	Mazda	Mazda3 Hatchback 2.5 S Auto FWD	M3H25S2A	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
223	Mazda	Mazda3 Sedan 2.5 S FWD	M3S25S2A	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
224	Nissan	Altima 2.5 S FWD	13116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
225	Nissan	Altima 2.5 SL FWD	13716	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
226	Nissan	Altima 2.5 SR FWD	13616	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
227	Nissan	Altima 2.5 SV FWD	13316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
228	Nissan	Sentra S	12016	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
230	Toyota	Corolla LE	1852	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
230	Toyota	Corolla LE	1852	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
231	Ford	Explorer Police Interceptor Utility Gas 3.3L	K8A	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
231	Ford	Explorer Police Interceptor Utility Gas 3.3L	K8A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
232	Ford	F-150 4x4 Police Responder 3.5L V6 EcoBoost	W1P	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
232	Ford	F-150 4x4 Police Responder 3.5L V6 EcoBoost	W1P	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
233	General Motors	Chevrolet Blazer EV PPV (Patrol)	1MF26/9C1	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
233	General Motors	Chevrolet Blazer EV PPV (Patrol)	1MF26/9C1	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
234	General Motors	Chevrolet Silverado 1500 Crew Cab 4WD PPV	CK10543/9C1	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
234	General Motors	Chevrolet Silverado 1500 Crew Cab 4WD PPV	CK10543/9C1	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
235	General Motors	Chevrolet Tahoe PPV 2WD 5.3L V8	CC10706	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
235	General Motors	Chevrolet Tahoe PPV 2WD 5.3L V8	CC10706	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
236	Stellantis	Dodge Durango Pursuit Vehicle V6 AWD	WDEE75	Capital Chrysler Jeep Dodge	Dogwood, Cardinal, Longleaf Pine, No Delivery
236	Stellantis	Dodge Durango Pursuit Vehicle V6 AWD	WDEE75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, No Delivery
236	Stellantis	Dodge Durango Pursuit Vehicle V6 AWD	WDEE75	Lake Norman CDJR	Appalachia, Cardinal, Dogwood, Longleaf Pine, No Delivery
237	General Motors	Chevrolet Blazer EV SSV	1MF26/SW4	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
237	General Motors	Chevrolet Blazer EV SSV	1MF26/SW4	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
238	General Motors	Chevrolet Silverado 1500 Crew Cab SSV 4WD 5.3L V8	CK10543	Capital Chevrolet Inc	Appalachia, Cardinal, Longleaf Pine, No Delivery
238	General Motors	Chevrolet Silverado 1500 Crew Cab SSV 4WD 5.3L V8	CK10543	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
238	General Motors	Chevrolet Silverado 1500 Crew Cab SSV 4WD 5.3L V8	CK10543	Parks Chevrolet	Dogwood, No Delivery
239	General Motors	Chevrolet Tahoe SSV 4WD 5.3L V8	CK10706	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

239	General Motors	Chevrolet Tahoe SSV 4WD 5.3L V8	CK10706	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
240	Stellantis	Jeep Grand Wagoneer 4X2 - SSV/COV (Series I)	WSTM75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
241	Stellantis	Jeep Grand Wagoneer 4X4 - SSV/COV (Series I)	WSJM75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
242	Stellantis	Jeep Grand Wagoneer L 4X2 - SSV/COV (Series I)	WSTM76	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
243	Stellantis	Jeep Grand Wagoneer L 4X4 - SSV/COV (Series I)	WSJM76	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
244	Stellantis	Ram 1500 SSV Tradesman Crew Cab 4X4 144.5 in WB 5 ft 7 in	DT6L98	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
244	Stellantis	Ram 1500 SSV Tradesman Crew Cab 4X4 144.5 in WB 5 ft 7 in	DT6L98	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
245	Stellantis	Ram 2500 SSV Tradesman Crew Cab 4x4 149 in WB 6 ft 4 in (AAP)	DJ7L91	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
245	Stellantis	Ram 2500 SSV Tradesman Crew Cab 4x4 149 in WB 6 ft 4 in (AAP)	DJ7L91	Ilderton Dodge Chrysler Jeep Ram, LLC	No Delivery
245	Stellantis	Ram 2500 SSV Tradesman Crew Cab 4x4 149 in WB 6 ft 4 in (AAP)	DJ7L91	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine
247	Ford	Bronco Big Bend 4x4 (4-Door)	E7B	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
247	Ford	Bronco Big Bend 4x4 (4-Door)	E7B	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
248	Ford	Bronco Sport Big Bend 4x4 (4-Door)	R9B	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
248	Ford	Bronco Sport Big Bend 4x4 (4-Door)	R9B	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
249	Ford	Escape Active AWD, 1.5L EcoBoost	U9G	Modern Ford of Boone	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
249	Ford	Escape Active AWD, 1.5L EcoBoost	U9G	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
250	Ford	Escape Active FWD, 1.5L EcoBoost	U0G	Modern Ford of Boone	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
250	Ford	Escape Active FWD, 1.5L EcoBoost	U0G	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
251	Ford	Expedition 4x2, Active, 3.5L V6 EcoBoost	U1H	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
251	Ford	Expedition 4x2, Active, 3.5L V6 EcoBoost	U1H	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
252	Ford	Expedition 4x4, Active, 3.5L V6 EcoBoost	U1G	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
252	Ford	Expedition 4x4, Active, 3.5L V6 EcoBoost	U1G	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
253	Ford	Explorer Active, 4DR, 4WD, 2.3L EcoBoost	K8D	Capital Ford Inc	No Delivery
253	Ford	Explorer Active, 4DR, 4WD, 2.3L EcoBoost	K8D	Modern Ford of Boone	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
253	Ford	Explorer Active, 4DR, 4WD, 2.3L EcoBoost	K8D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine
254	Ford	Explorer Active, 4DR, RWD, 2.3L EcoBoost	K7D	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

254	Ford	Explorer Active, 4DR, RWD, 2.3L EcoBoost	K7D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
255	General Motors	Chevrolet Blazer FWD LT	1NK26	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
256	General Motors	Chevrolet Equinox 1.5L FWD 1LT	1PT26	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
256	General Motors	Chevrolet Equinox 1.5L FWD 1LT	1PT26	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
257	General Motors	Chevrolet Suburban 2WD 5.3L V8	CC10906	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
257	General Motors	Chevrolet Suburban 2WD 5.3L V8	CC10906	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
258	General Motors	Chevrolet Tahoe 2WD 5.3L V8	CC10706	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
258	General Motors	Chevrolet Tahoe 2WD 5.3L V8	CC10706	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
259	General Motors	Chevrolet Trailblazer LS FWD 1.2L Turbo	1TR56	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
259	General Motors	Chevrolet Trailblazer LS FWD 1.2L Turbo	1TR56	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
260	General Motors	Chevrolet Traverse 1LS FWD 2.5L Turbo	1LB56	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
260	General Motors	Chevrolet Traverse 1LS FWD 2.5L Turbo	1LB56	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
261	General Motors	Chevrolet Trax 1LS FWD 1.2L Turbo	1TR58	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
261	General Motors	Chevrolet Trax 1LS FWD 1.2L Turbo	1TR58	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
262	Mazda	CX-30 2.5 S AWD	C3025SXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
263	Mazda	CX-5 2.5 S AWD	CX525SXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
264	Mazda	CX-50 2.5 S Select Package AWD	C50SEXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
265	Mazda	CX-70 3.3 Turbo Preferred Package AWD	C70PFXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
266	Mazda	CX-90 3.3 Turbo Select Package	C90SEXA	Modern Mazda of Burlington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
267	Nissan	Armada SL 4x2	26316	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
267	Nissan	Armada SL 4x2	26316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
268	Nissan	Armada SV 4x2	26116	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
268	Nissan	Armada SV 4x2	26116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
269	Nissan	Kicks S FWD	21116	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
269	Nissan	Kicks S FWD	21116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
270	Nissan	Kicks SR FWD	21216	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
270	Nissan	Kicks SR FWD	21216	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
271	Nissan	Kicks SV FWD	21316	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
271	Nissan	Kicks SV FWD	21316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
273	Nissan	Murano SV FWD	23116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

274	Nissan	Pathfinder Rock Creek 4X4	25416	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
275	Nissan	Pathfinder S 4X2	25116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
276	Nissan	Pathfinder SL 4X2	25516	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
277	Nissan	Pathfinder SV 4X2	25316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
278	Nissan	Rogue S FWD	22116	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
278	Nissan	Rogue S FWD	22116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
279	Nissan	Rogue SL FWD	22516	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
279	Nissan	Rogue SL FWD	22516	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
280	Nissan	Rogue SV FWD	22316	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
280	Nissan	Rogue SV FWD	22316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
281	Stellantis	Dodge Durango GT RWD	WDDH75	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
281	Stellantis	Dodge Durango GT RWD	WDDH75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
282	Stellantis	Dodge Durango R/T AWD	WDES75	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
282	Stellantis	Dodge Durango R/T AWD	WDES75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
284	Stellantis	Jeep Compass Latitude 4x4	MPJM74	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
284	Stellantis	Jeep Compass Latitude 4x4	MPJM74	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
285	Stellantis	Jeep Grand Cherokee L Laredo 4X2 (3 Row)	WLTH75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
286	Stellantis	Jeep Grand Cherokee L Laredo 4X4 (3 Row)	WLJH75	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
286	Stellantis	Jeep Grand Cherokee L Laredo 4X4 (3 Row)	WLJH75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
287	Stellantis	Jeep Grand Cherokee Laredo 4X2 (2 Row)	WLTH74	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
287	Stellantis	Jeep Grand Cherokee Laredo 4X2 (2 Row)	WLTH74	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
288	Stellantis	Jeep Grand Cherokee Laredo 4X4 (2 Row)	WLJH74	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
288	Stellantis	Jeep Grand Cherokee Laredo 4X4 (2 Row)	WLJH74	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
289	Stellantis	Jeep Grand Wagoneer 4X2 (Series I)	WSTM75	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
289	Stellantis	Jeep Grand Wagoneer 4X2 (Series I)	WSTM75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
290	Stellantis	Jeep Grand Wagoneer 4X4 (Series I)	WSJM75	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

290	Stellantis	Jeep Grand Wagoneer 4X4 (Series I)	WSJM75	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
291	Stellantis	Jeep Grand Wagoneer L 4X2 (Series I)	WSTM76	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
291	Stellantis	Jeep Grand Wagoneer L 4X2 (Series I)	WSTM76	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
292	Stellantis	Jeep Grand Wagoneer L 4X4 (Series I)	WSJM76	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
292	Stellantis	Jeep Grand Wagoneer L 4X4 (Series I)	WSJM76	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
293	Stellantis	Jeep Wrangler 2-Door Sport	JLJL72	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
293	Stellantis	Jeep Wrangler 2-Door Sport	JLJL72	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
294	Stellantis	Jeep Wrangler 4-Door Sport	JLJL74	Capital Chrysler Jeep Dodge	Appalachia, Cardinal
294	Stellantis	Jeep Wrangler 4-Door Sport	JLJL74	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
295	Stellantis	Jeep Wrangler 4-Door Sport (Right-hand Drive)	JLJL74	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
295	Stellantis	Jeep Wrangler 4-Door Sport (Right-hand Drive)	JLJL74	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
296	Toyota	4Runner SR5 2WD	8642	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
296	Toyota	4Runner SR5 2WD	8642	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
297	Toyota	4Runner SR5 4WD	8664	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
297	Toyota	4Runner SR5 4WD	8664	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
298	Toyota	Corolla Cross L 2WD	6301	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
298	Toyota	Corolla Cross L 2WD	6301	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
299	Toyota	Corolla Cross L AWD	6302	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
299	Toyota	Corolla Cross L AWD	6302	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
300	Toyota	Corolla Cross LE 2WD	6303	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
300	Toyota	Corolla Cross LE 2WD	6303	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
301	Toyota	Corolla Cross LE AWD	6304	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
301	Toyota	Corolla Cross LE AWD	6304	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
302	Toyota	Grand Highlander LE Gas	6700	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
302	Toyota	Grand Highlander LE Gas	6700	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
303	Toyota	Grand Highlander XLE AWD Gas	6708	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
303	Toyota	Grand Highlander XLE AWD Gas	6708	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

304	Toyota	Grand Highlander XLE FWD Gas	6702	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
304	Toyota	Grand Highlander XLE FWD Gas	6702	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
305	Toyota	Highlander LE AWD Gas	6948	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
305	Toyota	Highlander LE AWD Gas	6948	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
306	Toyota	Highlander LE FWD Gas	6946	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
306	Toyota	Highlander LE FWD Gas	6946	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
307	Toyota	RAV4 LE 2WD	4430	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
307	Toyota	RAV4 LE 2WD	4430	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
308	Toyota	RAV4 LE AWD	4432	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
308	Toyota	RAV4 LE AWD	4432	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
309	Toyota	Sequoia SR5 4x2	7946	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
310	Toyota	Sequoia SR5 4x4	7947	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
310	Toyota	Sequoia SR5 4x4	7947	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
311	Ford	F-150 Crew Cab XL 145" WB 5.5' Bed 4x2	W1K	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
312	Ford	F-150 Crew Cab XL 145" WB 5.5' Bed 4x4	W1L	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
312	Ford	F-150 Crew Cab XL 145" WB 5.5' Bed 4x4	W1L	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
313	Ford	F-150 Regular Cab XL 122" WB 6.5' Bed 4x2	F1K	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
313	Ford	F-150 Regular Cab XL 122" WB 6.5' Bed 4x2	F1K	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
314	Ford	F-150 Regular Cab XL 122" WB 6.5' Bed 4x4	F1L	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
314	Ford	F-150 Regular Cab XL 122" WB 6.5' Bed 4x4	F1L	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
315	Ford	F-150 Super Cab XL 145" WB 6.5' Bed 4x2	X1K	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
315	Ford	F-150 Super Cab XL 145" WB 6.5' Bed 4x2	X1K	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
316	Ford	F-150 Super Cab XL 145" WB 6.5' Bed 4x4	X1L	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
316	Ford	F-150 Super Cab XL 145" WB 6.5' Bed 4x4	X1L	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
317	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x2	W2A	Capital Ford Inc	Longleaf Pine, No Delivery
317	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x2	W2A	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
317	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x2	W2A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
318	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x4	W2B	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
318	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x4	W2B	Parks Ford	Appalachia, Cardinal, No Delivery
318	Ford	F-250 SD Crew Cab XL 6.75' Box 160" WB SRW 4x4	W2B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

319	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F2A	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
319	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F2A	Parks Ford	Appalachia, Cardinal, No Delivery
319	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F2A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
320	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F2B	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
320	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F2B	Parks Ford	Appalachia, Cardinal, No Delivery
320	Ford	F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F2B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
321	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x2	X2A	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
321	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x2	X2A	Parks Ford	Appalachia, Cardinal, No Delivery
321	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x2	X2A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
322	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x4	X2B	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
322	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x4	X2B	Parks Ford	Appalachia, Cardinal, No Delivery
322	Ford	F-250 SD Super Cab XL 6.75'` Box 148" WB SRW 4x4	X2B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
323	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x2	W3A	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
323	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x2	W3A	Parks Ford	Appalachia, Cardinal, No Delivery
323	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x2	W3A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
324	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x4	W3B	Capital Ford Inc	Longleaf Pine, No Delivery
324	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x4	W3B	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
324	Ford	F-350 SD Crew Cab XL 6.75'` Box 160" WB SRW 4x4	W3B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
325	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x2	W3C	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
325	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x2	W3C	Parks Ford	Appalachia, Cardinal, No Delivery
325	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x2	W3C	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
326	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x4	W3D	Capital Ford Inc	Dogwood, Longleaf Pine, No Delivery
326	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x4	W3D	Parks Ford	Appalachia, Cardinal, No Delivery
326	Ford	F-350 SD Crew Cab XL 8' Box 176" WB DRW 4x4	W3D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
327	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x2	F3C	Capital Ford Inc	Longleaf Pine, No Delivery
327	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x2	F3C	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
327	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x2	F3C	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
328	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x4	F3D	Capital Ford Inc	Longleaf Pine, No Delivery
328	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x4	F3D	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
328	Ford	F-350 SD Regular Cab XL 8' Box 142" WB DRW 4x4	F3D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

329	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F3A	Capital Ford Inc	Longleaf Pine, No Delivery
329	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F3A	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
329	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x2	F3A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
330	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F3B	Capital Ford Inc	Longleaf Pine, No Delivery
330	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F3B	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
330	Ford	F-350 SD Regular Cab XL 8' Box 142" WB SRW 4x4	F3B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
331	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x2	X3A	Capital Ford Inc	Longleaf Pine, No Delivery
331	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x2	X3A	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
331	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x2	X3A	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
332	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x4	X3B	Capital Ford Inc	Longleaf Pine, No Delivery
332	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x4	X3B	Parks Ford	Appalachia, Dogwood, Cardinal, No Delivery
332	Ford	F-350 SD Super Cab XL 6.75' Box 148" WB SRW 4x4	X3B	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
333	Ford	F-450 SD Crew Cab XL 8' Box 176" WB DRW 4x2	W4C	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
333	Ford	F-450 SD Crew Cab XL 8' Box 176" WB DRW 4x2	W4C	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
334	Ford	F-450 SD Crew Cab XL 8' Box 176" WB DRW 4x4	W4D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
334	Ford	F-450 SD Crew Cab XL 8' Box 176" WB DRW 4x4	W4D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
335	Ford	F-450 SD Regular Cab XL 8' Box 142" WB DRW 4x2	F4C	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
335	Ford	F-450 SD Regular Cab XL 8' Box 142" WB DRW 4x2	F4C	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
336	Ford	F-450 SD Regular Cab XL 8' Box 142" WB DRW 4x4	F4D	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
336	Ford	F-450 SD Regular Cab XL 8' Box 142" WB DRW 4x4	F4D	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
337	Ford	Maverick Crew Cab XL, AWD, 2.0L	W8B	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
337	Ford	Maverick Crew Cab XL, AWD, 2.0L	W8B	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
338	Ford	Maverick Crew Cab XL, FWD, 2.0L	W8A	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
338	Ford	Maverick Crew Cab XL, FWD, 2.0L	W8A	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
339	Ford	Ranger Crew Cab 4x2 - XL	R4B	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
339	Ford	Ranger Crew Cab 4x2 - XL	R4B	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
340	Ford	Ranger Crew Cab 4x4 - XL	R4P	Capital Ford Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
340	Ford	Ranger Crew Cab 4x4 - XL	R4P	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
341	General Motors	Chevrolet Colorado Crew Cab 2WD 2WT	14C43	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
341	General Motors	Chevrolet Colorado Crew Cab 2WD 2WT	14C43	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

342	General Motors	Chevrolet Silverado 1500 Crew Cab 2WD Turbomax (Longbed)	CC10743	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
342	General Motors	Chevrolet Silverado 1500 Crew Cab 2WD Turbomax (Longbed)	CC10743	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
343	General Motors	Chevrolet Silverado 1500 Crew Cab 2WD Turbomax (Shortbed)	CC10543	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
343	General Motors	Chevrolet Silverado 1500 Crew Cab 2WD Turbomax (Shortbed)	CC10543	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
344	General Motors	Chevrolet Silverado 1500 Double Cab 2WD Turbomax	CC10753	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
344	General Motors	Chevrolet Silverado 1500 Double Cab 2WD Turbomax	CC10753	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
345	General Motors	Chevrolet Silverado 1500 Regular Cab 2WD Turbomax (Longbed)	CC10903	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
345	General Motors	Chevrolet Silverado 1500 Regular Cab 2WD Turbomax (Longbed)	CC10903	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
346	General Motors	Chevrolet Silverado 1500 Regular Cab 2WD Turbomax (Shortbed)	CC10703	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
346	General Motors	Chevrolet Silverado 1500 Regular Cab 2WD Turbomax (Shortbed)	CC10703	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
347	General Motors	Chevrolet Silverado 2500 Crew Cab 2WD V8 Gas (Longbed)	CC20943	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
347	General Motors	Chevrolet Silverado 2500 Crew Cab 2WD V8 Gas (Longbed)	CC20943	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
348	General Motors	Chevrolet Silverado 2500 Crew Cab 2WD V8 Gas (Shortbed)	CC20743	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
348	General Motors	Chevrolet Silverado 2500 Crew Cab 2WD V8 Gas (Shortbed)	CC20743	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
349	General Motors	Chevrolet Silverado 2500 Double Cab 2WD V8 Gas (Longbed)	CC20953	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
349	General Motors	Chevrolet Silverado 2500 Double Cab 2WD V8 Gas (Longbed)	CC20953	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
350	General Motors	Chevrolet Silverado 2500 Double Cab 2WD V8 Gas (Shortbed)	CC20753	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
350	General Motors	Chevrolet Silverado 2500 Double Cab 2WD V8 Gas (Shortbed)	CC20753	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
351	General Motors	Chevrolet Silverado 2500 Regular Cab 2WD V8 Gas (Longbed)	CC20903	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
351	General Motors	Chevrolet Silverado 2500 Regular Cab 2WD V8 Gas (Longbed)	CC20903	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
352	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD SRW Gas (Longbed)	CC30943	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

352	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD SRW Gas (Longbed)	CC30943	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
353	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD SRW Gas (Shortbed)	CC30743	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
353	General Motors	Chevrolet Silverado 3500 Crew Cab 2WD SRW Gas (Shortbed)	CC30743	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
354	General Motors	Chevrolet Silverado 3500 Double Cab 2WD V8 Gas (Longbed)	CC30953	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
354	General Motors	Chevrolet Silverado 3500 Double Cab 2WD V8 Gas (Longbed)	CC30953	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
355	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD SRW Gas (Longbed)	CC30903	Capital Chevrolet Inc	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
355	General Motors	Chevrolet Silverado 3500 Regular Cab 2WD SRW Gas (Longbed)	CC30903	Parks Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
363	Nissan	Frontier Pro X Crew Cab 4X2	32516	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
363	Nissan	Frontier Pro X Crew Cab 4X2	32516	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine
364	Nissan	Frontier S Crew Cab 4X2	32116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
365	Nissan	Frontier S King Cab 4X2	31116	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
365	Nissan	Frontier S King Cab 4X2	31116	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
366	Nissan	Frontier SL Crew Cab 4X2	32716	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
367	Nissan	Frontier SV Crew Cab 4X2 LWB	33316	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
367	Nissan	Frontier SV Crew Cab 4X2 LWB	33316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
368	Nissan	Frontier SV Crew Cab 4X2 SWB	32316	Capital Nissan of Wilmington	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
368	Nissan	Frontier SV Crew Cab 4X2 SWB	32316	Modern Nissan of Winston-Salem	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
370	Stellantis	Jeep Gladiator Sport 4X4	JTJL98	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
370	Stellantis	Jeep Gladiator Sport 4X4	JTJL98	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
371	Stellantis	Ram 1500 Tradesman Crew Cab 4X2 144.5 in WB 5 ft 7 in	DT1L98	Capital Chrysler Jeep Dodge	Dogwood, Cardinal, Longleaf Pine, No Delivery
371	Stellantis	Ram 1500 Tradesman Crew Cab 4X2 144.5 in WB 5 ft 7 in	DT1L98	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, No Delivery
371	Stellantis	Ram 1500 Tradesman Crew Cab 4X2 144.5 in WB 5 ft 7 in	DT1L98	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
372	Stellantis	Ram 1500 Tradesman Crew Cab 4X4 144.5 in WB 5 ft 7 in	DT6L98	Capital Chrysler Jeep Dodge	Appalachia
372	Stellantis	Ram 1500 Tradesman Crew Cab 4X4 144.5 in WB 5 ft 7 in	DT6L98	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

373	Stellantis	Ram 1500 Tradesman Quad Cab 4X2 140 in WB 6 ft 4 in	DT1L41	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
373	Stellantis	Ram 1500 Tradesman Quad Cab 4X2 140 in WB 6 ft 4 in	DT1L41	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
374	Stellantis	Ram 1500 Tradesman Quad Cab 4X4 140 in WB 6 ft 4 in	DT6L41	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
374	Stellantis	Ram 1500 Tradesman Quad Cab 4X4 140 in WB 6 ft 4 in	DT6L41	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
375	Stellantis	Ram 2500 Tradesman Crew Cab 4X2 149 in WB 6 ft 4 in (Gas)	DJ2L91	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
375	Stellantis	Ram 2500 Tradesman Crew Cab 4X2 149 in WB 6 ft 4 in (Gas)	DJ2L91	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
376	Stellantis	Ram 2500 Tradesman Crew Cab 4X4 149 in WB 6 ft 4 in (Gas)	DJ7L91	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
376	Stellantis	Ram 2500 Tradesman Crew Cab 4X4 149 in WB 6 ft 4 in (Gas)	DJ7L91	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
377	Stellantis	Ram 2500 Tradesman Regular Cab 4X2 140 in WB 8 ft 0 in (Gas)	DJ2L62	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
377	Stellantis	Ram 2500 Tradesman Regular Cab 4X2 140 in WB 8 ft 0 in (Gas)	DJ2L62	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
378	Stellantis	Ram 2500 Tradesman Regular Cab 4X4 140 in WB 8 ft 0 in (Gas)	DJ7L62	Capital Chrysler Jeep Dodge	Dogwood, Cardinal, Longleaf Pine, No Delivery
378	Stellantis	Ram 2500 Tradesman Regular Cab 4X4 140 in WB 8 ft 0 in (Gas)	DJ7L62	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, No Delivery
378	Stellantis	Ram 2500 Tradesman Regular Cab 4X4 140 in WB 8 ft 0 in (Gas)	DJ7L62	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
379	Stellantis	Ram 3500 Tradesman Crew Cab 4X2 149 in WB 6 ft 4 in Box (Gas)	D23L91	Capital Chrysler Jeep Dodge	Dogwood, Cardinal, Longleaf Pine, No Delivery
379	Stellantis	Ram 3500 Tradesman Crew Cab 4X2 149 in WB 6 ft 4 in Box (Gas)	D23L91	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, No Delivery
379	Stellantis	Ram 3500 Tradesman Crew Cab 4X2 149 in WB 6 ft 4 in Box (Gas)	D23L91	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
380	Stellantis	Ram 3500 Tradesman Crew Cab 4X4 149 in WB 6 ft 4 in Box (Gas)	D28L91	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
380	Stellantis	Ram 3500 Tradesman Crew Cab 4X4 149 in WB 6 ft 4 in Box (Gas)	D28L91	Lake Norman CDJR	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
381	Stellantis	Ram 3500 Tradesman Regular Cab 4X2 140 in WB 8 ft 0 in (Gas)	D23L62	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
381	Stellantis	Ram 3500 Tradesman Regular Cab 4X2 140 in WB 8 ft 0 in (Gas)	D23L62	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
382	Stellantis	Ram 3500 Tradesman Regular Cab 4X4 140 in WB 8 ft 0 in (Gas)	D28L62	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

382	Stellantis	Ram 3500 Tradesman Regular Cab 4X4 140 in WB 8 ft 0 in (Gas)	D28L62	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
383	Toyota	Tacoma SR 4x2 Extended Cab	7162	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
383	Toyota	Tacoma SR 4x2 Extended Cab	7162	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
384	Toyota	Tacoma SR 4x4 Access Cab	7514	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
384	Toyota	Tacoma SR 4x4 Access Cab	7514	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
385	Toyota	Tacoma SR 4x4 Double Cab	7594	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
385	Toyota	Tacoma SR 4x4 Double Cab	7594	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
386	Toyota	Tacoma SR5 4x2 Double Cab	7146	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
386	Toyota	Tacoma SR5 4x2 Double Cab	7146	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
387	Toyota	Tacoma SR5 4x4 Double Cab	7540	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
387	Toyota	Tacoma SR5 4x4 Double Cab	7540	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
388	Toyota	Tacoma SR5 4x4 Extended Cab	7558	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
388	Toyota	Tacoma SR5 4x4 Extended Cab	7558	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
389	Toyota	Tundra SR 4x2 Crew Max	8248	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
389	Toyota	Tundra SR 4x2 Crew Max	8248	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
390	Toyota	Tundra SR 4x2 Double Cab	8242	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
390	Toyota	Tundra SR 4x2 Double Cab	8242	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
391	Toyota	Tundra SR 4x4 Crew Max	8348	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
391	Toyota	Tundra SR 4x4 Crew Max	8348	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
392	Toyota	Tundra SR 4x4 Double Cab	8342	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
392	Toyota	Tundra SR 4x4 Double Cab	8342	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
393	Toyota	Tundra SR5 4x2 Crew Max	8261	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
393	Toyota	Tundra SR5 4x2 Crew Max	8261	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
394	Toyota	Tundra SR5 4x2 Double Cab	8241	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
394	Toyota	Tundra SR5 4x2 Double Cab	8241	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
395	Toyota	Tundra SR5 4x4 Crew Max	8361	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
395	Toyota	Tundra SR5 4x4 Crew Max	8361	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
396	Toyota	Tundra SR5 4x4 Double Cab	8341	Modern Toyota Scion	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
396	Toyota	Tundra SR5 4x4 Double Cab	8341	Toyota of Greensboro	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
397	Ford	Transit 150 Cargo RWD Low Roof Van 130" WB	E1Y	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery

397	Ford	Transit 150 Cargo RWD Low Roof Van 130" WB	E1Y	Parks Ford	Appalachia, No Delivery
397	Ford	Transit 150 Cargo RWD Low Roof Van 130" WB	E1Y	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
398	Ford	Transit 250 Cargo RWD Low Roof Van 130" WB	R1Y	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
398	Ford	Transit 250 Cargo RWD Low Roof Van 130" WB	R1Y	Parks Ford	Appalachia, No Delivery
398	Ford	Transit 250 Cargo RWD Low Roof Van 130" WB	R1Y	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
399	Ford	Transit 350 Cargo RWD Low Roof Van 130" WB	W1Y	Parks Ford	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
399	Ford	Transit 350 Cargo RWD Low Roof Van 130" WB	W1Y	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
400	Ford	Transit 350 Passenger RWD Low Roof Van 148" WB XL (12 Passenger)	X2Y	Capital Ford Inc	Dogwood, Cardinal, Longleaf Pine, No Delivery
400	Ford	Transit 350 Passenger RWD Low Roof Van 148" WB XL (12 Passenger)	X2Y	Parks Ford	Appalachia, No Delivery
400	Ford	Transit 350 Passenger RWD Low Roof Van 148" WB XL (12 Passenger)	X2Y	Piedmont Truck Center	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
401	General Motors	Chevrolet Express 2500 12 Passenger Van 135" WB 1LS	CG23406	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
402	General Motors	Chevrolet Express Cargo Van 135" WB 1WT	CG23405	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
403	General Motors	Chevrolet Express Cutaway 139" WB 1WT	CG33503	Jeff Gordon Chevrolet	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
410	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output	DCAH2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
411	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with Standard Output	DCAS2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
412	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine, with High Output, AWD	DCAA2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
413	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output	DCAH2E	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
414	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output. AWD	DCAA2E	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
415	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with Standard Output	DCAS2E	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

416	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output	DCAH2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
417	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output, AWD	DCAS2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
418	Mercedes-Benz	Sprinter 2500 Cargo Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with Standard Output	DCAS2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
419	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output	DCVH2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
420	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, AWD	DCVA2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
421	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with Standard Output	DCVS2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
422	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output	DCVH2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
423	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output, AWD	DCVA2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
424	Mercedes-Benz	Sprinter 2500 Crew Van (9,050 GVW) 170" WB, High Roof, 4 Cylinder Engine with Standard Output	DCVS2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
425	Mercedes-Benz	Sprinter 2500 Passenger Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with Standard Output, 12 Passenger	DPVS2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
426	Mercedes-Benz	Sprinter 2500 Passenger Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, 12 Passenger	DPVH2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
427	Mercedes-Benz	Sprinter 2500 Passenger Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, AWD, 12 Passenger	DPVA2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
428	Mercedes-Benz	Sprinter 2500 Passenger Van (9,480 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output, 15 Passenger	DPVH2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

429	Mercedes-Benz	Sprinter 2500 Passenger Van (9,480 GVW) 170" WB, High Roof, 4 Cylinder Engine with Standard Output, 15 Passenger	DPVS2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
430	Mercedes-Benz	Sprinter 3500 Cargo Van (9,990 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output	DCAH3S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
431	Mercedes-Benz	Sprinter 3500 Cargo Van (9,990 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output	DCAH3E	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
432	Mercedes-Benz	Sprinter 3500 Cargo Van (9,990 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output	DCAH3L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
433	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output	DCAHXS	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
434	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, AWD	DCAAXS	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
435	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output	DCAHXE	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
436	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output, AWD	DCAAXE	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
437	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output	DCAHXL	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
438	Mercedes-Benz	Sprinter 3500 HD Cargo Van (11,030 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output, AWD	DCAAXL	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
439	Mercedes-Benz	Sprinter 4500 Cargo Van (12,125 GVW) 170" WB with Extended Overhang, High Roof, 4 Cylinder Engine with High Output	DCAH4E	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
440	Mercedes-Benz	Sprinter 4500 Cargo Van (12,125 GVW) 170" WB, High Roof, 4 Cylinder Engine with High Output	DCAH4L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
441	Mercedes-Benz	Sprinter 4500 Cargo Van (12,125 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output	DCAH4S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

442	Mercedes-Benz	Sprinter Select 2500 Passenger Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, 12 Passenger	DPWH2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
443	Mercedes-Benz	Sprinter Select 2500 Passenger Van (9,050 GVW) 144" WB, Standard Roof, 4 Cylinder Engine with High Output, AWD, 12 Passenger	DPWA2S	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
444	Mercedes-Benz	Sprinter Select 2500 Passenger Van (9,480 GVW) 170" WB, High Roof 4 Cylinder Engine with High Output, 15 Passenger	DPWH2L	Mercedes Benz of Durham	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
445	Stellantis	Chrysler Pacifica Select FWD	RUCH53	Capital Chrysler Jeep Dodge	Dogwood, Cardinal, Longleaf Pine, No Delivery
445	Stellantis	Chrysler Pacifica Select FWD	RUCH53	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
445	Stellantis	Chrysler Pacifica Select FWD	RUCH53	Lake Norman CDJR	Appalachia, No Delivery
446	Stellantis	Chrysler Voyager LX FWD	RUCL53	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
446	Stellantis	Chrysler Voyager LX FWD	RUCL53	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
447	Stellantis	Ram 1500 Cargo Van High Roof 136 in WB	VF1L13	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
447	Stellantis	Ram 1500 Cargo Van High Roof 136 in WB	VF1L13	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
448	Stellantis	Ram 1500 Cargo Van Low Roof 118 in WB	VF1L11	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
448	Stellantis	Ram 1500 Cargo Van Low Roof 118 in WB	VF1L11	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
449	Stellantis	Ram 2500 Cargo Van High Roof 136 in WB	VF2L13	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
449	Stellantis	Ram 2500 Cargo Van High Roof 136 in WB	VF2L13	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
450	Stellantis	Ram 2500 Cargo Van Low Roof 136 in WB	VF2L12	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
450	Stellantis	Ram 2500 Cargo Van Low Roof 136 in WB	VF2L12	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
451	Stellantis	Ram 2500 Window Van High Roof 159 in WB	VF2L26	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
451	Stellantis	Ram 2500 Window Van High Roof 159 in WB	VF2L26	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
452	Stellantis	Ram 3500 Cargo Van High Roof 136 in WB	VF3L13	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
452	Stellantis	Ram 3500 Cargo Van High Roof 136 in WB	VF3L13	Ilderton Dodge Chrysler Jeep Ram, LLC	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
453	Stellantis	Ram 3500 Cargo Van Low Roof 136 in WB	VF3L12	Capital Chrysler Jeep Dodge	Appalachia, Dogwood, Cardinal, Longleaf Pine, No Delivery

453	Stellantis	Ram 3500 Cargo Van Low Roof 136 in WB	VF3L12	Ilderton Dodge Chrysler Jeep Ram, LLC	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
454	Stellantis	Ram 3500 Cargo Van Super High Roof 159 in WB	VF3L18 (Note: VF3L18 is not available for the 26MY. VF3L19 is now the base model)	Ilderton Dodge Chrysler Jeep Ram, LLC	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
455	Stellantis	Ram 3500 Cutaway Low Roof 159 in WB - 104 in CA	VF3L34	Capital Chrysler Jeep Dodge	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
455	Stellantis	Ram 3500 Cutaway Low Roof 159 in WB - 104 in CA	VF3L34	Ilderton Dodge Chrysler Jeep Ram, LLC	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
456	Stellantis	Ram 3500 Window Van High Roof 159 in WB EXT	VF3L27	Capital Chrysler Jeep Dodge	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery
456	Stellantis	Ram 3500 Window Van High Roof 159 in WB EXT	VF3L27	Ilderton Dodge Chrysler Jeep Ram, LLC	Applachia, Dogwood, Cardinal, Longleaf Pine, No Delivery



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Emily Sloop, Town Attorney

Subject: Design-build criteria for Fire Station No, 5

EXPLAIN REQUEST:

Pursuant to N.C.G.S. 143-128.1A, governmental entities must establish written criteria for determining when the design-build contracting method is appropriate for a project. This item establishes the criteria determining that the design-build contracting method is appropriate for constructing the new Fire Station No. 5 project.

If passed, the Town will issue an RFQ for a Design-Build team interested in completing the project off Ramah Church Road.

Ultimately, Design-Build allows the entire project team to become involved at the start of the project, helping to manage the budget in the development of plans and working to ensure a guaranteed maximum price for the cost of construction when that time comes. It helps improve communication throughout the process as teams have some familiarity and past experience on similar projects. It also helps avoid any potential issues where we have a design team designing a building without direct input from the general contractor handling construction as it relates to constructability, cost and availability of materials and managing project expectations versus project budgets. This process was used for the new town hall and helped make for a smooth process that has stayed on time and within budget.

ACTION RECOMMENDED:

Adopt criteria for design-build for Fire Station No. 5 project.

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Town Criteria for Using Design Build



Design-Build Criteria for the Fire Station No.5 Project

Pursuant to N.C.G.S. 143-128.1A, governmental entities must establish written criteria for determining when the design-build contracting method is appropriate for a project.

The established criteria for determining that the design-build contracting method is appropriate for constructing the new Fire Station No. 5 project are as follows:

1) The extent to which the Town of Huntersville can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder.

RFQ for Fire Station No. 5 Project adequately and thoroughly defines the project requirements. The RFQ has been developed in consultation with qualified and experienced Town staff from the Finance, Fire, Legal, and Administration departments to determine the project requirements in development and issuance of the RFQ. The RFQ outlines anticipated project budget, anticipated project schedule, site location, scope of work, expectations, and submission guidelines.

2) The time constraints for the delivery of the project.

The new Fire Station has an ideal completion date of July 2028. The Northeast corridor of Town has developed into multiple housing developments since the completion of the last fire station in 2017. The acquisition of a service delivery site in this area will affect several factors over the next decade for the fire department. Not only will it accommodate immediate access to the Northeast side of the district, improving fire and rescue services in the area, it will also introduce immediate improved response time to citizens around Hiwassee Road and McCord Road. With the completion of this station, Huntersville Fire Department ("HFD") will be able to meet response times to the furthest part of our extraterritorial jurisdiction (ETJ) on Poplar Tent Road and Highway 73.

3) The ability to ensure that a quality project can be delivered.

The Town has, in recent years, successfully delivered construction projects utilizing the design-build method, including the New Town Hall project.

Staff possess graduate level coursework in public contract management. The Town has a variety of staff who are experienced with project management and construction methods and management. Additionally, the Design-Build RFQ requires submitters to assign a project manager to oversee both the design and construction phases of the project. A

multi-disciplinary team from the Town will work with the design-build contractor's project manager and other key personnel on-site and through regular communication to ensure a quality project is delivered.

4) The capability of the Town of Huntersville to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.

The Town Manager, Fire Chief, and assigned staff will oversee the project. Within staff, there exists multiple members familiar with design, construction, and construction administration to ensure the Town's interests are met with the project. Furthermore, the Town will utilize a diverse project team to communicate regularly with the design-builder to address questions and coordinate any and all issues as they arise. If it becomes necessary, there are professional consultants in Huntersville and surrounding areas available to lead contractual and construction inquiries.

Additionally, RFQ for Fire Station No. 5 Project requires submitters to assign a project manager experienced with the design-build method of project delivery to oversee both the design and construction phases of the project.

5) A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities.

RFQ for Fire Station No. 5 Project does not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued in relation to this design-build project. The Town of Huntersville will make a good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities. It will also encourage the selected contractor to meet or exceed the Town's verifiable percentage goal for participation by minority businesses in building projects.

6) The criteria utilized by the Town of Huntersville, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subdivisions (1), (2), and (4) of G.S. 143-128(a1).

Advantages:

One fundamental advantage of using the design-build delivery method is that the design, engineering and construction are managed under one contract, reducing the project management burden on Town staff. Additionally, with early coordination between the owner, design and construction teams, the design-build method allows for phased design and construction, which is effective for meeting or accelerating the project schedule. Contracts established through alternative delivery methods, such as Design, Bid, Build (DBB) or Construction Management at Risk (CMAR) are multifaceted and require separate contracts for design/engineering and construction. With each contract being executed at different phases of the project, the design team and construction team do not have coordination until later in the life of the project.

Public safety facilities are a niche market that experience the best possible operational results through specific design and construction. Under the design-build method, project specifications are not drawn prior to initiating the procurement process. Instead, the project owner advertises general information about the project and selects the design-builder based on the firm's (or individual's) qualifications to design and construct the project. Once under contract, the design-builder (oftentimes a team comprised of the designer and the general contractor) works with the owner to design the project based on the owner's project criteria, usually by preparing a preliminary design followed by detailed specifications after the owner's approval of the preliminary design. This ability for the designer and contractor(s) to work together at conception will likely result in potential cost savings and other efficiencies due to a reduced need for revisions and change orders.

Disadvantages:

Because a firm, individual, or team must provide both design and construction services in one contract, the Design-Build method places a higher standard and professional burden on the submitting firms. The Design-Build method requires the design-builder to certify that each licensed designer and sub-consultant who is a member of the design-build team is selected based on "demonstrated competence and qualifications" in the manner provided by N.C.G.S. 143-64.31.

Because it is unlikely that one, or a few, individuals will possess the required competence and qualifications of all the trades necessary for the contract, the Design-Build method may be difficult for smaller firms. Larger firms, or smaller firms with established subcontracting relationships, are more likely to respond to a Design-Build RFQ. This may have the effect of limiting the pool of firms that will submit qualifications for the Fire Station No. 5 Project.

However, staff believes that the advantages of the Design-Build method outweigh the disadvantages for the Fire Station No. 5 Project. Staff does not have extensive capacity to manage multiple contracts through a further elongated project. The Design-Build method provides for one expedited contract whereby the submitting firm manages the project from start to finish. Furthermore, the higher standard required by the method may have the effect of encouraging more experienced or more qualified firms to participate in the solicitation process, which is essential for the quality of our new Fire Station.

Staff recommends the Design-Build contracting method for the Fire Station No. 5 and that Commissioners direct staff to move forward with seeking NC Local Government Commission Approval as necessary, investigating methods of financing, and advertising RFQ Fire Station No. 5 Project.



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Tracy Houk, Assistant Director of Parks and Recreation

Subject: Approve recommended changes to the Greenway, Trail, and Bikeway Master Plan Map

EXPLAIN REQUEST:

Greenway, Trail, and Bikeway Master Plan Update

Over the past several meetings, the Greenway, Trail, and Bikeway Commission (GTBC) has been reviewing and updating the Greenway, Trail, and Bikeway Master Plan map. As a result of this work, the GTBC is recommending two updates:

1. North Mecklenburg Park Greenway Connection:

Add the section of greenway that connects the North Mecklenburg Park Greenway to NC 21. This addition will establish an east–west connection between NC 21 and NC 115. This segment is already identified on the Mecklenburg County Greenway Master Plan map.

2. The Seam Trail Alignments

Formerly known as The Mooresville to Charlotte Trail, The Seam alignment currently being studied is more than 60 miles long, from Statesville to the South Carolina state line and generally following the future Red Line commuter rail alignment.

Add both the preferred and alternative alignments for The Seam Trail. These alignments have already been separately adopted as part of the CRTPO Comprehensive Transportation Plan (CTP) under the Bicycle Mode, as well as in the Town’s Bike Plan Update (2020), Mobility Plan (2025) and current Greenway, Trail, and Bikeway Master Plan.

These updates will ensure that all adopted alignments are consolidated in one reference document, providing clarity and consistency when reviewing new development proposals.

ACTION RECOMMENDED:

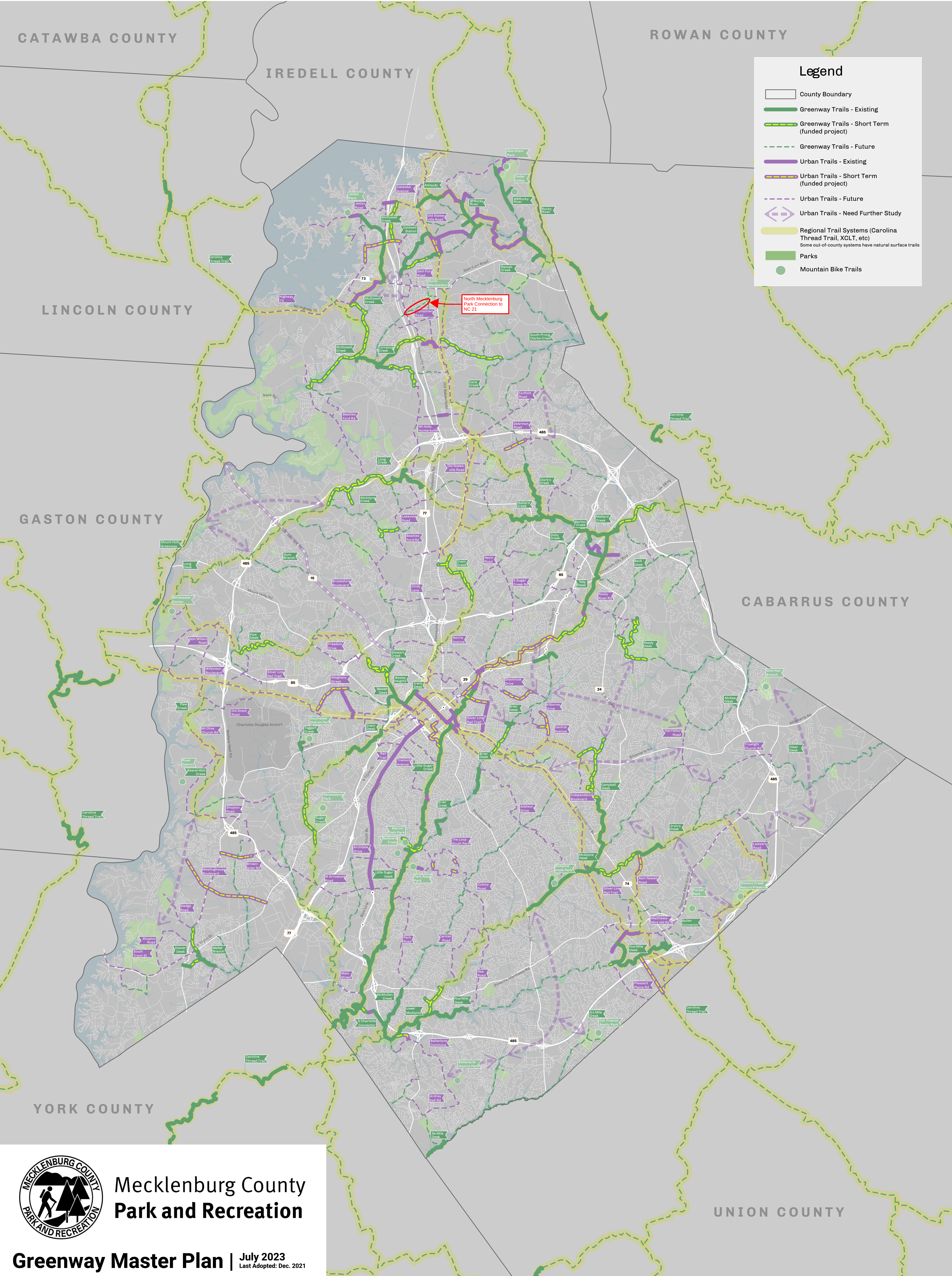
Approve recommended changes to the Greenway, Trail, and Bikeway Master Plan Map

FINANCIAL IMPLICATIONS:

None

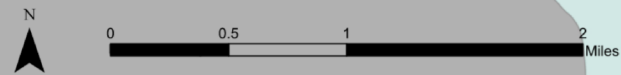
ATTACHMENTS:

1. Mecklenburg County Greenway Master Plan
2. Greenway_Bikeways_Projects+Priorities_October2025
3. CRTPO Pedestrian Map Sheet5F

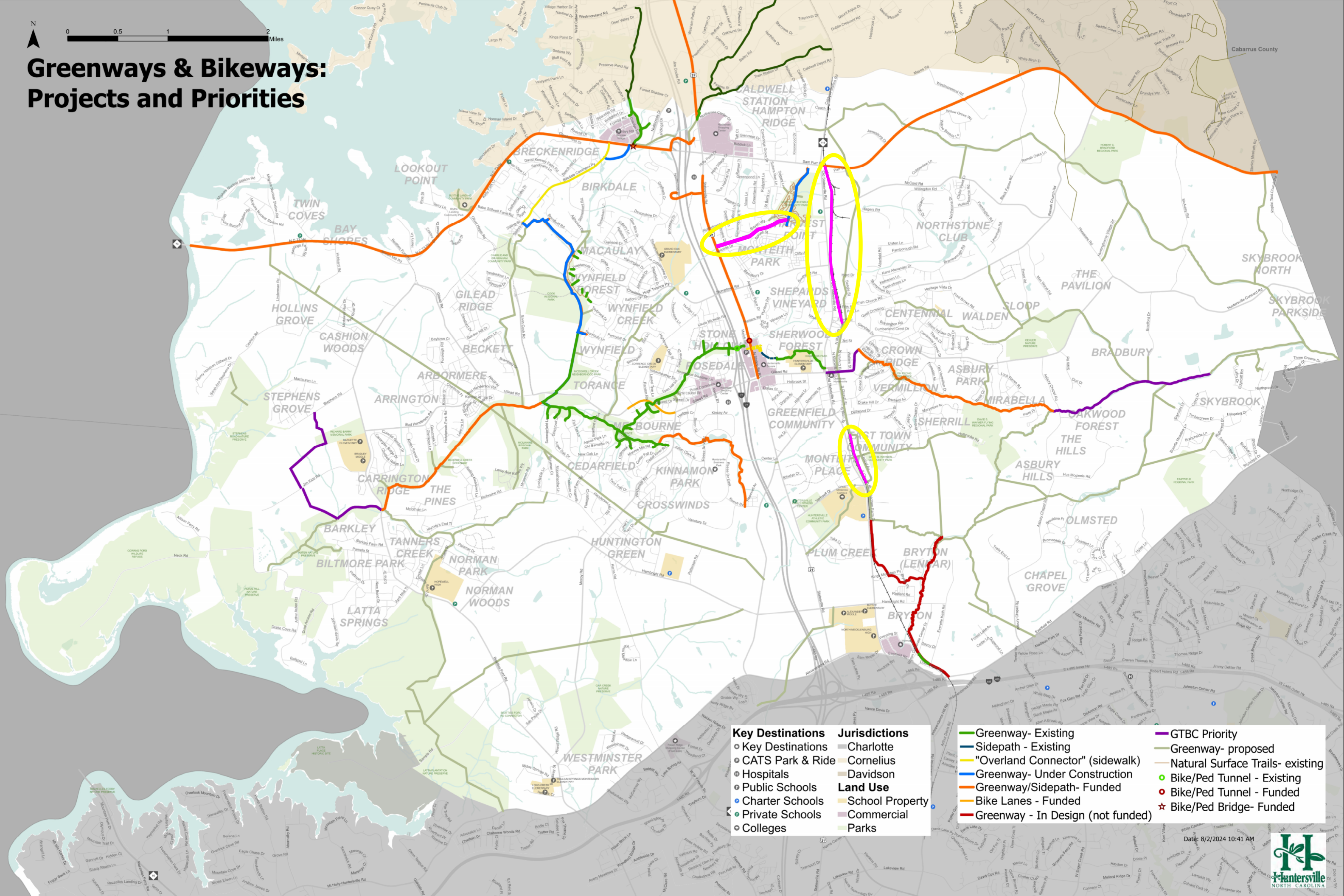


**Mecklenburg County
Park and Recreation**

Greenway Master Plan | July 2023
Last Adopted: Dec. 2021



Greenways & Bikeways: Projects and Priorities



Key Destinations

- Key Destinations
- CATS Park & Ride
- Hospitals
- Public Schools
- Charter Schools
- Private Schools
- Colleges

Jurisdictions

- Charlotte
- Cornelius
- Davidson

Land Use

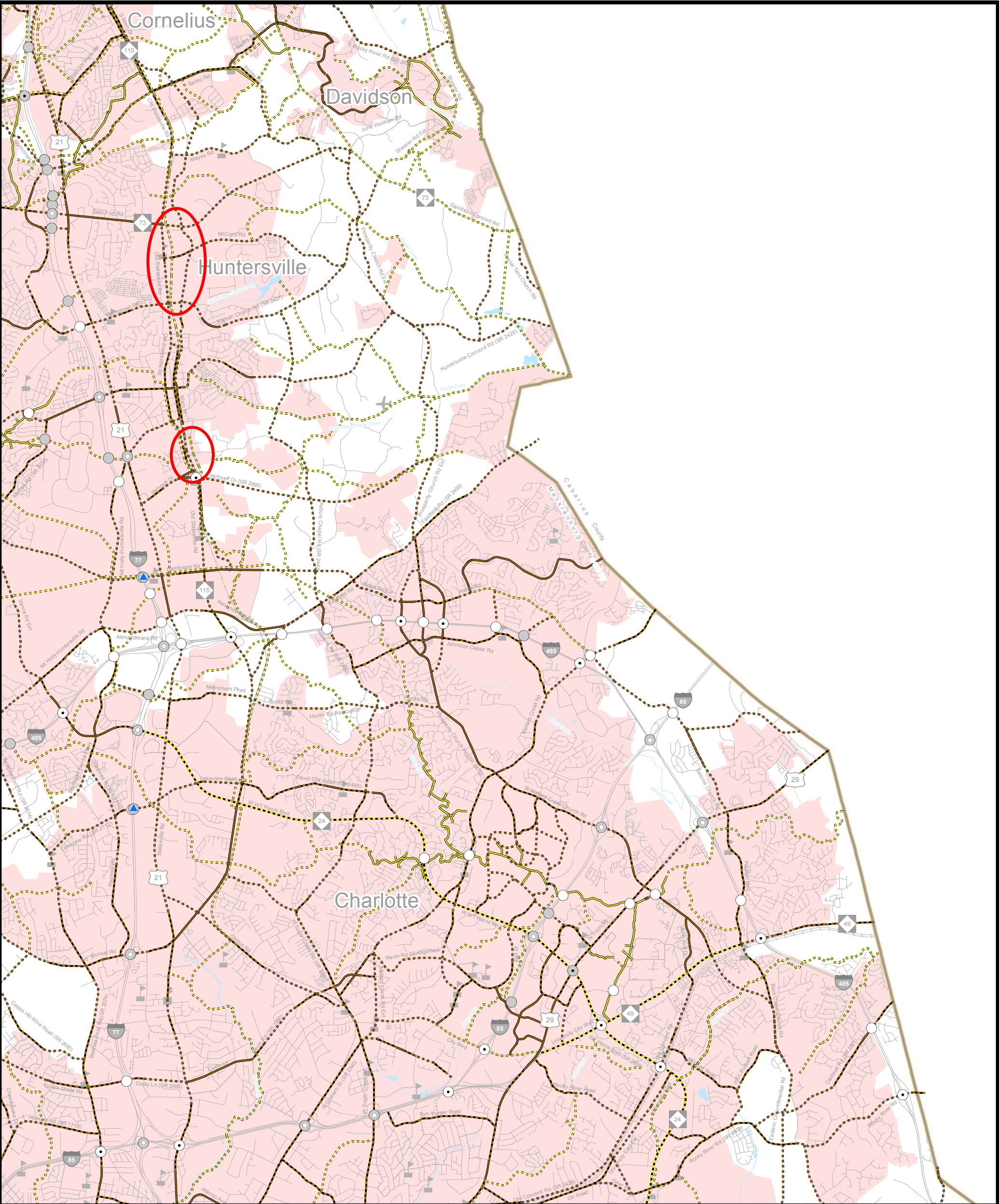
- School Property
- Commercial
- Parks

- Greenway- Existing
- Sidepath - Existing
- "Overland Connector" (sidewalk)
- Greenway- Under Construction
- Greenway/Sidepath- Funded
- Bike Lanes - Funded
- Greenway - In Design (not funded)

- GTBC Priority
- Greenway- proposed
- Natural Surface Trails- existing
- Bike/Ped Tunnel - Existing
- Bike/Ped Tunnel - Funded
- Bike/Ped Bridge- Funded

Date: 8/2/2024 10:41 AM





Sidewalks

- Existing
- Needs Improvement
- Recommended

Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

Grade Separations

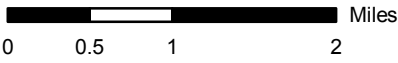
- Existing
- Needs Improvement
- Recommended

Interchanges

- Existing
- Needs Improvement
- Recommended

Interchanges with Managed Lanes Access

- Existing
- Needs Improvement
- Recommended



Sheet 5F of 5

Base map date: January 4, 2017

Refer to CTP document for more details

Pedestrian Map

Inset F

AMENDED



Charlotte Regional Transportation Planning Organization
North Carolina

Comprehensive Transportation Plan

Plan date: January 18, 2017
Revision date: October 17, 2018



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Becca Prichard, Planner II

Subject: Call a public hearing on Petition #TA25-10

EXPLAIN REQUEST:

Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-10, a request by R. Todd Hirschfeld to amend Articles 3.2.3 and 9.18 of the Zoning Ordinance to permit with conditions private helistops in the General Residential zoning designation.

ACTION RECOMMENDED:

Call a public hearing

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Lauren Speight, Senior Planner

Subject: Call Public Hearing on Petition #TA25-11, a request by Northwood Ravin

EXPLAIN REQUEST:

Conduct a public hearing for November 3, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-11, a request by Northwood Ravin to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow single-family detached homes on lots 50 feet wide and less accessed via alley to have a reduce rear yard setback when a garage is attached to the primary structure via breezeway.

ACTION RECOMMENDED:

Conduct a public hearing

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Becca Prichard, Planner II

Subject: Call a Public Hearing for Petition #TA25-12

EXPLAIN REQUEST:

Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-12, a request by the Town of Huntersville Planning Department to amend Article 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size.

ACTION RECOMMENDED:

Call a public hearing.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Michael Jaycocks, Director of Parks and Recreation

Subject: Public Arts Commission Appointment

EXPLAIN REQUEST:

Consider appointing one (1) member to the Public Arts Commission due to a vacancy from 4 applicants.

1. Partial Three-year term, expiring 12/31/2025 (due Tim Kendra-Dill's resignation)

ACTION RECOMMENDED:

Appoint 1 member.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Public Arts Commission Overview - 20251028
2. Public Art Commission Member Map 10-28-2025
3. Public Arts Commission Applicant Packet - 20251028

Public Arts Commission

7 Members Total
 6 Current
 1 Expiring
 1 Vacancies since Last Appt
2 APPOINTMENT(S) NEEDED

CURRENT MEMBERS (6)

Name	Position/Title	Notes	Term Exp & Years	Regular Term Start		
				Partial	Term 1	Term 2
Horton, Jessica	Co-Chair		12/31/2026 3		12/7/2020	12/18/2023
Culp, Nathaniel			12/31/2027 3		12/17/2024	
Esinhart, Ed			12/31/2027 3		1/3/2022	12/17/2024
Flores, Ryan			* 12/31/2025 3		1/3/2023	
Kendrick, Kendall			12/31/2026 3		12/18/2023	
King, Leonard		replaced Roeder	12/31/2027 3	12/18/2023	12/17/2024	

VACANCIES SINCE LAST APPOINTMENT

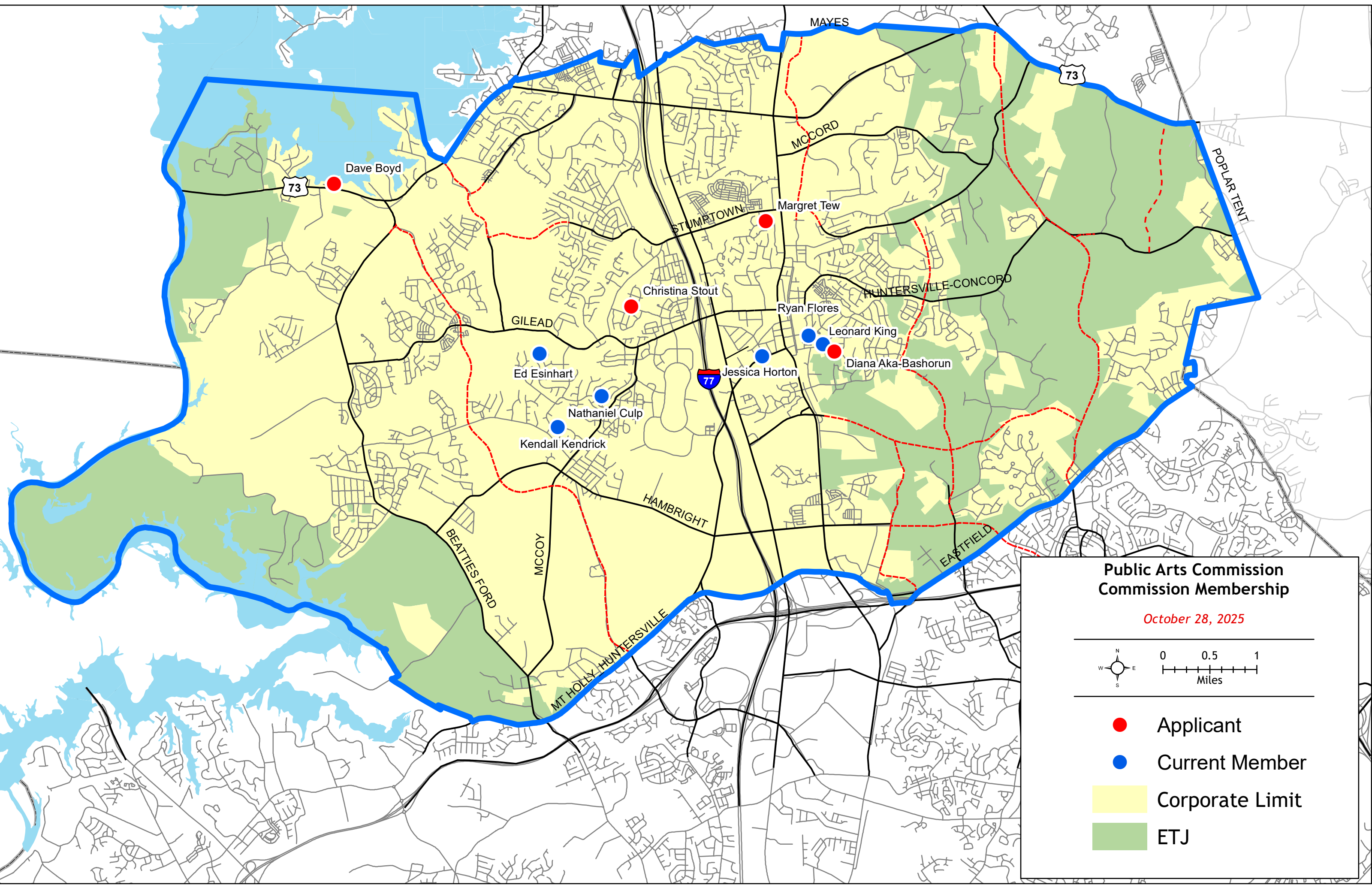
Name	Notes	Early Term	Original Term Exp & Years	Alternate Term Start			Regular Term Start		
				Partial	Term 1	Term 2	Partial	Term 1	Term 2
Kendra-Dill, Tim	resigned	5/7/2025	12/31/2025 3					1/3/2023	

APPLICANTS (4)

Name	ETJ?	Current Board Assignment?	App Date	Still Interested (if application is over 3 months old)?
Aka-Bashorun, Diana	☐	No	9/10/2025	
Boyd, Dave	☐	No	9/26/2025	
Stout, Christina	☐	No	9/9/2025	
Tew, Margaret	☐	No	5/4/2024	

* Term expires within 3 months

Tuesday, October 28, 2025



Public Arts Commission Commission Membership

October 28, 2025

N

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0.5

1

Miles

●

Applicant

●

Current Member

■

Corporate Limit

■

ETJ

Path: M:\PLANNING\Arcview Projects\Department Maps\Board Applicant Maps\Public Arts Commission Member Map 12-10-2024.mxd

Print

Advisory Boards & Commissions Application - Submission #21105

Date Submitted: 9/10/2025

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Public Arts Commission



Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Diane

Last Name*

Aka-Bashorun

Is this address in the ETJ?*



No



Yes

Occupation

Artist (ex-Finance)

Place of Employment

UBS (retiring in 2 months)

Approx. hours you could dedicate to this Board/Commission (per month)*

5-10

List any Town or County Boards, Committees, Commissions you are presently serving n (include term expirations)

None in town but started the Parent Advisory board at Davidson Green School.

Business and Civic Experience related to this Advisory Board or Commission

Retiring from 25 year career in Banking/Finance

Areas of Expertise, Interests and Skills

Art is a Passion. I am also part of the Carlotte Guild of Artists. My website is www.Dab-Art.com

Education

San Francisco State University degree BS in International relations.

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere

None yet!

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?

What obstacles do you see to achieving this vision?

In its capacity as a quasi-judicial body this Board will act essentially as a court, it is bound by strict rules of procedure and must use specific findings of fact to reach a ruling. As such, Board members must base their ruling on the facts alone, and not on personal preferences or goals. As a potential Board member, can you ensure that your decisions will be formed objectively?

☐

Yes

☐

No

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.

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Diana Ke Beckman

Signature Date*

Diane Ka-Bashorun

9/10/2025

After you submit your form you will receive a confirmation email (please check your SPAM/JUNK folder if you do not receive one).

Print

Advisory Boards & Commissions Application - Submission #21289

Date Submitted: 9/26/2025

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.
3. All information on your application becomes part of the Town's public records and as such, if requested, maybe be released as part of public records request.

Which Advisory Board/Commission are you applying for?*

Public Arts Commission



Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Dave

Last Name*

Boyd

Is your address in the Corporate Boundary or the Extraterritorial Jurisdiction?*



Corporate Boundary



Extraterritorial Jurisdiction



Unknown

Approx. hours you could dedicate to this Board/Commission (per month)*

10

Occupation

Retired

List any Town or County Boards, Committees, Commissions you are presently serving on (include term expirations)

None

Business and Civic Experience related to this Advisory Board or Commission

None

Areas of Expertise, Interests and Skills

Retired entrepreneur, traveler, computers

Education

College degree, business courses

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere

Worked early voting and elections for many years

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?

What obstacles do you see to achieving this vision?

In its capacity as a quasi-judicial body this Board will act similar to a court, it is bound by strict rules of procedure and must use specific findings of fact to reach a decision. As such, Board members must base their decision on the facts alone, and not on personal preferences or goals. As a potential Board member, can you ensure that your decisions will be formed objectively?

☐

Yes

☐

No

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.

Electronic Signature Agreement and Contact Information

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Dave Boyd

Signature Date*

9/26/2025

Print

Advisory Boards & Commissions Application - Submission #21099

Date Submitted: 9/9/2025

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Public Arts Commission



Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Christina

Last Name*

Stout

Is this address in the ETJ?*



No



Yes

Occupation

N/A - volunteer

Place of Employment**Approx. hours you could dedicate to this Board/Commission (per month)***

12 - 15 hours

List any Town or County Boards, Committees, Commissions you are presently serving n (include term expirations)

N/A

Business and Civic Experience related to this Advisory Board or Commission

I have organized and volunteered for many local school beautification days, & worked with local art teachers to create artistic experiences for students. My family and I participated in many community art projects the town has had at Hello Huntersville and enjoyed the feeling of contributing to the town. My family regularly attends Charlotte Shout and the Cain center and my daughter has had many works presented there.

Areas of Expertise, Interests and Skills

I enjoy volunteering in my community and working on a team. I have excellent organizational skills and have experience in multiple art mediums including theater and visual arts. I have been volunteering my time recently to teach seniors how to make online graphics for their clubs, groups etc.

Education

Bachelor of Arts

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere

I have volunteered in multiple capacities for 2 local schools and currently volunteer on the theater boosters at Hopewell High School. I volunteer weekly (for 7 years) at Angels and Sparrows Community Table and have volunteered at Hello Huntersville and Halloween in Huntersville tabling for various local groups.

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?

What obstacles do you see to achieving this vision?

In its capacity as a quasi-judicial body this Board will act essentially as a court, it is bound by strict rules of procedure and must use specific findings of fact to reach a ruling. As such, Board members must base their ruling on the facts alone, and not on personal preferences or goals. As a potential Board member, can you ensure that your decisions will be formed objectively?

☐

Yes

☐

No

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.

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

- 1. Your application will not be signed in the sense of a traditional paper document,
- 2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
- 3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Christina Stout

Signature Date*

9/9/2025

After you submit your form you will receive a confirmation email (please check your SPAM/JUNK folder if you do not receive one).

Print

Advisory Boards & Commissions Application - Submission #17367

Date Submitted: 5/14/2024

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Public Arts Commission

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Margaret

Last Name*

Tew

Is this address in the ETJ?*



No



Yes

Occupation

Realtor

Place of Employment

self-employed

Approx. hours you could dedicate to this Board/Commission (per month)*

9

List any Town or County Boards, Committees, Commissions you are presently serving n (include term expirations)

Business and Civic Experience related to this Advisory Board or Commission

Areas of Expertise, Interests and Skills

Art, project management, marketing

Education

Bachelor's degree plus post-education certificates

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere

Recently moved here and want to get involved! Also have a daughter who uses a wheelchair and loves art so trying to find places I can advise and advocate for individuals with disabilities!

Since the Board of Adjustment is a quasi-judicial body and must act essentially as a court, it is bound by strict rules of procedure and must use specific findings of fact in order to reach a ruling. As such, Board members must base their ruling on the facts alone, and not on emotion. As a potential Board member, can you ensure that your decisions are formed objectively?



Yes



No

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?

What obstacles do you see to achieving this vision?

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.



Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

- 1. Your application will not be signed in the sense of a traditional paper document,
- 2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
- 3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Margaret Tew

Signature Date*

5/14/2024



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Bobby Williams, Assistant Town Manager

Subject: 14719 N Old Statesville Rd Purchase Agreement

EXPLAIN REQUEST:

Consider purchase agreement for the purchase of property located at 14719 N Old Statesville Rd for \$550,000.

ACTION RECOMMENDED:

Approve purchase agreement.

FINANCIAL IMPLICATIONS:

\$550,000

ATTACHMENTS:

1. Purchase Agreement3

AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY

THIS AGREEMENT, including any and all addenda attached hereto ("Agreement"), is by and between **David J. Baker and Laura S. Baker, husband and wife**, ("Seller"), and the **Town of Huntersville, North Carolina**, a North Carolina municipality ("Buyer").

FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES SET FORTH HEREIN AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

Section 1. Terms and Definitions: The terms listed below shall have the respective meaning given them as set forth adjacent to each term.

(a) **"Property": Approximately 0.3176 acres more or less**, consisting of all or portions of parcels: (i) **PIN 01712215**; as generally shown on **Exhibit A**, attached hereto and incorporated herewith by reference, together with all buildings and improvements thereon and all fixtures and appurtenances thereto.

\$550,000.00 (b) **"Purchase Price"** shall mean the sum of **Five Hundred Fifty Thousand** Dollars,
payable on the following terms:

\$N/A (i) **"Earnest Money"** shall mean **Zero** Dollars

Upon this Agreement becoming a contract in accordance with Section 14, the Earnest Money shall be promptly deposited in escrow with N/A (name of person/entity with whom deposited- "Escrow Agent"), to be applied as part payment of the Purchase Price of the Property at Closing, or disbursed as agreed upon under the provisions of Section 10 herein.

☐ **ANY EARNEST MONEY DEPOSITED BY BUYER IN A TRUST ACCOUNT MAY BE PLACED IN AN INTEREST BEARING TRUST ACCOUNT, AND: (check only ONE box)**

☐ **ANY INTEREST EARNED THEREON SHALL BE APPLIED AS PART PAYMENT OF THE PURCHASE PRICE OF THE PROPERTY AT CLOSING, OR DISBURSED AS AGREED UPON UNDER THE PROVISIONS OF SECTION 10 HEREIN. (Buyer's Taxpayer Identification Number is:)**

☐ **ANY INTEREST EARNED THEREON SHALL BELONG TO THE ACCOUNT HOLDER IN CONSIDERATION OF THE EXPENSES INCURRED BY MAINTAINING SUCH ACCOUNT AND RECORDS ASSOCIATED THEREWITH.**

\$ N/A (ii) **Proceeds of a new loan** in the amount of _____ Dollars for a term of _____ years, with an amortization period not to exceed _____ years, at an interest rate not to exceed _____% per annum with mortgage loan discount points not to exceed _____% of the loan amount, or such other terms as may be set forth on **Exhibit B**. Buyer shall pay all costs associated with any such loan.

\$N/A (iii) **Delivery of a promissory note** secured by a deed of trust, said promissory note in the amount of _____ Dollars being payable over a term of _____ years, with an amortization period of _____ years, payable in monthly installments of principal, together with accrued interest on the outstanding principal balance at the rate of _____ percent (_____ %) per annum in the amount of \$ _____, with the first principal payment beginning on the first day of the month next succeeding the date of Closing, or such other terms as may be set forth on **Exhibit B**. At any time, the promissory note may be prepaid in whole or in part without penalty and without further interest on the amounts prepaid from the date of such prepayment. **(NOTE: In the event of Buyer's subsequent default upon a promissory note**

and deed of trust given hereunder, Seller's remedies may be limited to foreclosure of the Property. If the deed of trust given hereunder is subordinated to senior financing, the material terms of such financing must be set forth on Exhibit B. If such senior financing is subsequently foreclosed, the Seller may have no remedy to recover under the note.)

\$N/A (iv) **Assumption** of that unpaid obligation of Seller secured by a deed of trust on the Property, such obligation having an outstanding principal balance of \$_____ and evidenced by a note bearing interest at the rate of _____ percent (_____%) per annum, and a current payment amount of \$_____.

\$550,000.00 (v) **Cash, balance of Purchase Price**, at Closing in the amount of **Five Hundred Fifty Thousand Dollars**.

(c) **"Closing"** shall mean the date of completion of the process detailed in Section 11 of this Agreement. Closing shall occur on or before **30 days after the end of the examination period, but in no event after December 15, 2025. Time is of the essence in regards to the closing date.**

(d) **"Contract Date"** means the date this Agreement has been fully executed by both Buyer and Seller and after approval by the Huntersville Board of Commissioners.

(e) **"Examination Period"** shall mean the period beginning on the first day after the Contract Date and extending through 5:00pm (based upon time at the locale of the Property) on the date that is **30 days after the Contract Date. TIME IS OF THE ESSENCE AS TO THE EXAMINATION PERIOD. Buyer acknowledges that Seller makes no representations regarding the condition of the property and is selling the property "as is."**

(g) **"Broker(s)"** shall mean:
None_____(**"Listing Agency"**),
_____(**"Listing Agent"** – License # _____)

Acting as: ☐ Seller's Agent; ☐ Dual Agent

And (**"Selling Agency"**),
_____(**"Selling Agent"**- License # _____)

Acting as: ☐ Buyer's Agent; ☐ Seller's (Sub)Agent; ☐ Dual Agent

(h) **"Seller's Notice Address"** shall be as follows:

David J. Baker
20415 Marblehead Court
Cornelius, NC 28031
e-mail address: djbeshire@aol.com

With copy to: Laura Snider Baker
Baker Law Office, PLLC
9620 Holly Point Drive, Suite 102
Huntersville, North Carolina 28078
e-mail address: laura@bakerlawoffice.legal
Fax Number: 704-895-7966

except as same may be changed pursuant to Section 12.

(i) **"Buyer's Notice Address"** shall be as follows:

Anthony Roberts, Town Manager Town of
Huntersville
P.O. Box 664
Huntersville, NC 28078

e-mail address: _____ fax number: _____

except as same may be changed pursuant to Section 12.

- ☒ (j) If this block is marked, additional terms of this Agreement are set forth on **Exhibit B** attached hereto and incorporated herein by reference. (**Note: Under North Carolina law, real estate agents are not permitted to draft conditions or contingencies to this Agreement.**)
- ☐ (k) If this block is marked, additional terms of this Agreement are set forth on the Additional Provisions Addendum (Form 581-T) attached hereto and incorporated herein by reference.

Section 2. Sale of Property and Payment of Purchase Price: Seller agrees to sell and Buyer agrees to buy the Property for the Purchase Price.

Section 3. Proration of Expenses and Payment of Costs: Seller and Buyer agree that all property taxes (on a calendar year basis), leases, rents, mortgage payments and utilities or any other assumed liabilities as detailed on attached **Exhibit B**, if any, shall be prorated as of the date of Closing. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this Agreement, excise tax (revenue stamps), any deferred or rollback taxes, and other conveyance fees or taxes required by law, and the following: [none].

Buyer shall pay recording costs, costs of any title search, title insurance, survey, the cost of any inspections or investigations undertaken by Buyer under this Agreement and the following: [none].

Each party shall pay its own attorney's fees.

Section 4. Deliveries: Seller agrees to use best efforts to deliver to Buyer as soon as reasonably possible after the Contract Date copies of all material information relevant to the Property in the possession of Seller, including but not limited to: title insurance policies (and copies of any documents referenced therein), surveys, soil test reports, environmental surveys or reports, site plans, civil drawings, building plans, maintenance records and copies of all presently effective warranties or service contracts related to the Property. Seller authorizes (1) any attorney presently or previously representing Seller to release and disclose any title insurance policy in such attorney's file to Buyer and both Buyer's and Seller's agents and attorneys; and (2) the Property's title insurer or its agent to release and disclose all materials in the Property's title insurer's (or title insurer's agent's) file to Buyer and both Buyer's and Seller's agents and attorneys. If Buyer does not consummate the Closing for any reason other than Seller default, then Buyer shall return to Seller all materials delivered by Seller to Buyer pursuant to this Section 4 (or Section 7, if applicable), if any, and shall, upon Seller's request, provide to Seller copies of (subject to the ownership and copyright interests of the preparer thereof) any and all studies, reports, surveys and other information relating directly to the Property prepared by or at the request of Buyer, its employees and agents, and shall deliver to Seller, upon the release of the Earnest Money, copies of all of the foregoing without any warranty or representation by Buyer as to the contents, accuracy or correctness thereof. **Seller has already provided all documents to Buyer before the execution of this Agreement in their possession.**

Section 5. Evidence of Title: Seller agrees to convey fee simple insurable title to the Property without exception for mechanics' liens, free and clear of all liens, encumbrances and defects of title other than: (a) zoning ordinances affecting the Property, (b) Leases (as defined in Section 7, if applicable) and (c) specific instruments on the public record at the Contract Date agreed to by Buyer (not objected to by Buyer prior to the end of the Examination Period), which specific instruments shall be enumerated in the deed referenced in Section 11 (items 5(a), 5(b) and 5(c) being collectively "Permitted Exceptions"); provided that Seller shall be required to satisfy, at or prior to Closing, any encumbrances that may be satisfied by the payment of a fixed sum of money, such as deeds of trust, mortgages or statutory liens. Seller shall not enter into or record any instrument that affects the Property (or any personal property listed on **Exhibit A**) after the Contract Date without the prior written consent of Buyer, which consent shall not be unreasonably withheld, conditioned or delayed.

Section 6. Conditions: This Agreement and the rights and obligations of the parties under this Agreement are hereby made expressly conditioned upon fulfillment (or waiver by Buyer, whether explicit or implied) of the following conditions:

(a) **New Loan:** [intentionally deleted]

(b) **Qualification for Assumption:** [intentionally deleted]

(c) **Title Examination:** After the Contract Date, Buyer shall, at Buyer's expense, cause a title examination to be made of the Property before the end of the Examination Period. In the event that such title examination shall show that Seller's title is not fee simple insurable, subject only to Permitted Exceptions, then Buyer shall promptly notify Seller in writing of all such title defects and exceptions, in no case later than the end of the Examination Period, and Seller shall have thirty (30) days to cure said noticed defects. If Seller does not cure the defects or objections within thirty (30) days of notice thereof, then Buyer may terminate this Agreement and receive a return of Earnest Money (notwithstanding that the Examination Period may have expired). If Buyer is to purchase title insurance, the insuring company must be licensed to do business in the state in which the Property is located. Title to the Property must be insurable at regular

rates, subject only to standard exceptions and Permitted Exceptions.

(d) **Same Condition:** If the Property is not in substantially the same condition at Closing as of the date of the offer, reasonable wear and tear excepted, then the Buyer may (i) terminate this Agreement and receive a return of the Earnest Money or (ii) proceed to Closing whereupon Buyer shall be entitled to receive, in addition to the Property, any of the Seller's insurance proceeds payable on account of the damage or destruction applicable to the Property.

(e) **Inspections:** Buyer, its agents or representatives, at Buyer's expense and at reasonable times during normal business hours, shall have the right to enter upon the Property for the purpose of inspecting, examining, conducting timber cruises, and surveying the Property; provided, however, that Buyer shall not conduct any invasive testing of any nature without the prior express written approval of Seller as to each specific invasive test intended to be conducted by Buyer. Buyer shall conduct all such on-site inspections, examinations, testing, timber cruises and surveying of the Property in a good and workmanlike manner, at Buyer's expense, shall repair any damage to the Property caused by Buyer's entry and on-site inspections and shall conduct same in a manner that does not unreasonably interfere with Seller's or any tenant's use and enjoyment of the Property. In that respect, Buyer shall make reasonable efforts to undertake on-site inspections outside of the hours Seller's or any tenant's business is open to the public. Buyer shall provide Seller or any tenant (as applicable) reasonable advance notice of and Buyer shall cause its agents or representatives and third party service providers (e.g. inspectors, surveyors, etc.) to give reasonable advance notice of any entry onto the Property. Buyer shall be obligated to observe and comply with any terms of any tenant lease which conditions access to such tenant's space at the Property. Upon Seller's request, Buyer shall provide to Seller evidence of general liability insurance. Buyer shall also have a right to review and inspect all contracts or other agreements affecting or related directly to the Property and shall be entitled to review such books and records of Seller that relate directly to the operation and maintenance of the Property, provided, however, that Buyer shall not disclose any information regarding this Property (or any tenant therein) unless required by law and the same shall be regarded as confidential, to any person, except to its attorneys, accountants, lenders and other professional advisors, in which case Buyer shall obtain their agreement to maintain such confidentiality. Buyer assumes all responsibility for the acts of itself, its agents or representatives in exercising its rights under this Section 6(e) and agrees to indemnify and hold Seller harmless from any damages resulting therefrom. This indemnification obligation of Buyer shall survive the Closing or earlier termination of this Agreement. Except as provided in Section 6(c) above, Buyer shall have from the Contract Date through the end of the Examination Period to perform the above inspections, examinations and testing. **IF BUYER CHOOSES NOT TO PURCHASE THE PROPERTY, FOR ANY REASON OR NO REASON, AND PROVIDES WRITTEN NOTICE TO SELLER THEREOF PRIOR TO THE EXPIRATION OF THE EXAMINATION PERIOD, THEN THIS AGREEMENT SHALL TERMINATE, AND BUYER SHALL RECEIVE A RETURN OF THE EARNEST MONEY.**

Section 7. Leases:

Seller affirmatively represents and warrants that there are no Leases (as hereinafter defined) affecting the Property.

Section 8. Environmental: Seller represents and warrants that it has no actual knowledge of the presence or disposal, except as in accordance with applicable law, within the buildings or on the Property of hazardous or toxic waste or substances, which are defined as those substances, materials, and wastes, including, but not limited to, those substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR Part 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302.4) and amendments thereto, or such substances, materials and wastes, which are or become regulated under any applicable local, state or federal law, including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as a Hazardous Substance pursuant to Section 311 of the Clean Water Act of 1977 (33 U.S.C. §1321) or listed pursuant to Section 307 of the Clean Water Act of 1977 (33 U.S.C. §1317), (v) defined as a hazardous waste pursuant to Section 1004 of the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6903) or (vi) defined as a hazardous substance pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601). Seller has no actual knowledge of any contamination of the Property from such substances as may have been disposed of or stored on neighboring tracts.

Section 9. Risk of Loss/Damage/Repair: Until Closing, the risk of loss or damage to the Property, except as otherwise provided herein, shall be borne by Seller. Except as to maintaining the Property in its same condition, Seller shall have no responsibility for the repair of the Property, including any improvements, unless the parties hereto agree in writing.

Section 10. Earnest Money Disbursement: In the event that any condition hereto is not satisfied, then the Earnest Money shall be refunded to Buyer. In the event that Seller accepts a third-party offer to purchase the Property, resulting from the "Negotiated Offer, Advertisement and Upset Bid" Process contemplated by N.C.G.S. 160A-269, then the Earnest Money shall be immediately refunded to Buyer. In the event of breach of this Agreement by Seller, the Earnest Money shall be refunded to Buyer upon Buyer's request, but such return shall not affect any other remedies available to Buyer for such breach. In the event of breach of this Agreement by Buyer, the Earnest Money Deposit shall be paid to Seller as liquidated damages and as Seller's sole and exclusive remedy for such breach, but without limiting Seller's rights under Section 6(e) or Section 22 of this Agreement. It is acknowledged by the parties that payment of the Earnest Money to Seller in the event of a breach of this Agreement by Buyer is compensatory and not punitive, such amount being a reasonable estimation of the actual loss that Seller would incur as a result of such breach. The payment of the Earnest Money to Seller shall not constitute a penalty or forfeiture but actual compensation for Seller's anticipated loss, both parties acknowledging the difficulty determining Seller's actual damages for such breach.

NOTE: In the event of a dispute between Seller and Buyer over the disposition of the Earnest Money held in escrow, a licensed real estate broker is required by state law (and Escrow Agent, if not a broker, hereby agrees) to retain the Earnest Money in the Escrow Agent's trust or escrow account until Escrow Agent has obtained a written release from the parties consenting to its disposition or until disbursement is ordered by a court of competent jurisdiction. Alternatively, if a broker or an attorney licensed to practice law in North Carolina is holding the Earnest Money, the broker or attorney may deposit the disputed monies with the appropriate clerk of court in accordance with the provisions of N.C.G.S. §93A- 12.

Seller and Buyer hereby agree and acknowledge that the Escrow Agent assumes no liability in connection with the holding of the Earnest Money pursuant hereto except for negligence or willful misconduct of Escrow Agent. Escrow Agent shall not be responsible for the validity, correctness or genuineness of any document or notice referred to under this Agreement. Seller and Buyer hereby agree to indemnify, protect, save and hold harmless Escrow Agent and its successors, assigns and agents pursuant to this Agreement, from any and all liabilities, obligations, losses, damages, claims, actions, suits, costs or expenses (including attorney fees) of whatsoever kind or nature imposed on, incurred by or asserted against Escrow Agent which in any way relate to or arise out of the execution and delivery of this Agreement and any action taken hereunder; provided, however, that Seller and Buyer shall have no such obligation to indemnify, save and hold harmless Escrow Agent for any liability incurred by, imposed upon or established against it as a result of Escrow Agent's negligence or willful misconduct.

Section 11. Closing: At or before Closing, Seller shall deliver to Buyer a special warranty deed unless and other documents customarily executed or delivered by a seller in similar transactions, including without limitation, a bill of sale for any personal property listed on Exhibit A, an owner's affidavit, lien waiver forms (and such other lien related documentation as shall permit the Property to be conveyed free and clear of any claim for mechanics' liens) and a non-foreign status affidavit (pursuant to the Foreign Investment in Real Property Tax Act), and Buyer shall cause to be delivered the funds necessary to pay to Seller the Purchase Price. The Closing shall be conducted by Buyer's attorney or handled in such other manner as the parties hereto may mutually agree in writing. Possession shall be delivered at Closing, unless otherwise agreed herein. The Purchase Price and other funds to be disbursed pursuant to this Agreement shall not be disbursed until the Buyer's attorney's (or other designated settlement agent's) receipt of authorization to disburse all necessary funds.

Section 12. Notices: Unless otherwise provided herein, all notices and other communications which may be or are required to be given or made by any party to the other in connection herewith shall be in writing (which shall include electronic mail) and shall be deemed to have been properly given and received (i) on the date delivered in person or (ii) the date deposited in the United States mail, registered or certified, return receipt requested, to the addresses set out in Section 1(g) as to Seller and in Section 1(h) as to Buyer, or at such other addresses as specified by written notice delivered in accordance herewith, (iii) upon the sender's receipt of evidence of complete and successful transmission of electronic mail or facsimile to the electronic mail address or facsimile number, if any, provided in Section 1(g) as to Seller and in Section 1(h) as to Buyer or (iv) on the date deposited with a recognized overnight delivery service, addressed to the addresses set out in Section 1(g) as to Seller and in Section 1(h) as to Buyer, or at such other addresses as specified by written notice delivered in accordance herewith. If a notice is sent by more than one method, it will be deemed received upon the earlier of the dates of receipt pursuant to this Section.

Section 13. Counterparts; Entire Agreement: This Agreement may be executed in one or more counterparts, which taken together, shall constitute one and the same original document. Copies of original signature pages of this Agreement may be exchanged via facsimile or e-mail, and any such copies shall constitute originals. This Agreement constitutes the sole and entire agreement among the parties hereto and no modification of this Agreement shall be binding unless in writing and signed by all parties hereto. The invalidity of one or more provisions of this Agreement shall not affect the validity of any other provisions hereof and this Agreement shall be construed and enforced as if such invalid provisions were not included.

Section 14. Enforceability: This Agreement shall become a contract when signed by both Buyer and Seller and such signing is communicated to both parties; it being expressly agreed that the notice described in Section 12 is not required for effective communication for the purposes of this Section 14. The parties acknowledge and agree that: (i) the initials lines at the bottom of each page of this Agreement are merely evidence of their having reviewed the terms of each page, and (ii) the complete execution of such initials lines shall not be a condition of the effectiveness of this Agreement. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, successors and assigns and their personal representatives.

Section 15. Adverse Information and Compliance with Laws

(a)**Seller Knowledge/Assessments:** Seller has no actual knowledge of (i) condemnation(s) affecting or contemplated with respect to the Property; (ii) actions, suits or proceedings pending or threatened against the Property; (iii) changes contemplated in any applicable laws, ordinances or restrictions affecting the Property; or (iv) governmental special assessments, either pending or confirmed, for sidewalk, paving, water, sewer, or other improvements on or adjoining the Property, and no pending or confirmed owners' association special assessments, except as follows (Insert "None" or the identification of any matters relating to (i) through (iv)above, if any): None, except the proposed widening of Hwy 115 by DOT.

Note: For purposes of this Agreement: (i) a "special assessment" is defined as a charge against the Property by a governmental authority in addition to ad valorem taxes and recurring governmental service fees levied with such taxes, or by an owners' association

in addition to any regular assessment (dues), either of which may be a lien against the Property; a special assessment may be either pending or confirmed; (ii) a "confirmed" special assessment is defined as an assessment that has been approved by a governmental agency or an owners' association for the purpose(s) stated, whether, at the time of Closing, it is payable in a lump sum or future installments; (iii) a "pending" special assessment is defined as an assessment that is under formal consideration by a governmental agency or an owners' association but which has not been approved prior to Closing. Seller shall pay, in full at Closing, all confirmed governmental or association special assessments, provided that the amount thereof can be reasonably determined or estimated. The payment of such determined or estimated amount shall be the final payment between Buyer and Seller as to any confirmed special assessments. If the amount of any special assessment cannot be reasonably determined or estimated, the special assessment shall be deemed a pending special assessment. Buyer shall take title subject to all pending special assessments disclosed by Seller herein, if any.

(b) Compliance: To Seller's actual knowledge, (i) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions pertaining to or affecting the Property; (ii) performance of the Agreement will not result in the breach of, constitute any default under or result in the imposition of any lien or encumbrance upon the Property under any agreement or other instrument to which Seller is a party or by which Seller or the Property is bound; and (iii) there are no legal actions, suits or other legal or administrative proceedings pending or threatened against the Property, and Seller is not aware of any facts which might result in any such action, suit or other proceeding.

(c) Owners' Association: If the Property is subject to regulation by an owners' association, Seller shall deliver the following information to Buyer pursuant to Section 4 as if the same were listed therein (or Seller shall state that Seller does not have same in their possession or that such item is not applicable): (i) the name of the owners' association; (ii) the amount of regular assessments (dues); (iii) the name, address and telephone number of the president of the owners' association or of the association manager or management company; (iv) the owners' association website address; (v) the Seller's statement of account; (vi) the master insurance policy showing the coverage provided and the deductible amount; (vii) copies of any Declaration and/or Restrictive Covenants; (viii) the Rules and Regulations, (ix) the Articles of Incorporation and Bylaws of the owners' association; (x) the current financial statement and budget of the owners' association; (xi) the parking restrictions and information; and (xii) the architectural guidelines. Seller authorizes and directs any owners' association, any management company of the owners' association, any insurance company and any attorney who has previously represented the Seller to release to Buyer, Buyer's agents, representative, closing attorney or lender true and accurate copies of the foregoing items affecting the Property, including any amendments thereto.

Section 16. Survival of Representations and Warranties: All representations, warranties, covenants and agreements made by the parties hereto shall not survive the Closing but rather shall merge into the delivery of the deed.

Section 17. Applicable Law: This Agreement shall be construed under the laws of the state in which the Property is located. This form has only been approved for use in North Carolina.

Section 18. Assignment: This Agreement is not assignable.

Section 19. Tax-Deferred Exchange: In the event Buyer or Seller desires to effect a tax-deferred exchange in connection with the conveyance of the Property, Buyer and Seller agree to cooperate in effecting such exchange; provided, however, that the exchanging party shall be responsible for all additional costs associated with such exchange, and provided further, that a non-exchanging party shall not assume any additional liability with respect to such tax-deferred exchange. Seller and Buyer shall execute such additional documents, at no cost to the non-exchanging party, as shall be required to give effect to this provision.

Section 20. Memorandum of Contract: Upon request by either party, the parties hereto shall execute a memorandum of contract in recordable form setting forth such provisions hereof (other than the Purchase Price and other sums due) as either party may wish to incorporate. Such memorandum of contract shall contain a statement that it automatically terminates and the Property is released from any effect thereby as of a specific date to be stated in the memorandum (which specific date shall be no later than the date of Closing). The cost of recording such memorandum of contract shall be borne by the party requesting execution of same.

Section 21. Authority: Each signatory to this Agreement represents and warrants that he or she has full authority to sign this Agreement and such instruments as may be necessary to effectuate any transaction contemplated by this Agreement on behalf of the party for whom he or she signs and that his or her signature binds such party.

Section 22. Brokers: Except as expressly provided herein, Buyer and Seller agree to indemnify and hold each other harmless from any and all claims of brokers, consultants or real estate agents by, through or under the indemnifying party for fees or commissions arising out of the sale of the Property to Buyer. Buyer and Seller represent and warrant to each other that: (i) except as to the Brokers designated under Section 1(f) of this Agreement, they have not employed nor engaged any brokers, consultants or real estate agents to be involved in this transaction and (ii) that the compensation of the Brokers is established by and shall be governed by separate agreements entered into as amongst the Brokers, the Buyer and/or the Seller.

Section 23. Attorneys Fees: If legal proceedings are instituted to enforce any provision of this Agreement, the prevailing party in the

proceeding shall be entitled to recover from the non-prevailing party reasonable attorneys fees and court costs incurred in connection with the proceeding.

☐ **EIFS/SYNTHETIC STUCCO:** If the adjacent box is checked, Seller discloses that the Property has been clad previously (either in whole or in part) with an “exterior insulating and finishing system” commonly known as “EIFS” or “synthetic stucco”. Seller makes no representations or warranties regarding such system and Buyer is advised to make its own independent determinations with respect to conditions related to or occasioned by the existence of such materials at the Property.

Date: _____

Date: _____

Buyer: **Town of Huntersville**

Seller:

By _____

By: _____

Title: T o w n M a n a g e r

David J. Baker

Laura S. Baker joins in the execution of this contract for the purpose of releasing her marital interest in the property.

Laura S. Baker

WIRE FRAUD WARNING

To Buyers: Before sending any wire, you should call the closing agent's office to verify the instructions. If you receive wiring instructions for a different bank, branch location, account name or account number, they should be presumed fraudulent. Do not send any funds and contact the closing agent's office immediately.

To Sellers: If your proceeds will be wired, it is recommended that you provide wiring instructions at closing in writing in the presence of the closing agent. If you are unable to attend closing, you may be required to send an original notarized directive to the closing agent's office containing the wiring instructions. This directive may be sent with the deed, lien waiver and tax forms if those documents are being prepared for you by the closing agent. At a minimum, you should call the closing agent's office to provide the wire instructions. The wire instructions should be verified over the telephone via a call to you initiated by the closing agent's office to ensure that they are not from a fraudulent source.

Whether you are a buyer or a seller, you should call the closing agent's office at a number that is independently obtained. To ensure that your contact is legitimate, you should not rely on a phone number in an email from the closing agent's office, your real estate agent or anyone else.

The undersigned hereby acknowledges receipt of the Earnest Money set forth herein and agrees to hold said Earnest Money in accordance with the terms hereof.

(Name of Escrow Agent)

Date: _____ By: _____

Escrow Agent's contact/notice information is as follows:

e-mail address: fax number:

except as same may be changed pursuant to Section 12.

Exhibit A

General Description of Property

14719 N. Old Statesville Rd, Huntersville, NC 28078 (formerly known as 107 Old Statesville Road)

PIN #: 01712215

BEGINNING at an existing iron pipe in the western margin of the right of way of Old Statesville Road (also known as Highway 115), and being a common corner with the Town of Huntersville (now or formerly, Deed Book 2640, Page 21, Mecklenburg County Public Registry, all references being to said Registry); and runs thence with the Town of Huntersville North 53-10-05 West 227.21 feet to a point, a common corner with Town of Huntersville and the southwestern corner of Elizabeth A. Edens Good(now or formerly, Deed Book 4596, Page 798); and runs thence with the southern line of Good North 08-44-00 East 169.00 feet (passing a set iron pin on the line at 18.00 feet) to an existing iron pin at the back of the curb of Old Statesville Road (and just east of the sidewalk); and runs thence with the western margin of Old Statesville Road 05-16-00 East 164.11 feet to the point and place of BEGINNING, containing 0.3176 acres, more or less, all as shown on that certain survey by Klaus E. Krueger dated November 7, 2004.

Being the same property conveyed to Seller in Book 26786 at Page 905 in the Mecklenburg County Public Registry.

Exhibit B
Additional Provisions

The following provisions are made a part of the above referenced Agreement for Purchase and Sale of Real Property by specific reference and to the extent this Addendum differs from the Agreement for Purchase and Sale of Real Property (hereinafter Agreement) this Exhibit shall control.

1. CLOSING COSTS, RECORDING COSTS, MORTGAGE TAX, TRANSFER TAXES AND CLOSING ADJUSTMENTS.

Each party shall be responsible for the following closing expenses:

- a. Seller shall be responsible for the cost of revenue stamps, if any, attached to the deed, as well as the cost of the preparation of the deed and ad valorem taxes pursuant to Section 6 below.
- b. Buyer shall be responsible for the cost of recording the deed, the cost of any surveys of the Subject Property, costs associated with any financing obtained by Buyer in connection with the transaction, costs of title examination and title insurance and the costs to prepare the settlement statement, update title, record and disburse at Closing.
- c. Each party will be responsible for all of its other closing costs not specified above, including its respective attorneys' fees.
- d. City and/or county ad valorem taxes on the Subject Property for the year in which the Closing occurs will be prorated to the Closing Date and Seller shall pay its estimated share of such taxes to Buyer at Closing. If not determined as of the date of Closing, the amount of taxes shall be based on the previous year's tax assessed for the Subject Property. Buyer shall be responsible for the payment of the ad valorem property taxes owed on the property. Any assessments against the Subject Property of which Seller has notice shall be paid by Seller on or prior to the Closing Date.

2. REPRESENTATIONS.

Seller represents and warrants to Buyer as follows:

- A. The information and documentation furnished by the Seller to the Buyer will be complete and correct in all material aspects.
- B. The Seller has good and marketable title to the Property free from any liens, encumbrances, leases or restrictions other than permitted exceptions set forth in Paragraph 8 hereof.
- C. All real property taxes are currently paid except for calendar year 2025. The Property is not subject to any special assessments, whether it constitutes a lien on the Property, and Seller has no knowledge of any pending or threatened special assessments or reassessment of the Property.
- D. There is no pending or threatened condemnation or other legal or administrative proceeding affecting the Property. Notwithstanding the foregoing, there have been announced plans from North Carolina Department of Transportation to widen the right of way of Highway 115.
- E. The Seller makes no representations regarding the availability of utility services to the property line.
- F. To Seller's actual knowledge, but without investigation or inquiry, the Subject Property contains no chemical, material or substance exposure which is prohibited, limited or regulated by governmental authorities nor is the Subject Property subject to any liability or lien or claim of lien under any statute, regulation, ordinance or other requirement, including without limitation the following: the Clean Air Act, 42 U.S.C. Section 7401, et. seq. and North Carolina standards and permit requirements set forth in Articles 21 and 21B of Chapter 143 of the North Carolina General Statutes; The Federal Water Pollution Control Act, 33 U.S.C. Section 1251, et. seq.; The North Carolina Sedimentation Pollution Control Act of 1973, Article 4 of Chapter 113A of the North Carolina General Statutes; The Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. Section

9601, et. seq.: The Federal Resource Conversation and Recovery Act of 1976, 42 U.S.C. Sections 6901-6987; and North Carolina waste management provisions set forth in N.C.G.S. Sections 130A-290 through 310 and Article 21A of Chapter 143 of the North Carolina General States, all as amended (collectively, the "Regulations"). Seller hereby warrants and represents that, to its actual knowledge during the period of its ownership of the Subject Property, it has not brought onto the Subject Property, or generated, used, stored or allowed to remain thereon, or disposed of upon, within, about or under the Subject Property any waste, debris, or contamination in violation of the above-described Regulations.

3. DISCLAIMER OF REPRESENTATIONS AND WARRANTIES.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, SELLER DOES NOT BY THE EXECUTION AND DELIVERY OF THIS AGREEMENT, AND SELLER SHALL NOT BY THE EXECUTION AND DELIVERY OF ANY DOCUMENT OR INSTRUMENT EXECUTED AND DELIVERED IN CONNECTION WITH THE CLOSING MAKE ANY REPRESENTATION OR WARRANTY EXPRESS OR IMPLIED, OF ANY KIND OR NATURE WHATSOEVER, WITH RESPECT TO THE PROPERTY, AND ALL SUCH WARRANTIES ARE HEREBY DISCLAIMED. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, SELLER DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY AS TO MATTERS OF TITLE (OTHER THAN SELLER'S WARRANTY OF TITLE SET FORTH IN THE DEED TO BE DELIVERED AT CLOSING) ZONING, TAX CONSEQUENCES, PHYSICAL OR ENVIRONMENTAL CONDITION (INCLUDING WITHOUT LIMITATION LAWS, RULES, REGULATIONS, ORDERS AND REQUIREMENTS PERTAINING TO THE USE, HANDLING, GENERATION, TREATMENT, STORAGE OR DISPOSAL OF ANY TOXIC OR HAZARDOUS WASTE OR TOXIC, HAZARDOUS OR REGULATED SUBSTANCE), VALUATION, GOVERNMENTAL APPROVALS, GOVERNMENTAL REGULATIONS, OR ANY OTHER MATTER OR THING RELATING TO OR AFFECTING THE PROPERTY (HEREINAFTER COLLECTIVELY CALLED THE "DISCLAIMED MATTERS"). BUYER AGREES THAT WITH RESPECT TO THE PROPERTY, BUYER HAS NOT RELIED UPON AND WILL NOT RELY UPON, EITHER DIRECTLY OR INDIRECTLY, ANY REPRESENTATION OR WARRANTY OF SELLER. BUYER WILL CONDUCT SUCH INSPECTIONS AND INVESTIGATIONS OF THE PROPERTY (INCLUDING, BUT NOT LIMITED TO, THE PHYSICAL AND ENVIRONMENTAL CONDITION THEREOF) AND RELY UPON SAME AND UPON CLOSING, SHALL ASSUME THE RISK THAT ADVERSE MATTERS MAY NOT HAVE BEEN REVEALED BY BUYER'S INSPECTIONS AND INVESTIGATIONS. SUCH INSPECTIONS AND INVESTIGATIONS OF BUYER SHALL BE DEEMED TO INCLUDE AN ENVIRONMENTAL AUDIT OF THE PROPERTY, AN INSPECTION OF THE PHYSICAL COMPONENTS AND GENERAL CONDITION OF ALL PORTIONS OF THE PROPERTY, SUCH STATE OF FACTS AS AN ACCURATE SURVEY AND INSPECTION OF THE PROPERTY WOULD SHOW, PRESENT AND FUTURE ZONING AND LAND USE ORDINANCES, RESOLUTIONS AND REGULATIONS OF THE CITY, COUNTY AND STATE WHERE THE PROPERTY IS LOCATED AND THE VALUE AND MARKETABILITY OF THE PROPERTY. SELLER SHALL SELL AND CONVEY TO BUYER AND BUYER SHALL ACCEPT THE PROPERTY "AS IS", "WHERE IS", AND WITH ALL FAULTS, AND THERE ARE NO ORAL AGREEMENTS, WARRANTIES OR REPRESENTATIONS, COLLATERAL TO OR AFFECTING THE PROPERTY BY SELLER OR ANY THIRD PARTY. WITHOUT IN ANY WAY LIMITING ANY PROVISION OF THIS SECTION, BUYER SPECIFICALLY ACKNOWLEDGES AND AGREES THAT IT HEREBY WAIVES, RELEASES AND DISCHARGES ANY CLAIM IT HAS, MIGHT HAVE HAD, OR MAY HAVE AGAINST SELLER WITH RESPECT TO (I) THE DISCLAIMED MATTERS; (II) THE CONDITION OF THE PROPERTY, EITHER PATENT OR LATENT; (III) THE PAST, PRESENT OR FUTURE CONDITION OR COMPLIANCE OF THE PROPERTY WITH REGARD TO ANY ENVIRONMENTAL PROTECTION, POLLUTION CONTROL OR LAND USE LAWS, RULES REGULATIONS, ORDERS OR REQUIREMENTS, INCLUDING WITHOUT LIMITATION, CERCLA AND (IV) ANY OTHER STATE OF FACTS THAT EXISTS WITH RESPECT TO THE PROPERTY. THE TERMS AND CONDITIONS OF THIS SECTION SHALL EXPRESSLY SURVIVE THE CONSUMMATION OF THE PURCHASE AND SALE OF THE PROPERTY ON THE CLOSING DATE. THE DELIVERY OF THE DEED AND THE PAYMENT OF THE PURCHASE PRICE WITHOUT REGARD TO ANY LIMITATIONS UPON SURVIVAL SET FORTH IN THIS AGREEMENT.



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: Bobby Williams, Assistant Town Manager

Subject: 14719 N Old Statesville Rd Budget Amendment

EXPLAIN REQUEST:

Consider approving budget amendment for purchase of 14719 N Old Statesville Rd for \$550,000.

ACTION RECOMMENDED:

Approve budget amendment.

FINANCIAL IMPLICATIONS:

Reduce General Fund Balance by \$550,000 for the purchase of 14719 N Old Statesville Rd.
(105400.0550)

ATTACHMENTS:

None



Request for Board Action

November 3, 2025

To: The Honorable Mayor and Board of Commissioners

From: David Peete, Principal Planner - Long Range

Subject: Pottstown Community Preservation Plan.

EXPLAIN REQUEST:

Consider adoption of Pottstown Community Preservation Plan

ACTION RECOMMENDED:

Consider adopting the Pottstown Community Preservation Plan.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. 2025_1002_Pottstown Community Preservation Plan - 8.5x11
2. Town Board Final Action memo for Pottstown Plan



RESOLUTION OF THE TOWN OF HUNTERSVILLE TO ADOPT THE POTTSTOWN COMMUNITY PRESERVATION PLAN

Resolution No. R-2025-26

WHEREAS, the Town of Huntersville Board of Commissioners instructed Planning Department Staff to conduct a Small Area Plan study an approximately 227-acre area southeast of downtown Huntersville, generally known as Pottstown; and

WHEREAS, in October 2024, the Town of Huntersville entered into a contract with Neighboring Concepts consulting firm to complete the plan; and

WHEREAS, from January 2025 through July 2025, the Planning Department staff and the consultant team facilitated a process to engage the Pottstown Community; and

WHEREAS, the consultant team solicited concerns, comments and feedback from the residents of Pottstown during a five-phase process of community meetings and door-to-door visits regarding the current and future status of land use and development in the area; and

WHEREAS, the consultant team, along with Planning Department Staff, drafted the small area plan; and

WHEREAS, a Public Hearing was conducted by the Huntersville Board of Commissioners on October 7, 2025; and

WHEREAS, the Huntersville Planning Board reviewed the draft Pottstown Community Preservation Plan on October 14, 2025, and recommended approval with the following motion: the Huntersville Planning Board recommend approval of the Pottstown Community Preservation Plan as presented with an emphasis on the urgency of implementing toolkit A5, an Advisory Board, that invites residents of Pottstown, staff (time permitting), and other relevant officials and people. The plan is consistent with the Huntersville 2040 Community Plan for providing housing options, preserving existing communities, and expanding infrastructure. The motion carried unanimously (8-0); and

WHEREAS, the Pottstown Community Preservation Plan has been produced and subjected to review and approval process that is compliant with North Carolina General Statutes.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Pottstown Community Preservation Plan is hereby adopted and is effective immediately.
2. Prior to publication of the final version of the Pottstown Community Preservation Plan, staff is instructed to make any non-substantive revisions needed to correct errors or omissions.

Adopted this 3rd day of November, 2025

ATTEST:

Janet Pierson, Town Clerk

Christy Clark, Mayor

APPROVED AS TO FORM:

Emily Sloop, Town Attorney

POTTSTOWN COMMUNITY PRESERVATION PLAN



OCTOBER 7, 2025

DRAFT: FOR PUBLIC HEARING

FOREWORD



LETTER OF PURPOSE

Dear Neighbors, Partners, and Friends of Pottstown,

This plan is created with one purpose in mind: to ensure that Pottstown remains a vibrant, inclusive, and thriving community for current and future generations. Pottstown's strength lies not only in its historic buildings or landmarks, but in the people, traditions, and relationships that make it home.

Over the past months, we have engaged with residents, local organizations, and agency leaders to understand what makes Pottstown unique and what challenges it faces as growth and change continue. This plan reflects those conversations, highlighting strategies to preserve housing stability, support governance that reflects community voices, and guide community investments in ways that strengthen our neighbors.

The Pottstown coalition will serve as the cornerstone for putting this plan into action. By reviewing and prioritizing the tools outlined here, engaging the wider community, and working collaboratively with Town leadership, the coalition will help ensure that preservation is an ongoing, living practice.

This document is a guide. It invites residents, Town leaders, and partners to work together to protect the things that make Pottstown home—its people, its culture, and its legacy. Together, we can shape a future that honors the past while embracing the promise of growth and opportunity.

With gratitude and purpose,
Daniel McNamee, Partner, AIA
Neighboring Concepts

TEAM AND STAKEHOLDERS

ACKNOWLEDGMENTS

Neighboring Concepts and the Town of Huntersville are grateful for the time and energy of the many people who came together to guide the creation of the Pottstown Community Preservation Plan. **While the names of more than 48 Pottstown residents who shared their voices through community meetings, one-on-one conversations, door-to-door outreach, and pop-up events are not listed here, the vision and recommendations in this plan are driven by their passion, perseverance, and ideas.**



Image captured at the Pottstown Community Workshop on April 02, 2025.

Pottstown Community Stakeholders

- Residents of the Pottstown Community
- Pottstown Heritage Group
- Mababu Live
- Torrence Lytle Alumni Association
- St. Phillips Missionary Baptist Church
- Huntersville A.M.E. Zion
- United House of Prayer

Town of Huntersville

1. DEPARTMENTS

- Town Board of Commissioners
- Town Manager's Office
- Planning Department
- Communications Department
- Police Department
- Engineering Department
- Public Works Department
- Parks & Recreation Department

2. TEAM MEMBERS

- David Peete, AICP
Principal Planner - Long Range
- Bobby Williams
Assistant Town Manager
- Lauren Speight, MPA, CZO
Senior Planner
- Brian Richards
Planning Director
- Heather Maloney, MURP, MPH
Principal Transportation Planner
- Pamela Escobar
Lead Communications Specialist

Neighboring Concepts

- Daniel McNamee, AIA
Partner
- Eric Orozco, AICP
Associate, Urban Planner
- Brynn DeBrabant, Assoc. AIA
*Community Engagement Specialist,
Architectural Designer*
- Sheldyn Merrell, Assoc. AIA
*Community Engagement Specialist,
Architectural Designer*
- Carlos Lopez, Assoc. AIA
*Bi-lingual Community Engagement
Specialist, Architectural Designer*

Community Coaches

- Shamaie Haynes
*Greater Enderly Park Neighborhood
Association | QC Family Tree*
- Rickey Hall
*West Boulevard Neighborhood
Coalition | Three Sisters Market*
- Tiffany Capers | Grier Heights Community
*CrossRoads Corporation | Renaissance
West Community Initiative*

Town Partners

- Mecklenburg County
- Historic Landmarks Commission
- Charlotte Area Transit System (CATS)
- David B. Waymer Senior & Recreation Center

EXECUTIVE SUMMARY

INTRODUCTION

Located in Huntersville southeast of the Town Center and just east of the railroad tracks that parallel N.C. 115, Pottstown today is a close-knit neighborhood where history lives in the memories, traditions, and relationships of its residents. One of Huntersville's earliest historically African American neighborhoods, Pottstown has deep generational roots, historic buildings dating as far back as the 19th Century, and a legacy of more than a century being shaped by creative resilience, cultural pride, communal solidarity and an enduring commitment to human dignity and justice.

PROJECT DESCRIPTION

The Pottstown Community Preservation Plan provides a roadmap to safeguard the neighborhood's cultural heritage while addressing the pressures of growth and change. The Pottstown Preservation Plan is built around three components—Goals, Toolkits, and Tools—that translate community values into practical strategies. These strategies are organized into four key toolkits—Process & Representation, Regulatory Tools, Housing Stability, and Public & Nonprofit Investment—the plan offers practical steps that empower residents, guide Town policies, and align outside partners. The plan balances urgency with institutional sustainability—pairing immediate opportunities for action with a long-term vision for generational preservation. At its core, it positions Pottstown's residents as leaders, ensuring that the neighborhood's future is defined by community voice, cultural resilience, and equitable development.

THE PLANNING PROCESS

Over the course of five thoughtful phases spanning nine months, Neighboring Concepts worked hand-in-hand with the people of Pottstown to create this Preservation Plan. Through deep engagement and collaboration, the plan reflects the community's vision for honoring and enhancing Pottstown's historic fabric, grounded in cultural stewardship, community-influenced development, and alignment with policies that support long-term preservation. Across different backgrounds and age groups, community members shared a deep pride in Pottstown's identity and a strong desire to protect it.

THE ELEMENTS OF THE PRESERVATION PLAN

Together, the Goals, Toolkits, and Tools define the structure of the Preservation Plan—establishing clear priorities, outlining strategic approaches, and offering actionable methods for implementation. Each element plays a distinct role in translating community values into meaningful, lasting change.

The Goals of Preservation

The following goals set the vision and agenda for Pottstown’s Preservation Plan:

- **Strengthen Community Assets**
Preserve and reinvest in historic anchors like Torrence-Lytle High School, Torrence-Lytle Community Center (formerly Dellwood Center), and neighborhood parks so that these buildings and spaces remain active places for community life and symbols of pride.
- **Preserve Neighborhood Character**
Maintain Pottstown’s modest homes, tree cover, and open space while guiding new construction to respect scale, history, and context.
- **Celebrate African American Heritage**
Honor Pottstown’s role as a resilient African American community by elevating its history, culture, and contributions as foundations for equity and justice.
- **Advance Human Dignity and Justice**
Affirm the community’s call to be seen, heard, and respected, ensuring policies and practices uphold equity and recognize Pottstown’s lived history.
- **Foster Community and Belonging**
Strengthen the bonds of fellowship through traditions, gatherings, and shared identity that nurture trust, joy, and a sense of home.

EXECUTIVE SUMMARY (CONT.)

THE ELEMENTS OF THE PRESERVATION PLAN CONT.

The Toolkits and Tools

The Toolkits are broad strategies to achieve those goals as listed above. The Tools in each Toolkit are specific, context-sensitive actions the Town and community can take together. Each Tool outlines responsibilities, potential partners, resources, and realistic time commitments, ensuring that ideas are both actionable and grounded in local capacity.

The Plan identifies four Toolkits:

- **Toolkit A:** Process & Representation strengthens community voice in decision-making. By creating structured opportunities for dialogue, forming a representative and unified leadership group, and resourcing organizing efforts, these strategies ensure that Pottstown residents have both influence and visibility. With modest resources, these tools can be implemented quickly.
- **Toolkit B:** Regulatory Tools provides a framework to guide growth and protect neighborhood character. Strategies include demolition review, zoning incentives, and sustainability standards. These tools require greater Town involvement, public processes, and advocacy but ensure long-term consistency and equity in development.
- **Toolkit C:** Housing Stability focuses on keeping families in their homes through repair, weatherization, counseling, and ownership models like land trusts. These tools require partnerships and resources, but they build lasting affordability and community resilience.
- **Toolkit D:** Public & Non-Profit Investment leverages public dollars and nonprofit partnerships to enhance infrastructure, facilities, and catalytic projects. This includes improvements at the Torrence-Lytle Community Center, Seam Trail connections, and broader infrastructure upgrades.

Together, these toolkits link community, history, housing and investment to one another, empowering Pottstown to preserve its identity.

IMPLEMENTATION

The Pottstown Preservation Plan outlines a ten-year roadmap to preserve the neighborhood's historic and cultural identity while advancing affordable housing and community stability. It emphasizes early achievable actions, followed by deeper investments and lasting systems to protect Pottstown's future.

Years 1–2: Quick Wins (by 2027)

The first two years focus on building momentum. A coalition of Community-Based Organizations (CBOs) will spearhead preservation initiatives and strategic planning, collect oral histories, implement research projects, and engage with developers to strengthen dialogue. The Town of Huntersville may adopt preservation-based zoning regulations and incentives and explore enhanced review measures with Charlotte-Mecklenburg Historic Landmarks Commission. Grassroots home repair efforts will expand through new and existing partnerships. Traffic calming measures will near completion, and the coalition will convene to discuss community identity signs/markers. Feasibility work for a Community Land Trust (CLT) may begin, alongside initiatives to document cemeteries, landmark schools, and historic homes. Workshops will also shape outdoor enhancements at the Torrence-Lytle Community Center (also known as the Dellwood Center).

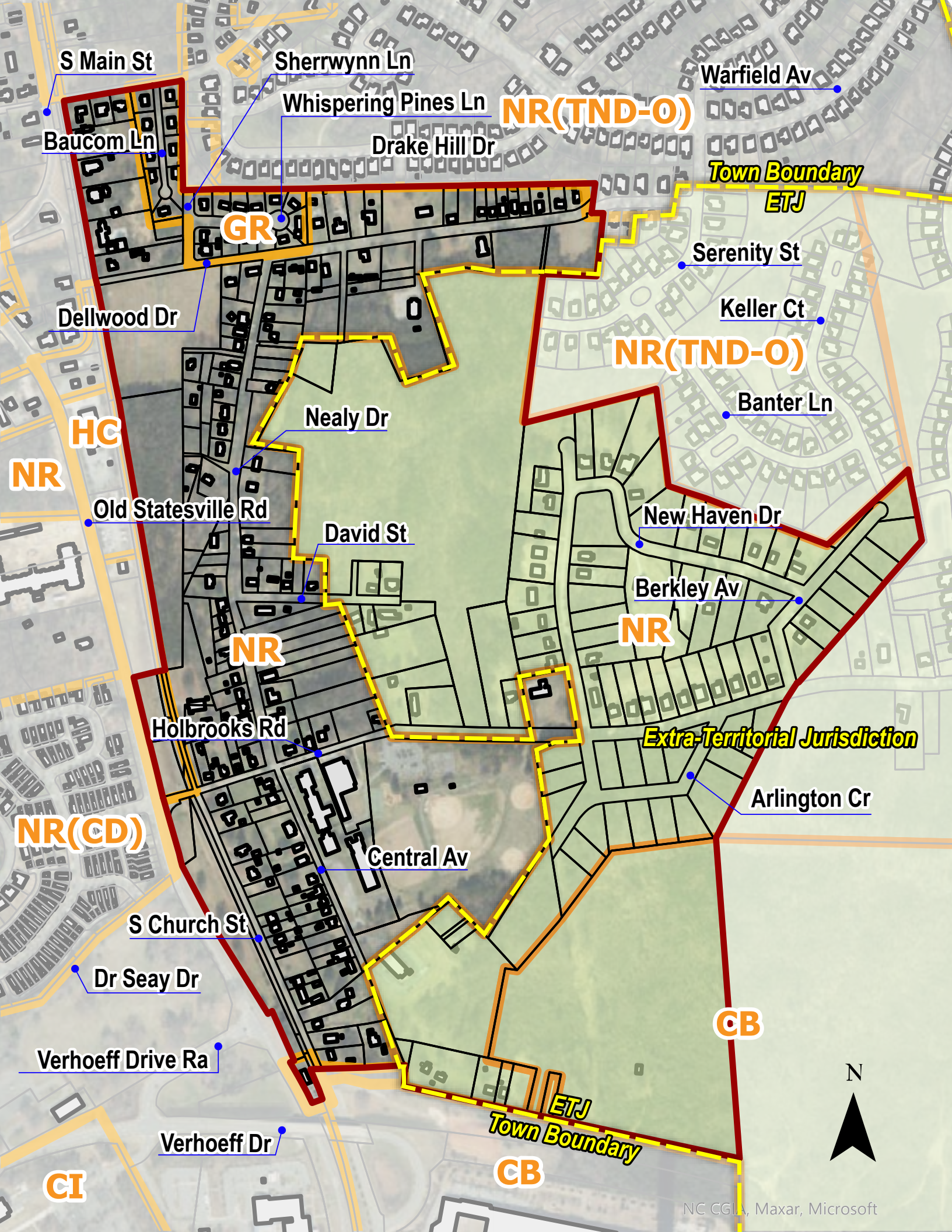
Years 3–5: Securing Momentum (by 2030)

This stage formalizes new tools and partnerships. Housing initiatives and financial coaching programs would launch, while residents, CBOs and churches gain training and support to use state and philanthropic resources for preservation. The first housing efforts would get started, providing affordable ownership opportunities for residents. Torrence-Lytle Community Center and other historic sites would undergo improvements and secure cultural programming, with new community identity and signage added, including an interpretive layer celebrating Pottstown along the Seam Trail.

Years 6–10: Lasting Systems (by 2035)

The final phase secures institutional capacity, such as a fully operational CLT or Community Development Corporation. Major Pottstown anchors, including historic schools and cemeteries, will be rehabilitated and protected. An annual "Preservation Awards and Update" meeting will sustain accountability and community voice.

Through this staged approach, Pottstown can preserve its history, strengthen housing stability, and build a resilient foundation for future generations.



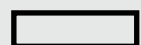
POTTSTOWN STUDY AREA AND ZONING DISTRICTS

The majority of Pottstown falls within the Neighborhood Residential Zoning District (both in Town and outside of Town Limits). The study area includes both parcels that are located within Town limits and parcels in the Extra-Territorial Jurisdiction. It is important to note that elements of the preservation plan, such as municipal investments, could primarily only apply to properties within the Town's annexed areas. For properties outside the annexed area, these recommendations are advisory and may require coordination with county or regional authorities for implementation. The Town administers the Zoning Ordinance for both annexed properties and the ETJ.

LEGEND



Pottstown Study Area



Pottstown Parcels



Building Footprints



Zoning District Boundaries



Extra-Territorial Jurisdiction

ZONING DISTRICTS

NR Neighborhood Residential

NR(CD) Neighborhood Residential Conditional

NR(TND-O) NR with Traditional Neighborhood Development Overlay

GR General Residential

CB Corporate Business

CI Campus Institutional

HC Highway Commercial



Image via wfae.org

WFAE-TV, 31 W. Washington Ave., Raleigh, NC 27601

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Appendix A

1.0 COMMUNITY FOUNDATIONS



Otha and Daisy Potts' home.
Original landowner and namesake of Pottstown.

Image via *Historic Pottstown Families in Stories and Photos* by
Bee Jay Caldwell.

1.1 | WHERE WE BEGAN:

HISTORY AND EVOLUTION OF POTTSTOWN

Pottstown is one of Huntersville, North Carolina's earliest historically African American neighborhoods, located southeast of the Town Center and just east of the railroad tracks along N.C. 115. Though modest in size, Pottstown has deep generational roots and a legacy shaped by resilience, cultural pride, and a strong sense of community.

The Town of Huntersville was incorporated in 1873. A few decades later, in the late 1800s, a nearby area began to take shape as a cluster of small farms and worker dwellings. Much of this land was cultivated and eventually owned by descendants of formerly enslaved people, free Black residents, and former sharecroppers (Source: Mecklenburg County, North Carolina: An African American Cultural Resources Survey, Gray & Stathakis, 2002. North Carolina Historic Preservation Office.)

One of the early landowners was Otha Potts, a brick mason and farmer known for selling parcels of his land to other African American families. Over time, homes were built around the Potts farm, and by 1909, the growing settlement became known as Pottstown (Gray & Stathakis, 2002). Despite systemic racism, segregation, and violence—particularly during the Jim Crow era—African Americans in Huntersville and Pottstown built strong, self-sustaining communities. Residents established

churches, schools, and businesses, and the neighborhood eventually grew to include approximately 150 homes, many still occupied by descendants of the original landowners.

In 1987, parts of Pottstown were annexed into the Town of Huntersville. While census data is available for the town as a whole, there is no demographic data specific to Pottstown due to the way census tracts are drawn—often combining Pottstown with surrounding communities that are nearly 100% white. As a result, public data does not accurately reflect the neighborhood's racial makeup, which has historically been predominantly African American.

By 1990, the town's population was just over 3,000 according to the United States Census. At the time of annexation, according to longtime Pottstown resident Varona Wynn, local authorities promised infrastructure improvements, including paved roads and municipal water access. However, many in the community felt these promises were not fully honored, fueling long-standing concerns about neglect and inequity in public investment. Yet, this period also underscored the community's strength, unity, and determination to move forward with grace and hope.



S Main St

Sherrwynn Ln

Warfield Av

Baucom Ln

Whispering Pines Ln

Drake Hill Dr

St. Phillip
Missionary
Baptist Church

**Town Boundary
ETJ**

Dellwood Dr

Serenity St

Keller Ct

Torrence-Lytle
Community Center
(Dellwood Center)

Banter Ln

Old Statesville Rd

**Mecklenburg Co.
31-Acre Property**

David St

New Haven Dr

Berkley Av

Huntersville
AME Zion
Church

Extra-Territorial Jurisdiction

Arlington Cr

David B. Waymer Recreation
& Senior Center

Holbrooks Rd

Central Av

David B. Waymer Park

S Church St

United
House of
Prayer

**POTTSTOWN COMMUNITY
PRESERVATION PLAN STUDY AREA**

Verhoeff Dr

**ETJ
Town Boundary**

N



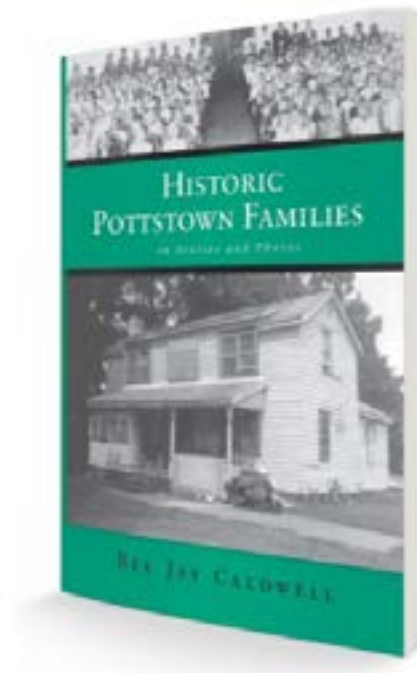
1.1 | WHERE WE BEGAN (CONT.):

HISTORY AND EVOLUTION OF POTTSTOWN

Pottstown has long served as a vital space for education, care, family, and faith within a broader context of exclusion. Pottstown resident Bee Jay Caldwell, and member of the Torrence-Lytle Alumni association, recalled in her memoir, “Historic Pottstown Families in Stories and Photos”:

“A Pottstown family’s major religious activity was to attend church services on Sunday, prayer meeting on Wednesday nights, and revival services in the Spring and Fall. Though treated as second class citizens, most believed that because we did not live in a perfect world, a time was needed to give back to God, the Creator of the Universe for all He had allowed us to accomplish.”

Faith institutions have anchored the neighborhood’s cultural identity for generations. Pottstown is home to several historically Black churches, including the United House of Prayer for All People, Huntersville A.M.E. Zion Church, and St. Phillips Missionary Baptist Church. Many residents also maintain spiritual ties with New Friendship Presbyterian Church, which served Black families throughout the greater Huntersville area. (Source: Mecklenburg County, North Carolina: An African American Cultural Resources Survey, Gray & Stathakis, 2002. North Carolina Historic Preservation Office.)



Bee Jay Caldwell’s book, *Historic Pottstown Families in Stories and Photos*, was published in 2016.

“THOUGH POTTSTOWN HAS CHANGED, IT IS STILL LOVED AND A GREAT PLACE TO CALL HOME.”

- Bee Jay Caldwell

via carolinacountry.com

Images via MuseumoftheNewSouth.org



St. Phillips Missionary Baptist Church



United of House Prayer for All People



Huntersville A.M.E. Zion Church

1.1 | WHERE WE BEGAN (CONT.):

HISTORY AND EVOLUTION OF POTTSTOWN

Education has always been a cornerstone of the community. In the 1920s, residents secured Rosenwald funding to build a school now known as Huntersville Rosenwald School #2—also popularly called the “Dellwood Center” or the “Little School.” It is one of only six surviving Rosenwald schools in Mecklenburg County. These schools symbolized a commitment to educate African-American children during the Jim Crow era. The Torrence-Lytle Community Center received historic designation in 2021, with signage unveiled in 2025. Today, it serves as a community center owned by the Town of Huntersville.

In 1937, the opening of Huntersville Colored High School marked a major milestone for the Pottstown community. Located at the corner of Holbrooks Road and Central Avenue, it served grades 1 through 11 and was North Mecklenburg’s first and only public high school for African American students. In 1953, the school was renamed Torrence-Lytle High School in honor of Isaiah Dale “Ike” Torrence and Franklin Lytle, two community leaders instrumental in its establishment. Its founding principal, Isaac T. Graham, led the school until its closure in 1966 (Source: Mecklenburg County, North Carolina: An African American Cultural Resources Survey, Gray & Stathakis, 2002. North Carolina Historic Preservation Office).

Following desegregation, the school sat vacant for decades and fell into disrepair. The former gymnasium, now maintained by Mecklenburg County Park and Recreation Department, was remodeled and reopened as the David B. Waymer Center after a \$1.3 million investment in 2021. The original 1937 school building is now owned by the Mecklenburg County Historic Landmarks Commission (HLC), which has invested in structural stabilization and roof repairs. The Torrence-Lytle Alumni Association remains active, continuing to honor the High School’s legacy and advocate for its preservation and reuse.

Pottstown’s foundation, built on faith, education, and collective care, has fostered a resilient and connected community. However, in recent years, the neighborhood has faced increasing development pressure due to Huntersville’s rapid growth.



Image via lakenormanpublications.com

David B. Waymer Center



Image via MuseumoftheNewSouth.org

Torrence-Lytle School (1937)



Image via cnn.com

Torrence-Lytle School (2024)

1.1 | WHERE WE BEGAN (CONT.):

HISTORY AND EVOLUTION OF POTTSTOWN

In 2022, residents—joined by Corine Mack, President of the Charlotte-Mecklenburg NAACP—mobilized to oppose the proposed Valea Village development, which would have added 31.4 acres of new construction in the heart of Pottstown. Community members rallied at the Charlotte-Mecklenburg Government Center with signs reading, “Save Historic Pottstown from Gentrification.” Their advocacy succeeded: Mecklenburg County ultimately purchased the property using park funds, halting the project and protecting it from future speculative development. The County has its own process to involve the Pottstown community in future planning for the land (Source: “Residents of Historically Black Pottstown Neighborhood Are Pushing Back Against Gentrification,” Amanda Harry, QCity Metro, April 6, 2022).

Despite this victory, development continues to expand around Pottstown. Large-scale, high-density developments in Huntersville are rapidly expanding, with major subdivisions being built directly adjacent to Pottstown. The average home prices of these developments near Pottstown exceeds \$500,000—as high-end development and land values rise, long-time homeowners risk property tax increases beyond their means (Source: Charlotte/Mecklenburg Quality of Life Explorer). For residents with fixed or modest incomes, rising costs—including maintenance, utilities, and insurance—can lead to displacement.

Though less documented in Pottstown, this pattern is common in gentrifying areas—particularly affecting long-term residents who purchased homes under different market or income conditions. As long-underinvested neighborhoods begin to experience nearby growth, inconsistent zoning and mismatched infrastructure (such as roads, lighting, and sidewalks) can make it more difficult for existing residents to remain. Often, residents are not asking for change to stop, but rather to be included in planning and improvements. Pottstown is briefly mentioned in the East Huntersville Development Plan (2007), the Huntersville Downtown Master Plan (2023), and the Huntersville 2040 Community Plan (2024). However, residents often feel they have been left out of key decisions. This Plan aims to help bridge those gaps.

The proposed commuter rail corridor also carries weight, as areas along the route—from center city Charlotte to Mount Mourne in Iredell County—have drawn growing interest from investors and developers. Notably, Pottstown lies directly beside the proposed tracks. Residents have voiced serious concerns over pressure to sell, environmental impact, and personal health related to the rail proposal. Amid these growing pressures, residents feel threatened by displacement, making intentional preservation and investment increasingly urgent.

Pottstown is more than just a neighborhood; it stands as a living testament to perseverance, cultural heritage, and generational legacy of Black Americans. As the region continues to reshape, preserving Pottstown's identity, land, and history is both a moral and cultural imperative.

The Preservation Plan offers only a brief overview of Pottstown's history. Partnering with local resources like the Historic Landmarks Commission, or hiring a professional historian, if feasible, can help document a fuller account. Sharing this history meaningfully within the community is encouraged. A variety of tools are shared in Section 3 of this document, which focuses on the tools for preservation, ensuring that Pottstown's legacy is both honored and accessible.

*"SAVE HISTORIC
POTTSTOWN FROM
GENTRIFICATION"*

- Pottstown Residents

via qcitymetro.com



Image via qcnerve.com

1.2 | WHERE WE ARE NOW:

COMMUNITY VOICES

Today, Pottstown remains a close-knit neighborhood where history lives through the memories, traditions, and relationships of its residents. Many families have deep generational ties to the area, while newer residents are drawn by its strong sense of belonging, cultural richness, diversity, and affordability. Across backgrounds and age groups, community members share a deep pride in Pottstown's identity and a strong commitment to preserving it.

During the preservation planning process, residents spoke candidly about both the joys and challenges of living in Pottstown today. They also expressed concerns about rising property values, speculative development, and the growing risk of displacement.



At the first community meeting, residents were asked two foundational questions to help shape the focus of the Preservation Plan:

1 **What do you cherish about Pottstown?**

2 **What does preservation mean to you?**

WHAT DO YOU CHERISH ABOUT POTTSTOWN?

In response, the residents emphasized the neighborhood's close-knit community, historic character, and the importance of family ties that span generations. They spoke with pride about Pottstown's deep-rooted history, strong sense of belonging, and enduring African American heritage. People, relationships, and shared experiences were described as the heartbeat of the neighborhood, with faith institutions, schools, parks, and multi-generational connections fostering resilience and hope for the future.

WHAT DOES PRESERVATION MEAN TO YOU?

When asked what preservation means for Pottstown, residents shared a vision that goes beyond buildings and physical spaces. They described preservation as honoring and sustaining the neighborhood's cultural and historical identity, while ensuring that future growth is inclusive and respectful of its legacy. For many, preservation means maintaining affordability so families can remain in their homes, advocating for justice and respect, and safeguarding the essence of the community (see Appendix for more details regarding community engagement).

While residents acknowledged that growth is inevitable, they emphasized that it must not come at the cost of erasing their presence or history. Progress, they said, should uplift and empower the people who call Pottstown home.

Residents also made it clear that future development must include community benefits and meaningful input from those who live in Pottstown. Many expressed frustration at not being a part of decisions that directly affect their homes, heritage, and daily lives. The community is calling for a more inclusive, transparent, and thoughtful approach to growth. This approach honors Pottstown's cultural legacy, invests in its people, and ensures that future changes strengthen rather than displace the neighborhood they have worked so hard to sustain.

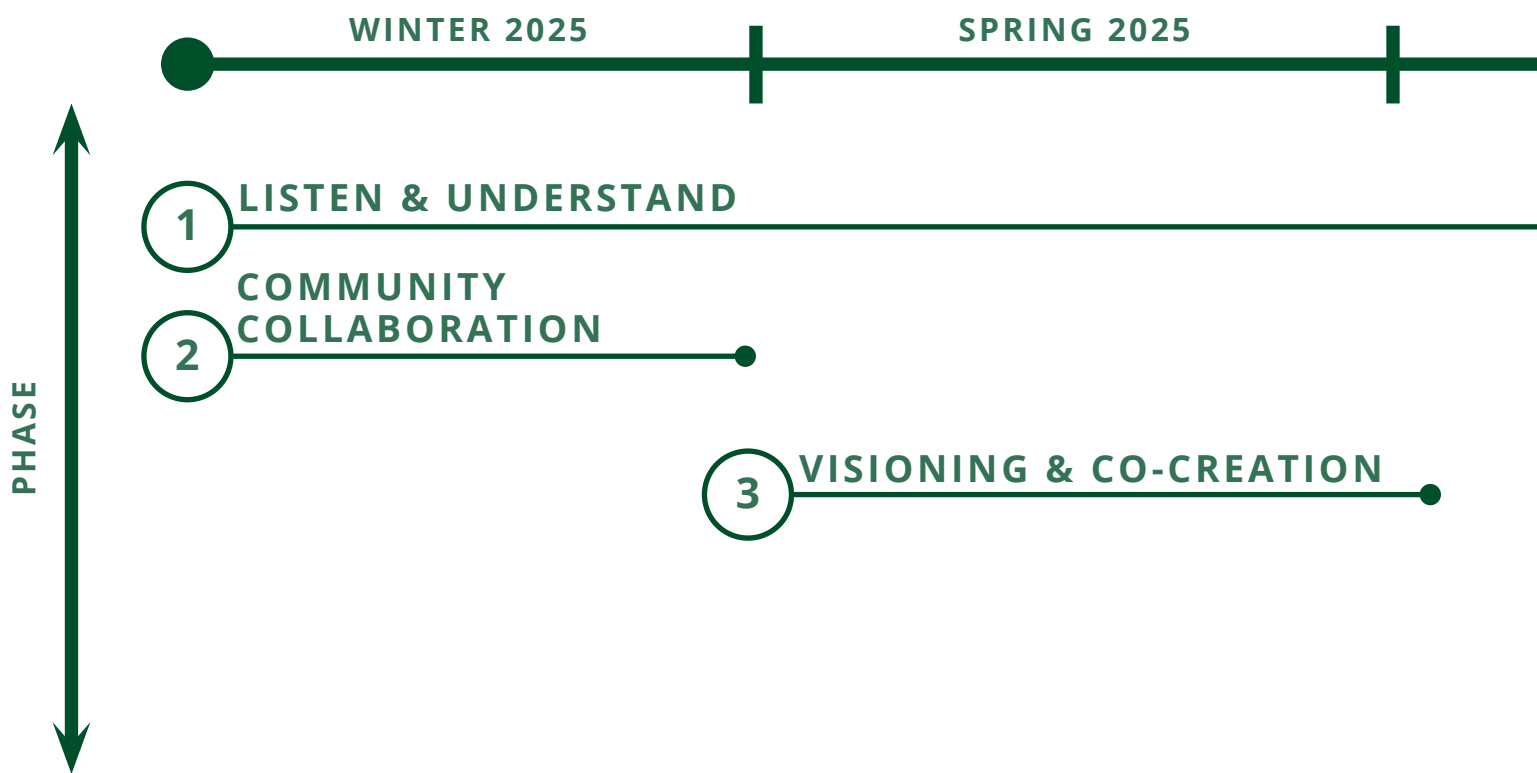


1.3 | METHODOLOGY AND PROCESS OVERVIEW

As a consultant to the Town of Huntersville, Neighboring Concepts proposed a thoughtful framework for project delivery that set the tone for how the Preservation Plan would be developed. While the final product is a Preservation Plan, the top priority was to establish a deep understanding of the Pottstown community, including its values, concerns, and aspirations, through a robust community engagement process. Recognizing that multiple perspectives enrich the design process, we prioritized connecting with a broad range of stakeholders and ultimately engaged 48 individuals over the course of the project.

Over five carefully structured phases spanning nine months, Neighboring Concepts partnered closely with Pottstown residents to co-create the plan. Through meaningful engagement and collaboration, the resulting Preservation Plan reflects the community’s vision for honoring and enhancing Pottstown’s historic character. It is grounded in principles of unified community-led development, cultural stewardship, and alignment with policies that support long-term preservation.

PROJECT TIMELINE





SUMMER 2025

FALL 2025

4

NARROWING IN
ON THE PLAN

5

ROADMAP FOR IMPLEMENTATION

PHASE 1:LISTEN AND UNDERSTAND

9 months | Winter 2024 - Fall 2025

The first phase of the Pottstown Community Preservation Plan centered on listening to the community and gaining a clear understanding of how the residents view their current conditions and vision for the future. This ongoing effort prioritized identifying residents’ goals, dreams, and priorities by building upon existing and previous plans for the area.

KEY ACTIVITIES INCLUDED:

- Reviewing existing and potential future land uses, environmental conditions, and transportation connections.
- Collaborating with key partner organizations to align efforts and share insights.
- Developing a community engagement strategy to ensure inclusive participation and that all voices were heard.

The primary goal of Phase One was to ensure that the Preservation Plan authentically reflects what the community values and envisions for Pottstown’s future.



PHASE 2: COMMUNITY COLLABORATION

3 months | Winter 2025 - Spring 2025

The second phase of the Pottstown Preservation Plan focused on fostering deep collaboration with the community. A multi-step, intensive planning workshop brought residents together to brainstorm ideas and develop strategies for equitable development and resource alignment.

KEY ACTIVITIES INCLUDED:

- Developing inclusive concepts that create opportunities for all members of the community.
- Engaging key stakeholders through targeted meetings to align priorities and gather input.
- Conducting one-on-one interviews to capture a wide range of perspectives and lived-experiences.

This phase ensured that residents played a meaningful role in shaping the strategies and priorities for Pottstown's future, reinforcing the importance of community-led planning and shared decision-making.



Photo taken at Community Workshop held on April 02, 2025 at the David B. Waymer Center.

PHASE 3: VISIONING & CO-CREATION

6 months | Spring 2025 - Early Summer 2025

The third phase focused on visioning and co-creation, where draft concepts were studied and refined to advance the community's vision for equitable development and investment in local assets.

KEY ACTIVITIES INCLUDED:

- Polling residents to gather feedback and preferences on proposed concepts.
- Analyzing applicable Codes and Ordinances, infrastructure and environmental reviews, and exploring potential funding sources for future projects.
- Assessing the capacity of local organizations and identifying opportunities for capacity building to support effective implementation.

This phase aimed to produce clear, actionable strategies that align with Pottstown's long-term goals and reflect the community's ability to lead and sustain meaningful change.



PHASE 4: NARROWING IN ON THE PLAN

2 months | Summer 2025

In the fourth phase, the focus shifted to refining and finalizing implementation strategies to advance the Pottstown Community Preservation Plan. This stage emphasized coordination, prioritization, and alignment with available resources to ensure the plan's feasibility and long-term success.

KEY ACTIVITIES INCLUDED:

- Building consensus around high-priority strategies identified through earlier engagement.
- Collaborating with key agencies to ensure coordinated and aligned efforts.
- Refining the plan to match current and potential funding opportunities.
- Prioritizing the most promising concepts for advancement and implementation.

This phase ensured that the Preservation Plan was grounded in realism, strategic coordination, and shared ownership, reflecting both community aspirations and practical pathways for action.



PHASE 5: THE ROADMAP FOR IMPLEMENTATION

2 months | Late Summer 2025 - Fall 2025

The fifth and final phase focused on delivering a comprehensive, community-backed Preservation Plan supported by a multi-year implementation strategy. This phase emphasized sustainability, long-term stewardship, and actionable steps to bring the plan to life.

KEY DELIVERABLES AND ACTIONS INCLUDED:

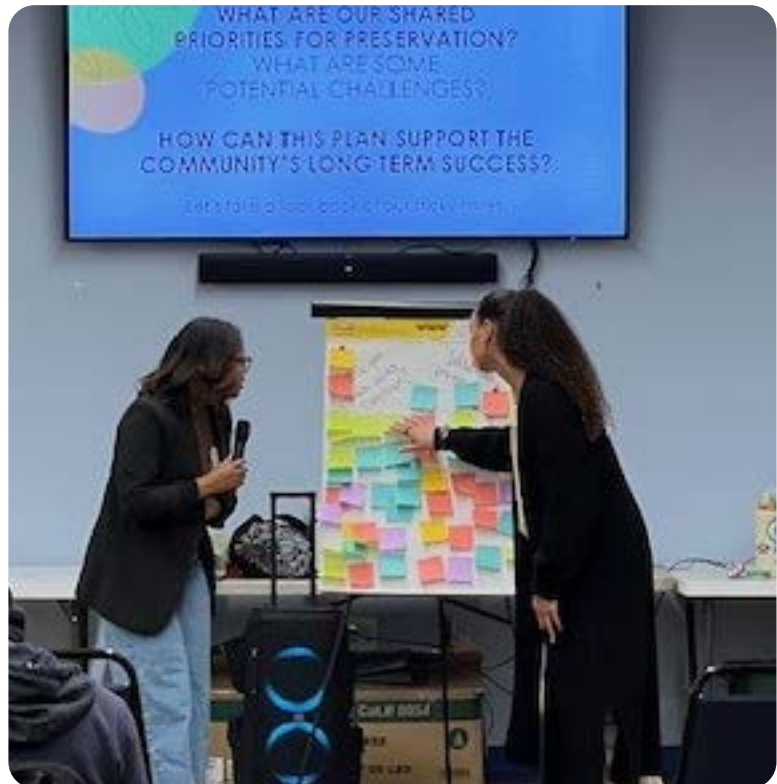
- Presenting the Implementation Framework to local leaders and stakeholders for feedback and alignment.
- Providing tools and resources to empower residents in advancing the Plan's goals and maintaining community ownership.
- Outlining a clear, community-driven roadmap for preserving and enhancing Pottstown's future, including timelines, decision points, and strategies for securing funding.

This phase ensured that the Preservation Plan is not only visionary but also practical, designed to be implemented over time with shared responsibility and continued community engagement with the leadership of a unified community organizing group.





2.0 VISION, GOALS, AND STRATEGIC FRAMEWORK



2.1 | PRESERVATION VISION

STRATEGIES INTRODUCTION

The shared vision for Pottstown is forward-looking and, above all, honors the past while building a future rooted in equity, community identity, and mutual solidarity among neighbors.

PROTECT

Pottstown residents emphasized that they feel increasing pressure as outside influences interact with the physical and cultural elements that define their neighborhood. While thoughtful change is welcomed, displacement is not. Protecting the community's core assets is essential to preserving its identity and future. These assets include:

- Historic homes and landmarks
- Land and homes passed-down generation to generation
- Social infrastructure including schools, churches, and parks
- Affordability and accessibility for long-term residents.

HONOR

Uplifting the legacy: culturally, historically, and emotionally

- African American heritage and contributions to Huntersville and beyond
- Community biographies, oral history, and lived-experience
- Traditions and events that have fostered belonging in Pottstown
- Elders, families, and local leaders who have shaped the neighborhood and advocated for Pottstown

BUILD

A shared determination to organize together, and lay the foundation for a thriving future for Pottstown, not one that is left in the past or erased.

- Create avenues for intergenerational ownership and wealth
- A framework to designing spaces and housing in Pottstown WITH Pottstown Community
- Encourage policy change that puts equity and justice at the forefront
- Cultivate the idea of collective care amongst neighbors, mutual support and accountability will go a long way

2.2 | PRESERVATION GOALS

Preservation Goals serve as the guiding light of this document. They anchor the approach to the preservation plan and help ensure that, as the action plan is implemented, the needs of the community remain at the center. These goals were developed collaboratively with the community during a nine-month engagement process.

The Neighboring Concepts team identified recurring themes from early meetings by asking the community: *What does preservation in Pottstown mean to you? What makes Pottstown feel like home or an important place?* After synthesizing the responses, five key themes emerged (additional details are included in the appendix) and helped define what matters most to the community and directly informed the goals of the Preservation Plan:



01 STRENGTHEN COMMUNITY ASSETS



02 PRESERVE NEIGHBORHOOD CHARACTER



03 CELEBRATE AFRICAN AMERICAN HERITAGE



04 ADVANCE HUMAN DIGNITY AND JUSTICE



05 FOSTER COMMUNITY AND BELONGING

2.2 | PRESERVATION GOALS



01 STRENGTHEN COMMUNITY ASSETS

Buildings are living history; they tell the story of the past and stand as evidence of a community's roots and contributions. In Pottstown, community members want to preserve and strengthen meaningful buildings that have shaped their lives and families. Structures such as Torrence-Lytle High School, Torrence -Lytle Community Center, and David B. Waymer Park are just a few examples. Maintaining, repurposing, and activating these spaces with community life is a key goal. Efforts from both internal and external stakeholders to invest in and care for these buildings serve as reminders that the people of Pottstown are seen, valued, and remembered.



02 PRESERVE NEIGHBORHOOD CHARACTER

Pottstown is known for its modest homes and strong sense of community, with roots in a legacy of agriculture and farming—even if little open land remains today. Residents have voiced a strong desire to preserve this unique character, especially the charm and history of older homes built and owned by long-time residents. There is a shared hope that new construction will respect the scale and context of the existing neighborhood. While open space is limited, the community values what remains and seeks to avoid overdevelopment. Though residents welcome thoughtful change, preserving the neighborhood's character remains a top priority.



This image shows a welcome sign for Pottstown, installed in front of Torrence-Lytle High School, a historic site owned by the Mecklenburg County Historic Landmarks Commission. Created in partnership with a local artist to honor the community's heart and heritage, the sign was unveiled during a ceremony covered by Queen City Nerve on October 23, 2023.

Image via qcnerve.com



03 CELEBRATE AFRICAN AMERICAN HERITAGE

Pottstown is deeply rooted in African American history and culture. Like many resilient Black communities across the country, Pottstown has created a space for Black families to live, work, and thrive despite the challenges of segregation and systemic inequity. By celebrating this heritage, the community honors past struggles and triumphs, reinforcing the importance of continuing the work toward equity and justice. Acknowledging this legacy provides both inspiration and direction for future efforts.



05 FOSTER COMMUNITY AND BELONGING

Pottstown thrives on its strong sense of connection and shared identity. While visions for the community's future may differ, residents agree on the importance of fostering a spirit of belonging. Community events like Sunday meals, summer festivals, and Torrence Lytle School Galas are essential for maintaining this bond. These gatherings encourage laughter, fellowship, and shared experience. The tradition of knowing your neighbor, offering support, and building trust continues to be a defining feature of life in Pottstown.



04 ADVANCE HUMAN DIGNITY AND JUSTICE

At the heart of community organizing in Pottstown is the pursuit of justice and human dignity. Residents who have historically been marginalized continue to express a strong desire for equity, acknowledgment, and honesty. There is a deep need to be seen, heard, and respected—to have their history recognized and their humanity affirmed. While systemic injustice cannot be solved overnight, the community remains deeply committed to ongoing efforts that advance dignity and justice for all.

***"WE ARE HISTORY. WE ARE
POTTSTOWN AND WE HAVE A
WEALTH OF HISTORY TO GIVE."***

-LaToya Rivers

via qcnerv.com 10/23/23

2.3 | PRESERVATION TOOLS: WHAT'S POSSIBLE

INTRODUCTION

Pottstown residents seek to preserve not only buildings, but also the culture, memory, and legacy of generations of African American life. Preservation here means honoring a way of life and preventing the displacement of families who fought to build and sustain this community. It represents an ongoing commitment to sustainable change centered on local needs. This document serves as a guide for residents, leaders, and all who care about Pottstown's future.

ORGANIZATION OF THE PRESERVATION PLAN

This preservation plan is organized into three core components: Goals, Toolkits, and Tools. **Goals** guide the development of the focus areas, organized into Toolkits. **Toolkits** are strategic approaches to achieving the plan's goals. Each Toolkit includes a set of **Tools**: recommended, context-sensitive strategies that the community, Town, and all other allied-agencies can use to align efforts and drive progress. The Tools are *optional*. Some may not prove feasible, but the Town and Pottstown Community can collaborate to explore, test and decide upon which of the tools to advance into use.

Each tool includes:

- A clear description of the strategy
- Community efforts required
- Town and other agencies' responsibilities
- Potential partnerships
- Guidance on how to get started

Community efforts refer to what can be initiated, organized, or advocated-for locally. **Town efforts** include actions the municipality can fund, implement, or support. Some strategies may be led independently, while others require collaboration between the community, Town, and other allied-agencies. Tools also include estimated time commitments and potential upfront or ongoing costs to help inform decision-making.

This preservation plan will be an ongoing process, one that will evolve based on time, collaboration, and shared commitment. It was created specifically for Pottstown, grounded in community voices and guided by values of care, equity, and empowerment.

HOW TO NAVIGATE THE TOOLS

The descriptor below illustrates how to navigate the Tools in the Plan.

Each tool includes a relative gauge of time and costs to implement:

TIME 🕒 🕒 🕒 Tool exists or could be put into action within 2 years.

TIME 🕒 🕒 🕒 Tool could be in place within 5 years.

TIME 🕒 🕒 🕒 Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$ \$ \$ Tools may require short-term volunteer labor to get started, but represent modest costs.

COST \$ \$ \$ Tools may need short-term funding sources, primarily from local sources that are known.

COST \$ \$ \$ Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

Number and title of the tool within the toolkit

C8 | NONPROFIT HOUSING & COMMUNITY DEVELOPMENT CORPORATIONS (CDC'S)

TIME 🕒 🕒 🕒

COST \$ \$ \$

Description: Create a Community Development Corporation (CDC) or partner with nonprofits that build and manage affordable housing, rehab properties, and support residents with housing. Empowering them expands capacity for community-driven development. An option is to work with organizations like Habitat for Humanity and Lake Norman CDC to resource opportunities in Pottstown. *Provides trusted, mission-driven partners for long-term community investment.*

Community Efforts: Explore the potential to create a CDC by expanding the capacity of one of Pottstown's CBOs to take on development work. Alternatively, partner with nonprofits as volunteers and advocates, provide local knowledge to shape housing priorities, and support fundraising and advocacy campaigns for housing development projects.

Town Efforts: The Town will explore incentives and approaches to support single-family housing development. It can also streamline approvals for nonprofit housing projects and integrate nonprofits into housing strategies, particularly when participating in development projects incorporating a Public-Private Partnership.

Taking the First Step to Enact a Pottstown-based Affordable Housing Initiative:

1. Community expands the capacity of a local group to create a CDC based on existing opportunities for infill housing development or home restoration in Pottstown.
2. Town + Community explore potential partnerships with nonprofit partners active in the region.
3. Community and its partners secure land, homes or funding for first projects.



QC Family Tree, a grassroots nonprofit led by Shamaie Haynes, creates affordable rental homes. It supports resident leadership and advances anti-displacement efforts to protect the neighborhood's deep African American heritage. Their work offers a valuable model that could lend direct expertise to Pottstown CBOs as they explore community-led housing and preservation.

Image from qcfamilytree.org

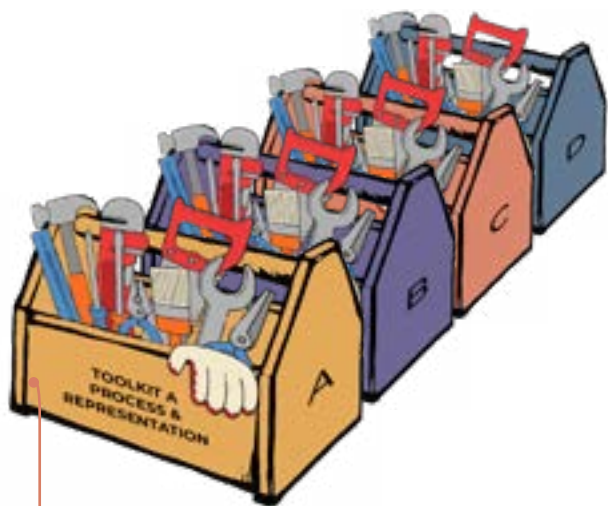
Brief description of the tool

Each tool assists the reader to understand how to get started and clarifies the roles and responsibilities of the Community and the Town

A potential approach to create each tool is described with key steps and/or actions to take

Each tool is accompanied by an explanation of how it aligns with the community's key goals or is supported by a relevant precedent

The Goals shape each Toolkit, and the Toolkits provide Tools to put those Goals into action.



Each Toolkit section is color coded

GOALS

SECTION 2.0



**STRENGTHEN
COMMUNITY
ASSETS**



**PRESERVE
NEIGHBORHOOD
CHARACTER**



**CELEBRATE AFRICAN
AMERICAN HERITAGE**



**ADVANCE
HUMAN DIGNITY
AND JUSTICE**



**FOSTER
COMMUNITY AND
BELONGING**

TOOLKITS

SECTION 3.0

TOOLKIT A

PROCESS &
REPRESENTATION

TOOLKIT B

REGULATORY TOOLS

TOOLKIT C

HOUSING STABILITY

TOOLKIT D

PUBLIC & NONPROFIT
INVESTMENTS

TOOLS

SUBSECTIONS

5

TOOLS

3

TOOLS

9

TOOLS

7

TOOLS

3.0 TOOLKITS FOR PRESERVATION STRATEGIES



Image via wfae.org

3.1 TOOLKIT A

PROCESS & REPRESENTATION

INTRODUCTION

The tools for Toolkit A address the systems of decision-making, representation, and accountability that enable neighbors to shape community outcomes. The strategies represented in Toolkit A can ensure that residents have true influence in shaping development and investment in their neighborhoods.

The intention of Toolkit A is to unify and strengthen a coalition of Pottstown’s Community-Based Organizations (CBOs) and leaders, which include the community organizations of **Mababu Live**, the **Pottstown Heritage Group** and the **Torrence-Lytle High School Alumni**, as well as other active community elders and volunteers working on their own initiatives, including projects documenting Pottstown’s history. We shall simply refer to this group as the “Pottstown coalition” – or simply: the “coalition” —in this document. As an example, a coalition group is already meeting as the “Pottstown Leaders Group” with County projects.

By strengthening collaboration between Town leadership and the Pottstown coalition, the elements of Toolkit A will allow both entities to effectively co-implement the critical paths needed for preservation outcomes. Overall, the tools in Toolkit A could be achieved within a short timeframe. Tool A1, Formalize a Community Coalition for Pottstown, is the most important of the tools in this plan to begin with, for all the other tools of the Pottstown Community Preservation Plan will need the dedicated leadership of this body to implement them, working not just with the Town but all other agencies. This is recommended allow community members to more easily organize in coordinating their efforts among the independent projects of multiple partners and agencies.



Image from ajc.com



Image from investatlanta.com



Image from atlantamagazine.com



Image from knowatlanta.com



GEORGIA STAND-UP

Community-Based Organizations like Georgia STAND-UP played a decisive role in embedding community protections into the Atlanta BeltLine project, which utilized a former rail line to catalyze a major community reinvestment effort. In 2005, as Atlanta City Council prepared to authorize nearly \$2 billion in Tax Allocation District (TAD) funding for redevelopment, the advocacy of Georgia STAND-UP influenced

the City to require developers using BeltLine TAD funds to meet community benefit standards. Outcomes included a dedicated BeltLine Affordable Housing Trust Fund (15% of TAD proceeds) and commitments to local hiring, workforce training, and equitable development.



Image from georgiastandup.org

TOOLKIT A ELEMENTS



TOOLKIT A OBJECTIVE

To strengthen community organizing and stewardship processes.

Within this toolkit, the tools work together to create mechanisms for community representation and leadership, to add processes for effective and ongoing dialogue, and to resource community organizing.

STRATEGIES

- A1 | FORMALIZE A COMMUNITY COALITION FOR POTTSTOWN

The Pottstown community can establish a unified, organizing body to lead community-driven preservation in partnership with the Town and other public bodies. Members of all Community-Based Orgs should be represented. *Creates a unified voice for Pottstown and ensures organization to shape decisions that impact Pottstown's future.*

- A2 | ORGANIZE INFORMAL DEVELOPER DISCUSSIONS WITH THE COMMUNITY

Encourage developers to hold meetings with representatives of the community (e.g., Coalition) for projects requiring Town Board decisions. Work within established processes to organize as a community to enable productive dialogue between developers and the community, ensuring that community priorities can shape projects from the start. *Builds trust, collaboration, transparency, and influence for residents at the earliest stage of certain types of development.*

- A3 | POTTSTOWN COMMUNITY RESOURCE WEBPAGE

Establish a Pottstown Community resource site that plugs into the Town's existing online dashboards to offer a central, accessible source of information especially tracking development matters (e.g., rezoning petition status updates and community mobilization/engagement opportunities). *Keeps residents informed on community matters as well as active and proposed development projects in Pottstown, ensuring no one is left out of key decision points.*

- A4 | ANNUAL POTTSTOWN PRESERVATION AWARDS AND UPDATE

An annual Pottstown Community meeting organized by Community-Based Organizations to review the preservation initiatives and plans in progress (or ahead) for the preservation of Pottstown. *Fosters goal-setting, recognizes success, invites public partners for updates, identifies areas for improvement, and strengthens collaboration, reflection, and organization advancing preservation.*

- A5 | COMMUNITY REPRESENTATION IN ADVISORY BOARDS

Continue to encourage Pottstown community members to enroll in Huntersville 101 (citizen's academy) and to volunteer on advisory boards (both Town and County). *Elevates local voices to represent community interests, safeguard community priorities, and promote equitable outcomes.*

A1 | FORMALIZE A COMMUNITY COALITION FOR POTTSTOWN

TIME



COST



Description: Community leadership should formalize a standing body of community stakeholders diversely representing a coalition of community leadership bodies. In this document we shall call this group the “**Pottstown coalition**” as a temporary basis until such an entity is named. The coalition will be a recognized, regularly convening body of community elders, community organizers, and representatives from Pottstown-based organizations like Pottstown Heritage Group, Mababu Live, and the Torrence-Lytle H.S. Alumni. Its role is to guide and coordinate community-led efforts identified in this Preservation Plan, working with the Town of Huntersville to implement the Pottstown Community Preservation Plan, as well as to collaborate with the County and other agencies on their projects. The coalition should reflect Pottstown’s full diversity and represent the community’s priorities in planning, preservation, and development matters. *Creates a unified, representative voice for Pottstown and ensures locally diverse voices shape decisions that impact their future.*

Community Efforts: Establish the coalition entity with a transparent, inclusive selection process for members. Organize into reporting committees or work groups keeping track of community matters, initiatives, and public projects, including the implementation efforts for the Pottstown Community Preservation Plan.

Town Efforts: Through the adoption of this Plan, officially recognize the coalition body (yet to be named) as the community’s implementing body of the Pottstown Community Preservation Plan.



Image from smithvillecommunitycoalition.org

The Smithville Community Coalition in Cornelius could be a great partner for coalition building. Their recent experience as a community mobilizing advocacy for resources, funds and public sector partnership in their initiatives for community development and staying power could offer valuable lessons learned.

KEY STEPS

- 1 Community Call-to-Action:** Convene a community-wide meeting to announce the creation of the coalition and invite applications from residents, while also supporting current processes that promote unified community leadership. A coalition structure is recommended to divide tasks among work groups, reducing the burden on any one individual to attend to every project or process.
- 2 Member Recruitment:** Select members from community organizations, faith-based groups, and other community-based entities to ensure broad representation.
- 3 First Official Meeting:** Coalition sets priorities, assigns committee responsibilities, and establishes reporting processes across the different plans, projects and agencies.
- 4 Organizational Mobilization:** Name and establish the coalition. An administrative workgroup should be selected to draft meeting structures, lead coordination, and establish communication protocols that build on the patterns already established. Work with the Town, County and nonprofit/consulting organizations for assistance (see Step #5).
- 5 Capacity Building:** Train members on organizational sustainability, grant writing, research, story-building, Town/County processes, and any relevant laws/statutes and procedures. Work with grants or coaching programs available from the United Way, governmental partners and others to resource consulting for organizational capacity building.

A2 | INFORMAL, COMMUNITY-ORGANIZED DISCUSSIONS WITH DEVELOPERS

TIME



COST



Description: Encourage developers to hold meetings with representatives of the community (e.g., Coalition) for projects requiring Town Board decisions. Work within established processes to organize as a community to enable productive dialogue with developers, ensuring that community priorities can shape projects from the start. *Builds trust, collaboration, transparency, and influence for residents at the earliest stage of certain types of development.*



Advance Human Dignity and Justice

Promoting developer-community dialogue in early stages of development review, with the community at the table, creates a critical opportunity to bring local values and goals into new development proposals. This serves as a productive forum for developers to gain community support, ensures Town Board members hear from Pottstown’s leadership, and the community gains a unified voice and self-representation to promote dignity and justice.

Community Efforts: Assemble a development review committee from Coalition (be sure to include a representative of any housing nonprofit or Community Development Corporation who can lend development expertise and negotiation skills). Assign review committee roles and responsibilities and formulate a process to review each application following clear guidelines and methods of review that ensure that the community’s preservation goals are addressed consistently. For this, we recommend that the Coalition create a development review scoring tool that evaluates development characteristics to meet the Goals of the Preservation Plan using clear and concise language and objective metrics.

Town Efforts: The Town will answer questions about existing procedures to ensure transparency throughout all discretionary processes requiring Town Board decisions. For an Applicant, the process outlined here shall remain a purely voluntary step to undertake to help secure the community’s support. Existing Town procedures shall remain in place as for any other application.



Image from thealliancetc.org

Organizing an Effective Discussion:

1. Coalition organizes internally to evaluate projects being proposed in or in proximity to Pottstown.
2. Invite a developer Applicant to meet one-on-one with the coalition to discuss their project.
3. Coalition members present community goals and objectives for preservation, and a designated coalition member leads an expertly structured discussion listening to the Applicant's goals and considerations for their development.
4. Coalition attendees provide a summary review on the applicant's meeting to the coalition membership body.
5. After discussing the results of the meeting with the coalition membership, the coalition provides a structured response to the Applicant outlining the benefits and concerns of the Applicant's project, including suggestions to adjust to better their project's support for community preservation.
6. Applicant can continue meeting separately with the coalition.
7. Based on Applicant's responses and ability to negotiate with the coalition, prepare speakers to speak on behalf of the coalition at Town Board meetings.

A Model Community Process:

The Alliance for Metropolitan Stability (Twin Cities, MN) organizes community-led developer meetings. These are typically informal but structured around building dialogue, trust and transparency. In the Twin Cities, groups like the Alliance convene developers to present early concept plans in neighborhood forums. Residents and community leaders walk through priorities such as housing affordability, cultural preservation, and public benefits, while facilitators record commitments and expectations. This creates a shared record of community concerns, giving developers a roadmap to secure grassroots support and reducing opposition later in the approval process.

A3 | POTTSTOWN COMMUNITY RESOURCE WEBPAGE

TIME



COST



Description: Establish a Pottstown Community resource website that plugs into the Town’s existing online websites to offer a central, accessible source of information especially tracking development matters (e.g., rezoning petition status updates and community mobilization/engagement opportunities). *Keeps residents informed on community matters as well as active and proposed development projects in Pottstown, ensuring no one is left out of key decision points.*

Community Efforts: The coalition, working collaboratively with partners, can develop the website. A website dashboard would ideally centralize elements already present across Town websites (or Open Data dashboards). The website can also make the information accessible in plain language, drawing out those contextual factors that clarify the relevance to Pottstown. Pottstown Community-Based Organizations can help publicize the webpage via community networks and provide feedback on user-friendliness and missing information.

Town Efforts: The Town of Huntersville can advise the community in plugging into the existing online Town resources listing project descriptions/plans, meeting dates, staff reports, approval stages, etc.

KEY STEPS

- 1

Town Planning Department can assist the community to access existing online channels.
- 2

Community creates a webpage and test-runs website and identifies improvements.
- 3

Updates made before public launch.
- 4

Webpage promoted at Community events.

A4 | ANNUAL POTTSTOWN PRESERVATION AWARDS AND UPDATE

TIME



COST



Description: An annual Pottstown Community meeting organized by the coalition or a Community-Based Organization to review the preservation initiatives and plans in progress (or ahead) for the preservation of Pottstown.

Fosters goal-setting, recognizes success, invites public partners for updates, identifies areas for improvement, and strengthens collaboration, reflection, and organization advancing preservation.

Community Efforts: Coalition can prepare an awards show and a session to present a status update and to discuss progress on preservation initiatives and projects.



Celebrate African American Heritage

At the heart of this Annual Meeting is a moment of celebration and reflection on the efforts made throughout the year to help Pottstown thrive. It is also an opportunity to honor the work and activism of the Coalition, celebrating African American heritage and recognizing their role in carrying forward the legacy and vision of their ancestors.

Town Efforts: With the Coalition’s invitation, Town and County staff can attend the annual meeting and provide staff presentations on projects, including the status of the Preservation Plan’s implementation steps.



The Village Preservation (Greenwich Village, NYC) nonprofit hosts an Annual Meeting and Village Awards event that celebrates local preservation heroes, reviews progress, and sustains public engagement in ongoing neighborhood stewardship.

Image from villagepreservation.org

A5 | COMMUNITY REPRESENTATION IN ADVISORY BOARDS

TIME



COST



Description: Continue to encourage Pottstown community members to enroll in Huntersville 101 (citizen’s academy) and to volunteer on advisory boards (both Town and County). *Elevates local voices to represent community interests, safeguard community priorities, and promote equitable outcomes.*

Community Efforts: Recruit and mentor potential advisory group candidates. Consider building the leadership capacity of local residents and Community-Based Organizations by encouraging enrollment in Huntersville 101, a seven-week, citizen-focused course to educate participants on the services and responsibilities of the Town.

Town Efforts: Encourage Pottstown representatives to continue serving on advisory boards/committees. Be sure to advertise vacancies on these bodies to the coalition and its community networks.

KEY STEPS

- 1

Community members enroll in Huntersville 101.
- 2

Coalition tracks for Advisory Board openings and encourages residents to apply.
- 3

Town Board may appoint members. Training is provided for all appointed members.
- 4

Pottstown advisory group members keep the coalition updated on Pottstown-related advisory board matters.



Meeting with Community Coaches (July 17, 2025)

COMMUNITY COACHES

Contact Information

Pottstown community members had a chance to meet with three community advocates leading initiatives in Mecklenburg communities that are also experiencing threats to their preservation. They have offered their wisdom and support to continue conversations in allyship with Pottstown's initiatives.



Shamaie Haynes | Shamaie@QCFamilyTree.org

Executive Director, QC Family Tree

President, Greater Enderly Park Neighborhood Association

Encouraged neighbors to organize collectively, stating that "you only get what you organize for".



Rickey Hall | rickey@westblvdnc.org

Senior Board Chair, West Boulevard Neighborhood Coalition

Board of Three Sisters Market

Champions the Community Land Trust (CLT) model to preserve affordability and urged residents to understand the push and pull of the systems at play in organizing for projects.



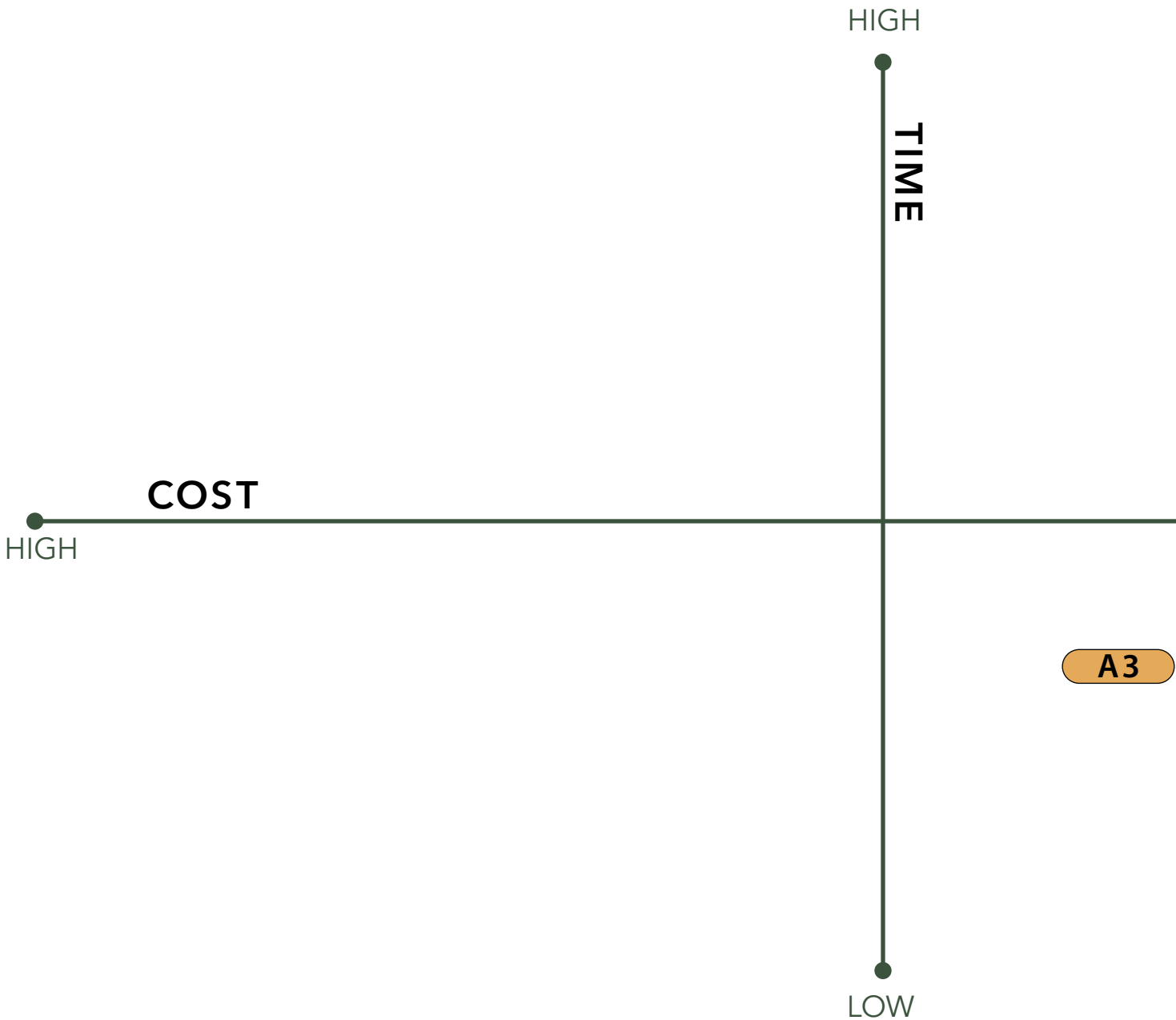
Tiffany Capers | tcapers@rwci.org

Executive Director, Renaissance West Community Initiative

(at the time of the meeting she was with CrossRoads Corp. in Grier Heights)

Highlighted the importance of asset-based initiatives and starting with a shared resolve and basis of understanding, convening an "Indaba" (a gathering to agree on community matters) before diving into action.

High impact, but demand
strong commitment and skill



High impact but short term roles,
Example: Traffic Safety Improvements

Tasks are easy to do but require ongoing time commitment

COMMUNITY EMPOWERMENT

CONCLUSION

As the Downtown Huntersville area and its immediate surroundings continue to grow, Pottstown will continue to face challenges for preservation. Town and County bodies regulating and influencing land use, public services, law enforcement, economic development, neighborhood improvements, community resources and facilities will need the perspectives of Pottstown's leaders to create staying power in Pottstown.

To empower the Community, thankfully, the Tools in Toolkit A are all quite achievable with volunteer hours and modest resources. Unity and community resolve are the key. Through a dedicated, unified group of community organizers, all of these elements could be in place within a year.

LOW

A2 ORGANIZED DISCUSSIONS WITH DEVELOPERS

COMMUNITY RESOURCE WEBPAGE

A5 COMMUNITY REPRESENTATION ON ADVISORY BOARDS

A4 ANNUAL POTTSTOWN PRESERVATION AWARDS & UPDATE

A1 FORMALIZE A COMMUNITY COALITION FOR POTTSTOWN

Low hanging fruit, quick and easy ways to get people involved

3.2 TOOLKIT B

REGULATORY TOOLS

INTRODUCTION

The strategies in this toolkit focus on tailoring regulations around what can be built, where, and how. These tools may revisit existing standards or introduce new regulations, as preservation is typically regulated by zoning, overlay districts, land-use plans, and design standards. These determine what can be built and how buildings fit within the historic context, ensuring alignment with the community's preservation strategy and ensuring residents have a meaningful role in development decisions.

Preservation-oriented zoning ordinances often add incentives for affordable housing, apply stronger review procedures, and create building standards supportive of historic context. However, incentives may favor higher-density areas over single-family neighborhoods and may fall short of delivering meaningful levels of affordable housing, potentially detracting from Pottstown's goal of retaining its residents.

If an incentives approach is used in the Overlay District Tool (Tool B1), the recommendation of this Plan is to explore ways to innovate the incentivization model to apply financial incentives to preservation outcomes. For instance, projects preserving housing could be granted access to special grants and programs available for rehabbing the homes. Any kind of housing fund would be the product of a Town Board action, but the Town can explore adopting this approach.



Flyer from offbeat.com



Image from prcno.org



Image from prcno.org



Image from prcno.org



THE NEW ORLEANS CASE STUDY FOR PRESERVATION

In New Orleans, the regulatory frameworks for historic preservation demonstrate that regulations can only do so much. Their approach to incentivizing preservation is to create financing programs that make preservation and affordability feasible. The city therefore offers various financial tools to make the financing for preservation projects pencil out. The New Orleans Redevelopment Authority helps deals in historic corridors to close by offering gap financing for rental projects, often rehabbing historic properties. CDBG-backed loans help first-time home-buyers to overcome upfront costs with forgivable Soft Second mortgages. Finally, developers can stack tax credits with grants to further de-risk rehabilitation projects for housing.

TOOLKIT B ELEMENTS



TOOLKIT B OBJECTIVE

To guide growth and protect neighborhood character, helping ensure consistency, predictability, and equity in Pottstown's built environment.

The Tools in this Toolkit add regulatory controls to safeguard housing, ecological assets, community character, and cultural and economic resilience. Together, they set the ground rules for equitable, community-centered development in a way that conforms to the goals of preservation.

STRATEGIES

- B1 | OVERLAY DISTRICT FOR PRESERVATION & HOUSING STABILITY

Special zoning overlays can tailor rules to protect Pottstown's character, limit demolition of historic structures, and support community needs and goals. *Keeps growth consistent with community identity.*

- B2 | GREEN DEVELOPMENT POLICIES AND STANDARDS

Work with current Town initiatives that enhance sustainability and resilience in Pottstown with context-sensitive development standards and proactive policies and programs to execute green standards. These strategies can support long-term community health and reduce climate-event risks, not just in Pottstown but in the greater surrounding area. *Protects residents from flooding, heat, and high energy costs while preserving ecological resources.*

- B3 | PROTECTION AND CONSERVATION OF HISTORIC & CULTURAL ASSETS

Enhance the regulatory tools already available to protect historic and cultural sites and provide incentives for rehab. Continue to engage in dialogue with the Charlotte-Mecklenburg Historic Landmarks Commission (HLC) and the Town to discuss enhancing protective measures in the Zoning Ordinance and existing processes. *Adds additional safeguards to protect and conserve physical and cultural assets that anchor the community.*

B1 | OVERLAY DISTRICT FOR PRESERVATION & HOUSING STABILITY

TIME



COST



Description: Special zoning overlays can tailor regulations to protect Pottstown’s character, limit demolition of historic structures, and address community needs and goals for staying power. *Keeps growth consistent with community identity.*

Community Efforts: Working with the Town of Huntersville, Pottstown community members should provide input on priorities regarding building character, affordability, and design elements. Members can help articulate design factors of community history and identity that can help shape the overlay regulations.

Town Efforts: Town planning staff and the Town of Huntersville Planning Board should explore the feasibility and needs to implement the overlay following the Town’s policies with residents. If the direction seems compelling to

address the needs to preserve housing and historic landmarks and promote housing stability, the Town will then draft and adopt the overlay district with public input. Staff capacity and technical resources for mapping, community involvement, legal review and adoption procedures are needed to ensure proper integration with Huntersville’s Zoning Ordinance.

Key Steps:

1. Town + Community hold community workshops to identify Ordinance priorities.
2. If there is a compelling need for an overlay approach, the Town drafts overlay standards with technical support. For preservation-based overlays, various neighborhood preservation-based models exist in North Carolina and the right approach will need to be tailored based on Pottstown’s context.
3. Town + Community review drafts through the Pottstown coalition and Town Planning Board.
4. Town adopts the overlay district into the Zoning Ordinance.
5. Town + Community monitor outcomes and adjust as needed.



Foster Community Belonging

Creating a sense of belonging is essential to understanding why Pottstown stands firmly against displacement. Rising costs of living and similar systemic pressures often force long-time residents out of the very communities they helped build. An overlay tool with measures incentivizing housing stability could support housing affordability and empower residents to remain rooted in Pottstown.

B2 | GREEN DEVELOPMENT POLICIES AND STANDARDS

TIME



COST \$ \$ \$

Description: Work with current Town initiatives that enhance sustainability and economic resilience in Huntersville’s neighborhoods with context-sensitive development standards and proactive policies and programs to execute green standards. These strategies can support long-term community health and reduce climate-event risks, not just in Pottstown but across the Town’s jurisdiction. An important trade-off to be mindful about is the added expenses that are added to development, which can be significant in some cases to the Town and its residents. *Protects residents from flooding, heat, and high energy costs while preserving ecological assets.*

Community Efforts: Continue advocating for stronger green standards in new projects, especially in protecting the extent of the existing tree canopy in Pottstown and ensuring that new development projects do not compromise Pottstown’s ability to weather flooding, heat, or other environmental impacts.

Town Efforts: Continue working to enhance zoning and development requirements in the Town for stormwater, tree canopy, and green space. Adopting new standards moving beyond current minimal thresholds will require review for statutory compliance. Explore methods to incentivize more energy-efficient, resilient building practices, and higher tree save percentages. Explore stronger stream basin protection and code enforcement improvements to prevent adverse impacts from development projects on neighboring properties. Connect community to agencies to provide technical support to current homeowners wishing to improve their properties for resilience during adverse weather events. Consider offering small need-based grants assisting residential property improvement projects to remove failing trees and improve drainage and erosion-prevention. Utilize public infrastructure projects to secure better conditions on adjacent properties, especially by capturing run-off and improving local drainage conditions.

Ongoing and Potential Actions:

1. Town can consider drafting policies for town-wide environmental regulation protecting Pottstown’s ecological assets (e.g., wildlife corridors and contiguous canopy) and green development standards to address known environmental risks.
2. Community could search for need-based grants/loan programs for small-scale green infrastructure improvements and local resilience projects (e.g., solar energy, removing failing trees near homes).

B3 | PROTECTION AND CONSERVATION OF HISTORIC & CULTURAL ASSETS

TIME



COST



Description: Strengthen the Town’s use of preservation tools, while creating complementary community-led efforts to identify, document, and incentivize rehabilitation of historic and cultural sites. *Explores additional safeguards to protect and conserve physical and cultural assets that anchor the community.*

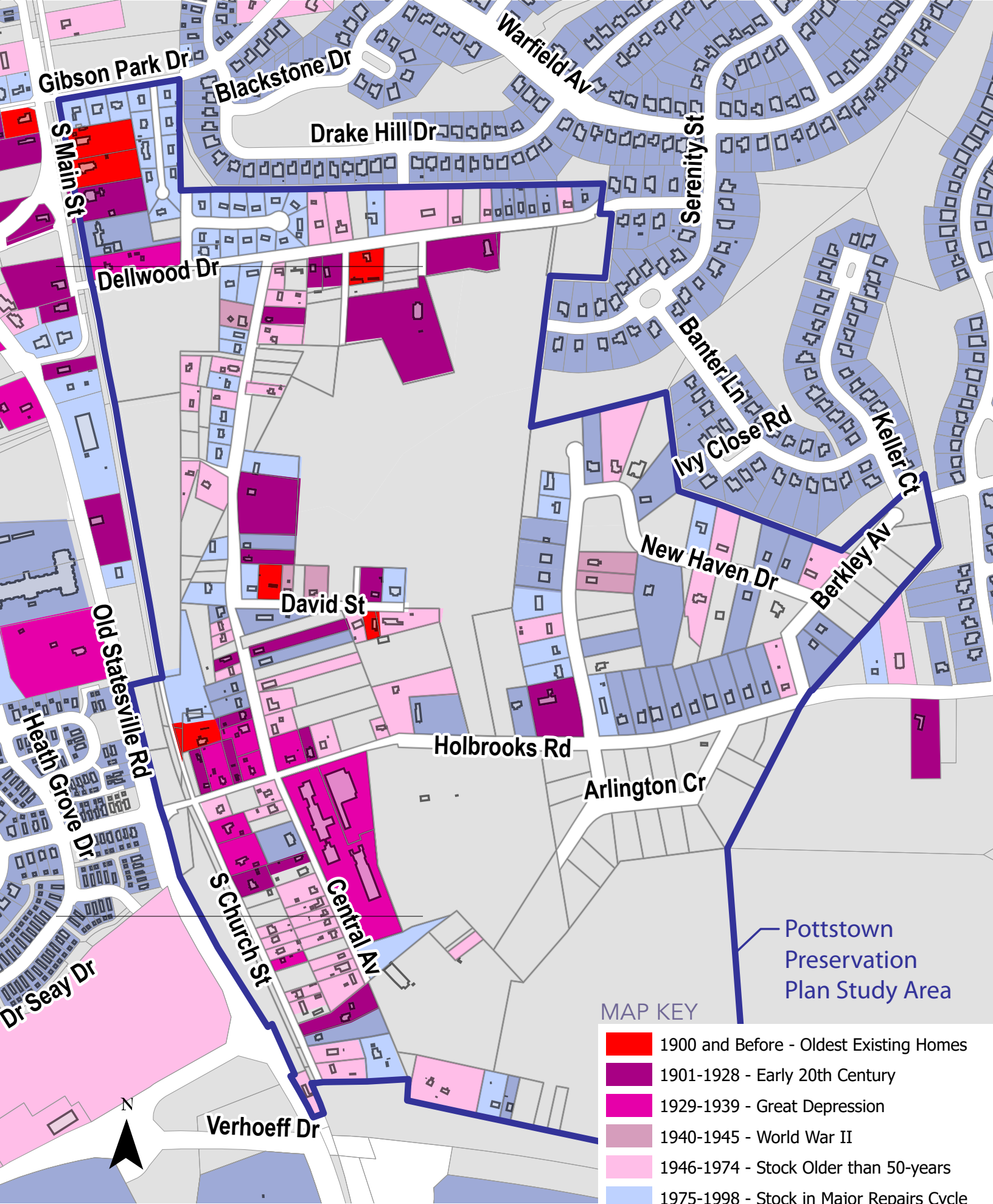
Community Efforts: Continue to identify priority properties through state or local surveys, nominate for designation, and share oral histories. These activities feed directly into the statutory framework and justify Town action.

Town Efforts: Ensure early notification to the Charlotte-Mecklenburg Historic Landmarks Commission (HLC) when demolition permits are requested for properties identified in local or state historic surveys. Explore creating a local historic or conservation overlay district to extend protections to priority neighborhoods (e.g., Overlay Tool B1 for Pottstown). To incentivize preservation, the Town Board may consider support to owners of designated sites, as permitted under the Town’s general spending authority in N.C.G.S. 160A.

- Potential steps to consider:**
- 1. Town + HLC + Community designate and prioritize landmark or district properties through the survey/ designation process.
 - 2. Town + HLC + Community draft a Cultural Resource Policy to guide the use of incentives and overlays.
 - 3. Town + HLC enhance review notification procedures and policy to apply state-authorized demolition delay to historically designated properties.
 - 4. Town + HLC adopt ordinances consistent with N.C.G.S. 160D to expand preservation protections.
 - 5. Town + Community create voluntary incentive programs for conservation.
 - 6. Town monitors and enforces protections.

AGES OF BUILDINGS IN
POTTSTOWN

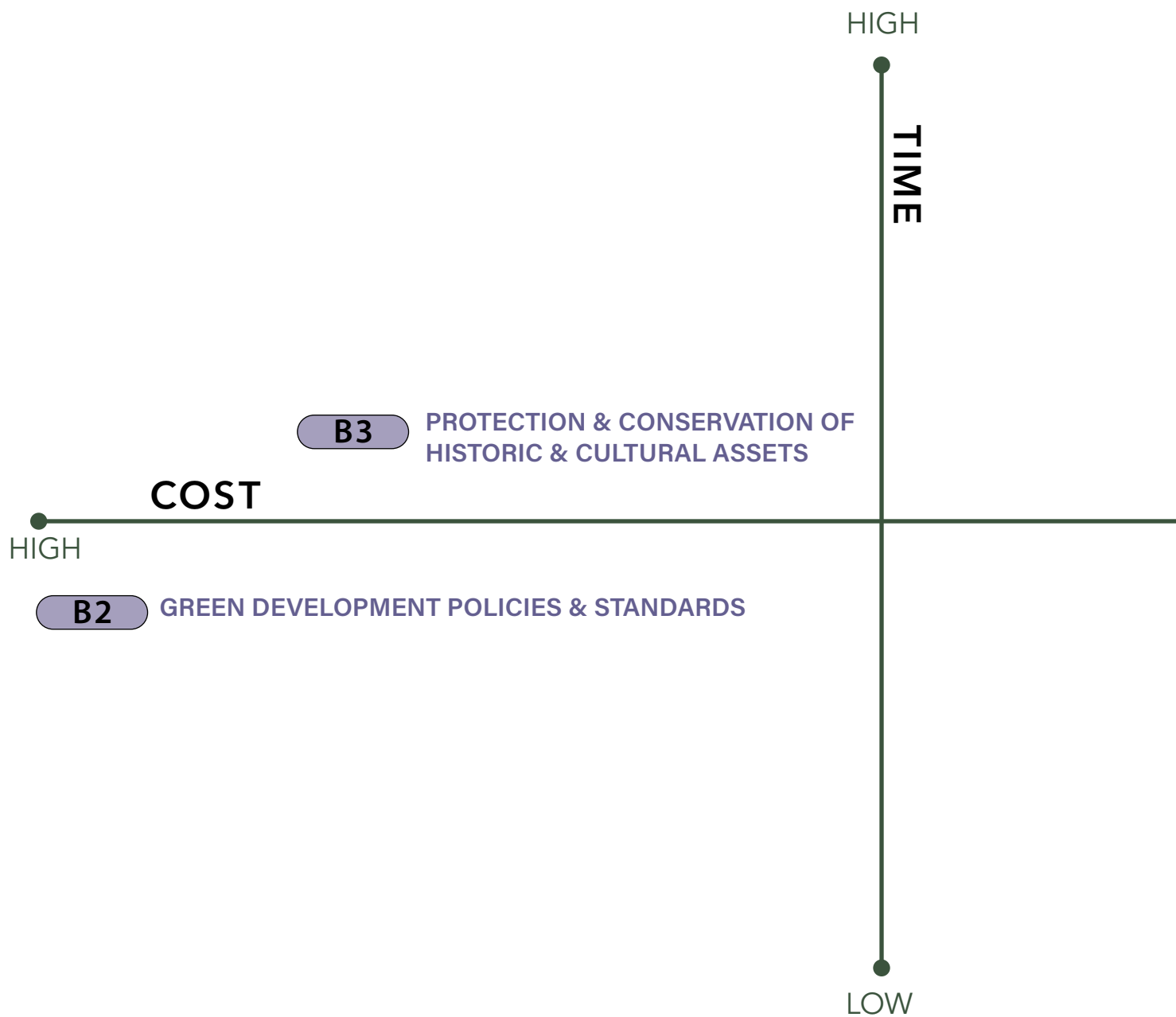
The majority of homes in Pottstown date from the end of the 19th Century to 1975. Fifty (+) years is generally the threshold when homes are considered eligible for historic building rehabilitation programs. Thus, many municipalities typically offer Home Repair Programs for homes older than 50 years. Another substantial number of homes in Pottstown built after 1975 are entering the stages that typically require the first major repairs (e.g., HVAC replacements, stabilization repairs, door and window replacements, and electrical system rewiring).



MAP KEY

- 1900 and Before - Oldest Existing Homes
- 1901-1928 - Early 20th Century
- 1929-1939 - Great Depression
- 1940-1945 - World War II
- 1946-1974 - Stock Older than 50-years
- 1975-1998 - Stock in Major Repairs Cycle
- 1999-2023 - Recently Developed

High impact, but demand
strong commitment and skill



High impact but short term roles,
Example: Traffic Safety Improvements

Tasks are easy to do but require ongoing time commitment

COMMUNITY EMPOWERMENT

CONCLUSION

Lending a unified voice to how the Town customizes Zoning Ordinance regulations and improves development policies and standards will better ensure that the regulatory approaches recommended can reach adoption. By documenting, nominating, and sharing the cultural value of local sites, the Community can also directly shape what the Town recognizes and protects. This partnership ensures that preservation decisions reflect community priorities, giving local voices a formal role in how heritage and identity are safeguarded.



LOW

B1 OVERLAY DISTRICT

Low hanging fruit, quick and easy ways to get people involved

3.3 TOOLKIT C

HOUSING STABILITY

INTRODUCTION

Strategies for Housing Stability focus on keeping residents securely housed, while also creating pathways to own a home. Instead of simply relying on regulatory approaches to preserve housing, communities themselves can proactively organize to prevent vulnerable community members from being displaced. Example efforts include mobilizing aid and support to tenants, helping homeowners to increase their ability to remain in place, rehabilitating housing, and creating place-based nonprofit organizations like **Community Land Trusts** (CLTs), which lease land for affordable homeownership, and **Community Development Corporations** (CDCs), which typically focus on small scale projects for infill housing and community development.

Community-Based Organizations (CBOs), such as the Pottstown Heritage Group, the Torrence-Lytle H.S. Alumni and Mababu Live, are therefore key collaborators in preservation projects. They not only play a stakeholder role, but they can also lead visioning, financing, and implementation of preservation initiatives. Allied CBOs may work on these efforts sometimes by collaborating with **Community Development Financial Institutions** (CDFIs), government agencies and other resource partners. The Ada Jenkins Center—known as the Lake Norman Area’s “Quarterback Agency”—could be a valuable partner for the Pottstown coalition, serving as a resource hub that empowers families and individuals to overcome economic disadvantage. Another standout local example of community-based partnership is the work that LISC Charlotte (Local Initiatives Support Corporation) does as a CDFI. They work with local CBOs to address affordable housing and economic development projects in Charlotte’s Historic West End.



Image from westsideclt.org



Image from westsideclt.org



Image from qcitymetro.com



WEST SIDE COMMUNITY LAND TRUST

Founded by residents in West Charlotte's historically Black neighborhoods, WSCLT operates with a mission to "provide permanently affordable housing with community-centered development" and is guided by a board elected by neighbors. They accept donated homes from affluent areas to transport and rehabilitate them on land they own. WSCLT leveraged a \$6 million ARPA grant from Mecklenburg County to acquire 32 homes in the Hoskins neighborhood, preventing potential wholesale sales to developers and preserving them for permanently affordable ownership.

TOOLKIT C ELEMENTS



TOOLKIT C OBJECTIVE

To keep residents in their homes and preserve affordability and staying power for future generations.

Together these tools address both immediate housing needs and long-term wealth-building, holistically improving household stability with community-driven initiatives—ensuring that the community of Pottstown, not just the buildings, is preserved.

STRATEGIES

- C1 | PROPERTY TAX RELIEF & ABATEMENT PROGRAMS
Continue to coach residents to take advantage of the County's HOMES property tax relief for qualifying low-income homeowners. *Helps curb speculative buyouts from happening due to tax burden.*
- C2 | HOUSING REPAIR & WEATHERIZATION PROGRAMS
Continue to support free or low-cost home repair services, grants, and low-interest loans to keep houses safe and affordable, improve energy efficiency, and address code violations. *Targeted at legacy homeowners and seniors aging in place.*
- C3 | UTILITY & SERVICE FEE REDUCTIONS
Continue to advocate to lower monthly costs with utility and service fees for qualifying Pottstown residents. *Reduces household expenses and increases housing stability.*
- C4 | REAL ESTATE & FINANCIAL COUNSELING SERVICES
Community-Based Orgs (CBOs) can bring trusted guidance on financial and housing decisions for first-time buyers, renters, and homeowners facing financial challenges. *Empowers families to make informed choices and avoid falling victim to predatory practices.*
- C5 | TARGETED ECONOMIC EMPOWERMENT & OWNERSHIP SUPPORT
Consider a focus on economic development by utilizing community initiatives that build local wealth and opportunity through jobs, local businesses, and commercial assets. *Strengthens households by expanding income and ownership opportunities.*
- C6 | LEGAL AID & TENANT-OWNER MEDIATION
Work with nonprofit organizations to secure free or low-cost legal support for tenants facing eviction, as well as homeowners facing foreclosure. *Provides services for third-party mediation and legal support to tenants and at-risk homeowners.*
- C7 | COMMUNITY LAND TRUSTS (CLT'S)
Incentivize permanently affordable housing in new developments by establishing a nonprofit Community Land Trust (CLT) to hold donated home properties under shared ownership and community stewardship. Governed by nonprofit stewards, CLT homeowners, and local residents, a CLT would help stabilize the local housing market, allow equity-building, and ensure permanent affordability. *Preserves affordability for generations while building community wealth.*
- C8 | NONPROFIT HOUSING & COMMUNITY DEVELOPMENT CORPORATIONS (CDC'S)
Create a Community Development Corporation (CDC) or partner with nonprofits that build and manage affordable housing, rehab properties, and support residents with housing. *Provides trusted, mission-driven partners for long-term community investment.*
- C9 | PARTNER WITH A QUARTERBACK ORGANIZATION
Continue to work with the Ada Jenkins Center to serve as a central hub to administrate housing, financial literacy and quality of life initiatives, coordinating efforts holistically between the government, nonprofits, and residents. *Brings multiple players together for aligned, multi-service impact.*

C1 | PROPERTY TAX RELIEF

TIME



COST



Description: Pottstown’s Community-Based Organizations can undertake initiatives to coach residents to take advantage of the County’s HOMES property tax relief for qualifying low-income homeowners. *Helps curb speculative buyouts from happening due to tax burden.*

Community Efforts: Pottstown homeowners who may already qualify for HOMES may not know about the offering or need assistance. A trusted, local peer coach is needed to help such households demonstrate their need and qualifications. CBOs could assist residents with this process in a trusted, more neutral environment and provide coaching services through expert counselors and pro-bono clinics (this element could be implemented in combination with Tool C4: Financial and Real-Estate Counseling).

Town Efforts: None are currently evident, but the Town can continue exploring opportunities allowed under State law or modeled by other North Carolina communities.

C2 | HOUSING REPAIR & WEATHERIZATION PROGRAMS

TIME



COST



Description: Targeted at long-time homeowners and seniors aging in place, the Pottstown Community is already dedicated to mobilizing free or low-cost home repair services to keep houses safe and affordable, improve energy efficiency, and address code violations.

Community Efforts: The Pottstown Heritage Group and Mababu Live, through their own “sweat equity” and grassroots agency finding donated materials, have been mobilizing and implementing home improvements, repairs, and other such improvements within the community. In addition to securing donated materials, tools, and volunteer labor, Pottstown CBOs should continue to explore how to resource their efforts with existing home repair programs in Mecklenburg County, e.g, the County’s CDBG-funded rehab assistance, the NC Housing Finance Agency’s Urgent Repair and Essential Single-Family Rehab programs, and nonprofit partners like Habitat Charlotte Region and Lake Norman CDC.

Town Efforts: The Town can also continue resourcing CBO activities like the community clean ups and further explore available means to support their home repair and capacity-building efforts (to the extent enabled by N.C.G.S. § 160D-1311). The Town and County should ensure that Minimal Housing violation notices inform homeowners of their options to apply for any programs and services the local CBOs offer.



Strengthen Community Assets

This tool helps extend the lifespan of residents’ historic homes, which are valuable community assets. By providing support to those in need, this tool not only assists individual homeowners but also builds the economy and health of the community as a whole.

Taking the Next Step: Pottstown CBOs can join cohort programs (such as those offered by United Way) to further strengthen nonprofit capacity building, e.g., with a 10-year business plan.

The Historic Savannah Foundation (a nonprofit dedicated to preserving historic buildings) rehabilitates homes for affordable housing in the historically African American community of Cuyler-Brownville. Home buyers are eligible to plug into the City of Savannah’s DreamMaker Home Purchase Assistance program, which provides soft cost/gap financing for home purchases. The City also runs home repair assistance programs offering 0% loans and grants for repairs (often \$2,500–\$10,000 grants).

Image from myhsf.org



C3 | UTILITY & SERVICE FEE REDUCTIONS

TIME



COST



Description: The Community can continue to advocate for lower monthly costs with utility service fees and to secure additional discounts for qualifying Pottstown residents. *Reduces household expenses and increases housing stability.*

Community Efforts: Inform residents of eligibility and application steps, organize feedback on utility affordability, and assist neighbors with program enrollment. These kinds of programs may offer discounts, rebates, or flexible payment plans through their providers. This could also include support for internet access for households with students or seniors.

Town Efforts: The Town can provide connections and links to utility-provider programs that may address this issue.

C4 | REAL ESTATE & FINANCIAL COUNSELING SERVICES

TIME



COST



Description: Community-Based Organizations (CBOs) can bring trusted guidance on financial and housing decisions for first-time buyers, renters, and homeowners facing financial challenges. Trusted advisors could help families avoid foreclosure, predatory lending, and risky contracts. CBOs can provide peer coaching and host legal aid clinics/pro bono counseling services around estate planning, trust law, and heirs' property resolution. *Empowers families to make informed choices and avoid falling victim to predatory practices.*

Community Efforts: The Community can partner with nonprofits to coach residents and host workshops/clinics, encourage neighbors to use counseling services, and share trusted referral networks to residents needing advice.

Town Efforts: The Town can explore partnering with HUD-certified counseling agencies, provide space for workshops & training, and support counseling as part of housing programs or other Town-led initiatives.



Preserve Neighborhood Character

Pottstown is known for its modest homes and strong sense of community. From its formation, families allied together to bring common benefits and infrastructure to the community. As before, this means navigating today's economic systems together as well, so that all members can benefit.

Potential Steps to Launch a Counseling Program:

1. Pottstown CBOs survey residents to gauge common community member needs and challenges.
2. CBOs plan counseling activities and/or identify service providers to address key topic areas.
3. CBOs, perhaps working with nonprofits like the Ada Jenkins Center, launch a counseling program. Formats for counseling could include one-on-one booked meetings with advisors, workshops, online resources, or one-day counseling clinics based on special services that a larger pool of residents needs direct assistance with.
4. Community publicizes events and services in community networks.
5. CBOs track outcomes and re-evaluate residents' needs.

C5 | TARGETED ECONOMIC EMPOWERMENT & OWNERSHIP SUPPORT

TIME   

COST \$ \$ \$

Description: Consider a focus on economic development by utilizing community initiatives that build local wealth and opportunity through jobs, local businesses, loan programs and commercial assets. Example economic development initiatives could include a trade school, a business resource center, a tool library, business incubators, cooperative models for ownership, and local hiring mandates, which may not be allowed currently in the Zoning Ordinance. Supporting the ability of Pottstown community members to purchase homes can also be a wealth-building strategy. CBOs and nonprofit organizations may also need office space, conferencing facilities, and other business resources and assets housed in the community. *Strengthens households by expanding income and ownership opportunities.*

Community Efforts: The Community can engage residents to identify training and business support needs, connect residents to workforce and entrepreneurship programs, and support future local entrepreneurs and businesses as consumers and promoters. The Community can also lend support to a zoning district or overlay solution for community-serving nonresidential uses (such as business incubators and office space for CBO nonprofits) in the currently vacant, nonresidential Torrence-Lytle H.S. buildings.

Town Efforts: If utilizing Tool B1, an overlay district in NR that allows certain limited commercial uses in the future restoration efforts of Torrence-Lytle H.S. can be an incentive in itself for preservation-based redevelopment. The Town can also integrate MBE contracts and job training with Town-involved projects.



Strengthen Community Assets

Community assets are not just buildings; they are the people. The strength of a community lies in the well-being and empowerment of its residents. Expanding Pottstown’s economic ecosystem is essential to fostering an economically vibrant community, with a focus on education, job creation, and support for local businesses. Ownership and access to education are key to building long-term stability and strengthening the community.

Example Actions:

- 1. Community conducts needs assessment for jobs/ business needs.
- 2. Community plug in workforce training, business resources and micro-grant programs from area workforce boards, financial institutions and educational partners.
- 3. Community connects residents with opportunities.
- 4. Town + Community evaluate Zoning Ordinance solutions for community-serving retail, office or other such uses in the vacant non-residential buildings.

An Example Wealth-Building Tool: A Soft Second Mortgage Program

Anchor Pottstown families and members of the community through tailored homeownership tools.

Description: Modeled after New Orleans’ program for “Culture Bearers”, this tool could offer forgivable second mortgages to legacy residents in historic Pottstown. By reducing upfront costs and forgiving loans after occupancy milestones, a tool like this designed for Pottstown could help families remain in the community—or return to it—and invest in the long-term stewardship of the community.

Developers reduce their risks with this kind of program because they can easily find homebuyers for their units upfront and are therefore incentivized to restore or build these for sale at the appropriate income levels. A bonus: design a version of the program so that existing homeowners can also apply financing benefits to a second mortgage to improve their homes, thus restoring homes in Pottstown for successive generations.

The Pottstown Community-Based Organizations can work with local nonprofits, financial institutions (like CDFIs), cultural organizations, and churches to identify sources of funding. The program should be targeted to Pottstown legacy households (e.g., those who are members of a local church, whose parents or ancestors

attended Torrence-Lytle H.S., etc.). The program could work together with peer-to-peer coaching or the financial literacy support offered by the Ada Jenkins Center to households in making home purchases.

Steps to Launch a Soft Second Program:

1. Community defines eligibility requirements for the Soft Second Mortgage.
2. Community organizations, perhaps working with philanthropic partners, CDFIs/banks, the County and/or nonprofits, establish soft second mortgage terms (e.g., loan size, forgiveness timeline).
3. The Community, through its CBOs and nonprofit partners, coaches residents and members of its network (e.g., Torrence-Lytle alumni network) to apply for the soft second program.
4. CBOs track and review the soft second program uptake and results.

C6 | LEGAL AID & TENANT-OWNER MEDIATION

TIME



COST



Description: Work with nonprofit organizations to secure free or low-cost legal support for tenants facing eviction, as well as homeowners facing foreclosure. *Provides services for third-party mediation and legal support to tenants and at-risk homeowners.*

Community Efforts: The Community Based Organizations can partner with local nonprofit and legal aid organizations, connect tenants and owners to mediation and legal aid, and share information about tenant rights.



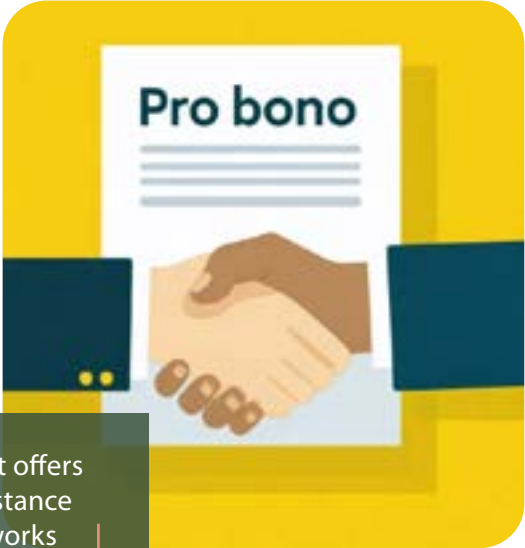
Advance Human dignity and Justice

Human dignity and justice require equitable systems for resolving problems. Historically, limited access to legal knowledge and representation has led to unjust outcomes. By creating opportunities for residents to understand their legal rights, we empower them to protect their homes and assets, advancing both dignity and justice.

Town Efforts: The Town could support educational efforts to connect to resources. The County’s Community Resource Center can work with community members directly to secure tenant aid and resources.

Steps to Secure Legal Resources:

- 1. Pottstown CBOs establish partnerships with legal aid nonprofits and mediators, such as Legal Aid NC.
- 2. CBOs facilitate housing mediation services via public/nonprofit resources.
- 3. CBOs publicize tenant rights and support resources in Pottstown.
- 4. CBOs track cases and evaluate/adjust mediation approaches.



NC Pro Bono Resource Center’s Housing Stability Pro Bono Project offers support to tenants facing housing instability, providing legal assistance and connecting them with resources. Mecklenburg County also works with N.C Legal Aid and Charlotte Center for Legal Advocacy to offer resources for eviction prevention for low-income tenants.

C7 | COMMUNITY LAND TRUSTS (CLT'S)

TIME



COST \$ \$ \$

Description: Establish a nonprofit Community Land Trust (CLT) to acquire and hold home properties under shared ownership and community stewardship. Governed by nonprofit stewards, CLT homeowners, and neighbors, a CLT would reduce speculative buyouts of historic properties, stabilize the local housing market, allow equity-building in homeownership, and ensure permanent affordability. Grounded Solutions Network can provide guidance in establishing a CLT, as they did for the West Side CLT, Charlotte's first CLT. *Preserves affordability for generations while building community wealth.*

Community Efforts: Set up a CLT steering group to engage the Grounded Solutions Network in getting started, possibly launched by one of Pottstown's CBOs. We recommend a committed group of a dozen members meeting monthly to educate themselves about the CLT model and disseminating information to residents. It is highly recommended to send a few individuals to attend the annual Grounded Solutions gathering.

Town Efforts: The Town could explore the formation of a CLT in Pottstown, including potential zoning incentives that could be applied through an overlay approach (Tool B1).



Strengthen Community Assets

A Community Land Trust (CLT) preserves housing affordability, stabilizes neighborhoods, and builds community wealth. By keeping land in community hands and reducing speculation, a CLT protects housing as a shared asset while empowering residents with equity and long-term stability.

Steps to Launch a CLT:

1. Community (through the coalition or a CBO) forms a CLT exploratory committee.
2. Exploratory committee launches a CLT 501c3 and creates a CLT business plan through expert consulting channels.
3. Town adopts an incentives framework for CLT donations (if any).
4. Community secures land/homes and funding to get the CLT started.
5. Agencies + Nonprofits + Community continue to collaborate to expand the CLT portfolio.

C8 | NONPROFIT HOUSING & COMMUNITY DEVELOPMENT CORPORATIONS

TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: Create a Community Development Corporation (CDC) or partner with nonprofits that build and manage affordable housing, rehab properties, and support residents with housing. Empowering them expands capacity for community-driven development. An option is to work with organizations like Habitat for Humanity and Lake Norman CDC to resource opportunities in Pottstown. *Provides trusted, mission-driven partners for long-term community investment.*

Community Efforts: Explore the potential to create a CDC by expanding the capacity of one of Pottstown's CBOs to take on development work. Alternatively, partner with nonprofits as volunteers and advocates, provide local knowledge to shape housing priorities, and support fundraising and advocacy campaigns for housing development projects.

Town Efforts: The Town will explore incentives and approaches to support single-family housing development. It can also streamline approvals for nonprofit housing projects and integrate nonprofits into housing strategies, particularly when participating in development projects incorporating a Public-Private Partnership.

Taking the First Step to Enact a Pottstown-based Affordable Housing Initiative:

1. Community expands the capacity of a local group to create a CDC based on existing opportunities for infill housing development or home restoration in Pottstown.
2. Town + Community explore potential partnerships with nonprofit partners active in the region.
3. Community and its partners secure land, homes or funding for first projects.



QC Family Tree, a grassroots nonprofit led by Shamaie Haynes, creates affordable rental homes. It supports resident leadership and advances anti-displacement efforts to protect the neighborhood's deep African American heritage. Their work offers a valuable model that could lend direct expertise to Pottstown CBOs as they explore community-led housing and preservation.

Image from qcfamilytree.org

C9 | PARTNER WITH A QUARTERBACK ORGANIZATION

TIME



COST



Description: A “Quarterback Organization” acts as a central hub, coordinating government, nonprofits, and residents. Working with the Ada Jenkins Center, it administers housing, financial literacy, and quality-of-life initiatives, ensuring services reach households efficiently, avoid duplication, and are tailored to need. This “quarterbacking” mission can also coordinate with CLTs, nonprofit housing development, schools, child development centers, churches and Community Development Corporations. *Brings multiple players together for aligned, multi-service impact.*

Community Efforts: Collaborate with the Ada Jenkins Center and rail corridor communities to pool nonprofit staff and resources for Pottstown, Smithville, West Davidson, and other corridor communities. Partner and ally with these communities to create a strategic coalition. This can attract regional partnerships and resources and benefit residents by implementing a coordinated preservation strategy for each at-risk community. It can help leverage greater resources to implement resources across agencies that can meet and serve the needs of residents at risk of displacement.

Town Efforts: Collaborate at the regional scale to work with a Quarterback nonprofit and continue to support coordination with regional partners for Pottstown’s preservation.



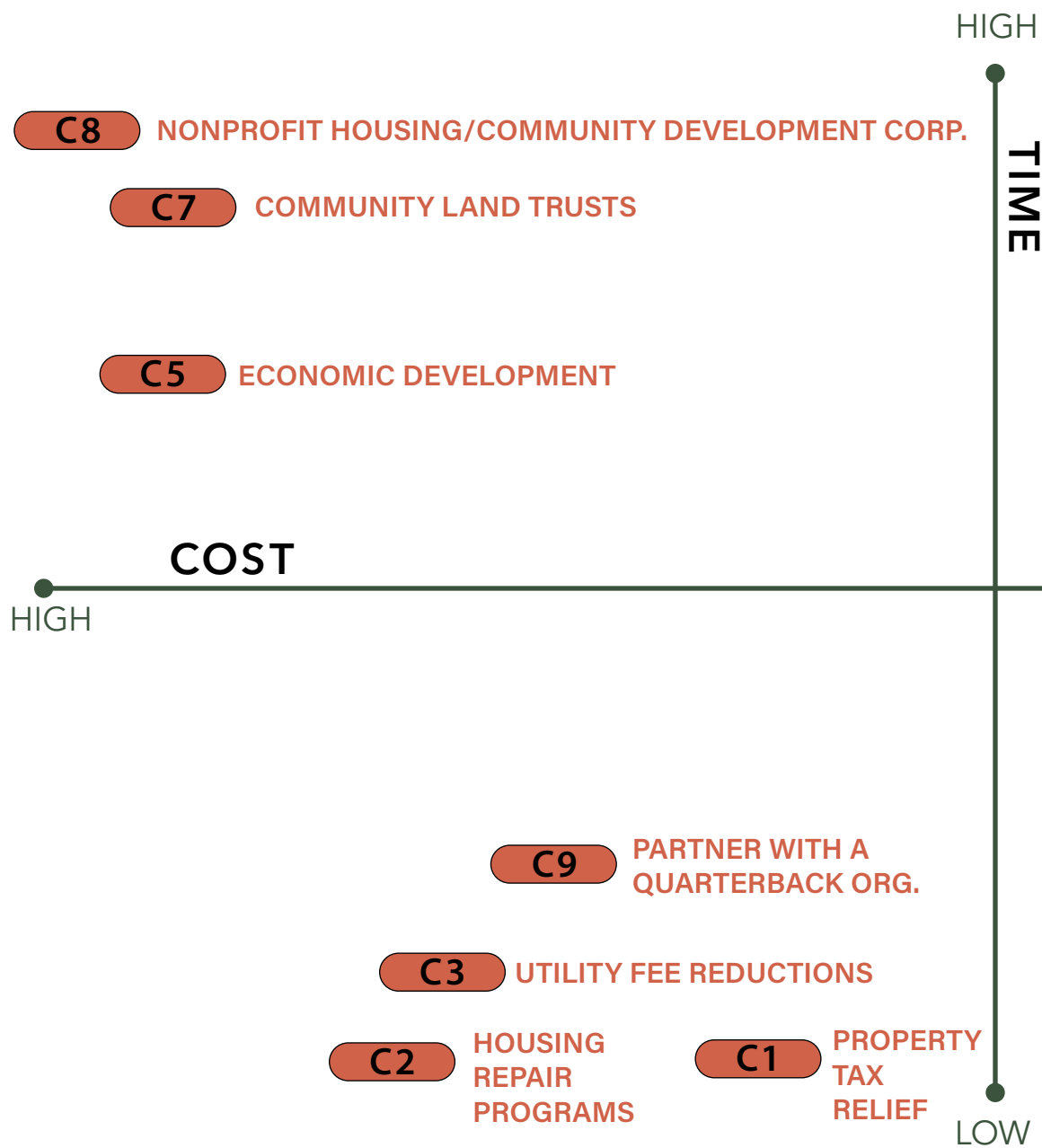
Strengthen Community Assets

Preserving and strengthening Pottstown’s community is a daily effort that can use nonprofit staff, programmatic resources and collaboration with regional partners. A mission-driven quarterback organization can bring expert staff dedicated to efforts and programs that protect and serve Pottstown’s community.

Potential Actions:

1. Town + Community facilitate a demographic analysis of the Pottstown Community. Beyond an ethnographic study, quality of life factors such as education, medical and food nutrition needs, and economic data of the population would be vital to understand community needs when submitting for grants and programs. A quarterback organization can utilize this information to target resources to serve resident needs.
2. Town + Community work to coordinate cross-jurisdictionally to build corridor wide partnerships securing a hub of resources.
3. Town + Community partner with historic peer communities to evaluate outcomes, trade lessons, and shape the role of the Quarterback organization to mobilize for Pottstown’s special needs and conditions.

High impact, but demand
strong commitment and skill



High impact but short term roles,
Example: Traffic Safety Improvements

Tasks are easy to do but require ongoing time commitment

COMMUNITY EMPOWERMENT

CONCLUSION

Through a mixture of costs and/or time commitment, the tools in Toolkit C will require a bit more dedication and resources, relatively speaking, than those represented in the other Toolkits. It is best to ask the question: “What are we in Pottstown already good at?”, and build from that base.

An important approach to each Tool is to partner with regional partners and providers to achieve elements with available resources, staff and expertise. Some simply require advocacy (Utility Fee Reductions and Property Tax Relief), but the rest may require effective partnerships and ample doses social entrepreneurship, fundraising and volunteer labor.

These are great tools to mobilize around and build strong bases for community organizing, thus empowering the community. Communities in the Charlotte-Mecklenburg region, including Pottstown, prove that these elements can be planned and implemented successfully.

C6 LEGAL AID

C4 REAL ESTATE & FINANCIAL COUNSELING

LOW

Low hanging fruit, quick and easy ways to get people involved

3.4 TOOLKIT D

PUBLIC & NONPROFIT INVESTMENTS

INTRODUCTION

Public investments—such as walkable streets and safer crossings—were a recurring concern throughout the community engagement workshops for the Pottstown Community Preservation Plan. Traffic calming requests and the active pursuit of federal grant funding for infrastructure improvements have been ongoing throughout the Pottstown Community Preservation Planning efforts. In Pottstown, ensuring that investments such as these address areas of historic disinvestment is important to correcting inequities that still disadvantage the community.

For public sector investments, jurisdictional partners often invest in neighborhoods through public processes, creating Capital Improvement Plans (CIPs), park master planning and design, and publicly owned facility upgrades. At the neighborhood level, priorities are shaped through community input. While often focused on public safety and transportation, these investments can also be coordinated to support preservation opportunities.

Community investments may also extend beyond municipal projects to include housing and other community development initiatives. Partnerships—whether through public-private collaborations or nonprofit organizations—are key to enhancing outcomes. Central to preservation efforts are funds and programs addressing housing stability, historic preservation, small business retention, and cultural representation through a mixture of public and philanthropic sources.

While there are several publicly-owned properties in Pottstown, Toolkit D does not address improvements to those owned by Mecklenburg County or others (e.g., such as those to be implemented on the 31-acre property owned by Mecklenburg County). The Pottstown Community must engage separately with Mecklenburg County and other partners to coordinate additional investments through their established processes.



Image from charlotteobserver.com



Image from WBTV.com



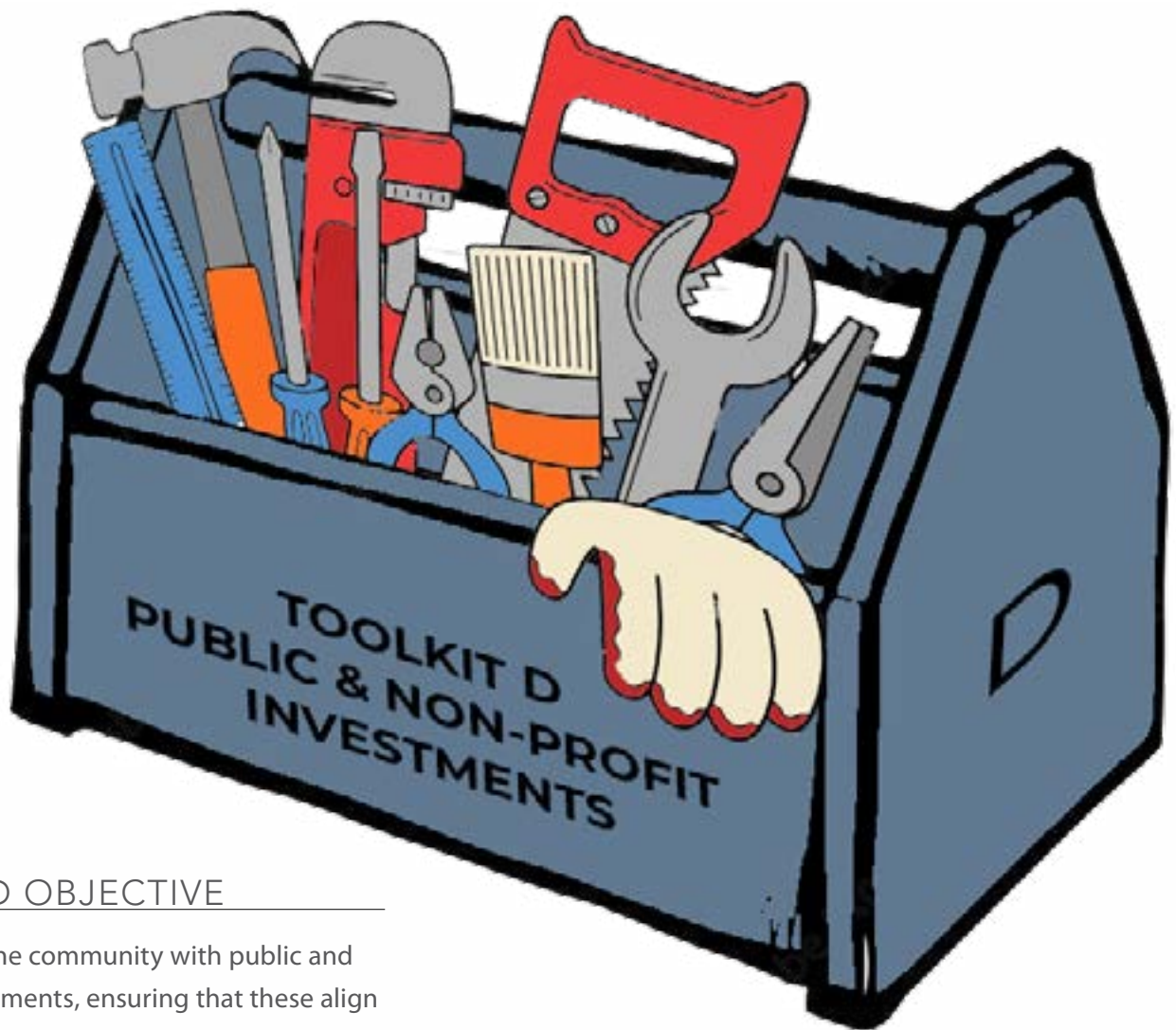
Image from [charlotteobserver.com](https://www.charlotteobserver.com)



5 POINTS PLAZA

An example of public improvements for community empowerment and self-representation is the investments for 5 Points Plaza in Charlotte's Historic West End, which is a City of Charlotte public space project that supports the reactivation of historic shop spaces for minority-owned businesses. LISC Charlotte and the Knight Foundation are currently supporting the Historic West End Partners and the Five Points Community Collaborative to program the Plaza and develop a food co-op taking advantage of the enhanced public space.

TOOLKIT D ELEMENTS



TOOLKIT D OBJECTIVE

To strengthen the community with public and nonprofit investments, ensuring that these align with community priorities and deliver visible, lasting benefits for Pottstown families.

These tools can improve the built environment while also strengthening neighborhood vitality and opportunity with a mixture of public and nonprofit sources. Besides public improvements, such investments are often executed through partnerships, aligning with private, nonprofit, and regional resources of funding for housing, historic research, historic designations of cemeteries, cultural programming and so forth.

STRATEGIES

- D1 | INFRASTRUCTURE UPGRADES

Modern, reliable infrastructure lays the foundation for safe and thriving communities. *Improves streets, sidewalks, stormwater, and utilities to protect homes and support daily life.*

- D2 | COMMUNITY IDENTITY AND SIGNAGE

Visible neighborhood identity fosters pride and celebrates local history. Public investment in signage and community identity landmarks strengthens community pride and visibility. *These investments make neighborhoods more recognizable and reinforce their cultural and historic importance.*

- D3 | HISTORIC MEMORIALIZATION ALONG TRAILS

The Seam Trail can be a community connectivity asset that brings representational benefits to Pottstown. Strategic upgrades can introduce wayfinding signage, community identity and interpretive elements such as public art and monuments along the trail to announce and educate trail users to the history, and cultural assets within Pottstown. *Expands walkability while celebrating Pottstown's legacy.*

- D4 | COMMUNITY CEMETERIES

Establish a community work group to find sources of funding or support to secure, document, improve and preserve the cemeteries. *Protection of cemeteries safeguards cultural memory and ensures future generations can continue to link their heritage to Pottstown.*

- D5 | TORRENCE-LYTLER COMMUNITY CENTER OUTDOOR ENHANCEMENTS

Based on community workshop input, the Torrence-Lytle Community Center (Dellwood Center) needs to improve off-street parking and a workable solution for the drive entry area. Residents also recommended improving the grounds of the Torrence-Lytle Community Center to support outdoor community activities and integration with future trails potentially in the 31-acre County property. *Enhances the use of the site for community gathering and storytelling.*

- D6 | FUNDING FOR AFFORDABLE & MIXED-INCOME HOUSING DEVELOPMENT

Investment in housing keeps families rooted in Pottstown. Funding support—through gap financing, land donations/99-year ground leases, or public and nonprofit grants—can help deliver affordable and mixed-income housing. This ensures new development serves existing residents and prevents displacement. *Ensures growth includes affordable, stable options for long-term residents.*

- D7 | ARTS & CULTURE INVESTMENTS

Plug in the SculptTOUR program or other public and nonprofit sources of funding for arts programs, cultural programs, and history education. Investments can include restoring historic buildings for cultural use and performances, commissioning public art, and creating programs for local artists, local cuisines, cultural activities, music and learning. Seek nonprofit sources of funding to preserve cultural landmarks and historically significant homes tied to African American and marginalized histories. *Celebrates history, fosters pride, promotes economic vitality through cultural investment, and elevates local talent.*

D1 | INFRASTRUCTURE UPGRADES

TIME



COST \$ \$ \$

Description: Strategic investment in modern, reliable infrastructure ensures that Pottstown remains livable, accessible, and healthy, laying the foundation for safe and thriving communities. By planning and prioritizing new improvements with the Community, the Town can address flooding issues, improve walkability, calm traffic speeds, and modernize utility systems in ways that benefit residents and improve the community's quality of life. *Improves streets, sidewalks, stormwater, and utilities to protect homes and support daily life.*

Community Efforts: The Community can assist the Town to identify priority streets and trouble spots, share experiences or first-hand knowledge of flooding, poor drainage or unsafe conditions, and assist the Town to equitably plan and stage infrastructure upgrades

Town Efforts: The Town of Huntersville will secure funding, plan phased improvements, and design upgrades that respond to resident priorities. The current and future Town-involved projects are listed on the following pages.

Typical Planning and Improvements Cycle (Repeat Periodically):

1. Town + Community jointly identify needs and problem areas.
2. Town + Community co-create a list of priority projects.
3. Town identifies funding and implements upgrades with ongoing communication.
4. Town updates Community on the status of infrastructure projects (a great opportunity for this would be at the Annual Pottstown Preservation Awards and Update – see Tool A4).



The constructed wetlands along the Little Sugar Creek greenway are an example of a stormwater and green infrastructure project, which restored an active wildlife corridor between Uptown and Midtown Charlotte.

Image from wildlandseng.com

Current Town-Involved Projects

The Town of Huntersville is currently working on several infrastructure improvements in the Pottstown Community including:

- Waymer Park is receiving new improvements, as depicted in the image below.
- A traffic calming study on Dellwood Drive resulted in two speed humps being installed in Summer 2025 and a post-study evaluation of speeds along the street will begin soon.
- A Downtown Stormwater study is underway, which includes the Pottstown Community, that will inventory existing facilities and needs and look to identify regional stormwater solutions.
- Sidewalks and multi-use path improvements along Dellwood Drive, Holbrooks Road, and Central Avenue are included in a Town-sponsored application to the Federal Better... Grant Program. The Town plans to reapply to this funding program again when available, or identify other funding opportunities.
- The Town is studying how to improve crossing NC 115 at Holbrooks and how to connect sidewalks along Holbrooks, from NC 115 across the railroad tracks to the existing sidewalks east of Central Avenue. This project requires coordination with and approval from NCDOT, CATS, and Norfolk Southern Railroad
- The Town is studying how to improve the intersection of Central Avenue and Holbrooks Road to improve driver compliance with stop signs and increase pedestrian safety. This study and its recommendations will be coordinated with the traffic calming study along Central Avenue.

September 9, 2024

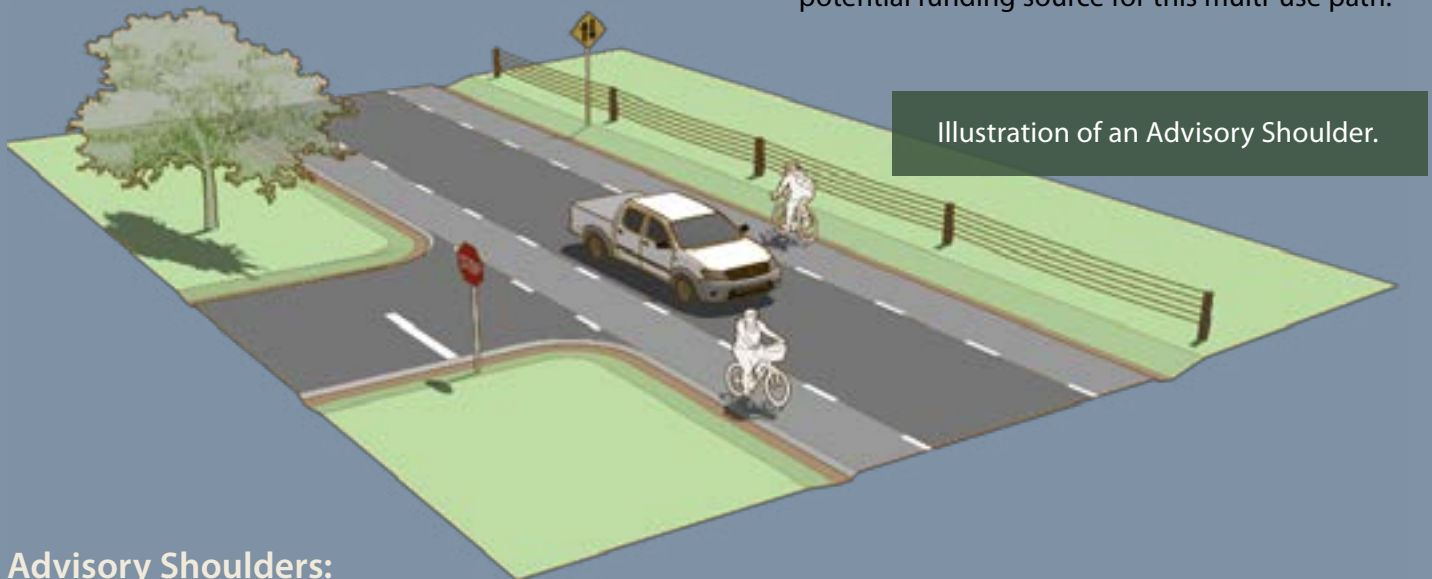
Waymer Park

Final Concept

Scale: 1"=20'



- The Town’s Capital Improvement Plan (CIP) includes funding to connect Church Street from Dellwood Drive to Holbrooks Road. This project and its funding have been included in the BUILD Grant applications as local match funding.
- A traffic calming study is underway on Central Avenue, and near-term and long-term options are being evaluated at the time of the writing of this report. One near-term solution being considered is “Advisory Shoulders” between Dellwood Drive and Holbrooks Road (see the Advisory Shoulder description below for details).
- Truck traffic and speeds along Holbrooks Rd. is a concern for residents. The removal of truck traffic from Holbrooks Road is part of an approved rezoning with Greenway Waste and is to occur on or before 2034. The provision of a 10’ multi-use path along Holbrooks Rd. to connect Pottstown/Waymer Park to Waymer Aero Park (across from Greenway Waste Solutions) is also being considered to address the safety of pedestrians along Holbrooks Road. Greenway Waste is proposing to build a portion of 10-foot sidepath along their frontage; Town Staff is recommending connecting path to Waymer Park. The BUILD Grant, mentioned above is also a potential funding source for this multi-use path.



Advisory Shoulders:

Advisory Shoulders create usable shoulders for bicyclists and pedestrians on a roadway that is otherwise too narrow to accommodate one. The shoulder is delineated by pavement marking and optional pavement color. When motor vehicles traveling in opposite directions meet, motorists may need to enter the advisory shoulder to create sufficient space to pass (See Figure 2, on page 93). Motorists may only enter the shoulder when no bicyclists or pedestrians are present and must overtake these users with caution due to potential oncoming traffic. Roads with advisory shoulders accommodate low to moderate volumes of two-way motor vehicle traffic and provide a prioritized space for bicyclists and pedestrians with little or no widening of the paved roadway surface. Experimental approval from the Federal Highway Administration (FHWA) is required to use this traffic control treatment. For more information on Advisory Shoulders, see the FHWA Small Town and Rural Multimodal Networks Guide, available here: <https://www.transportation.gov/grants/dot-navigator/small-town-and-rural-multimodal-networks>

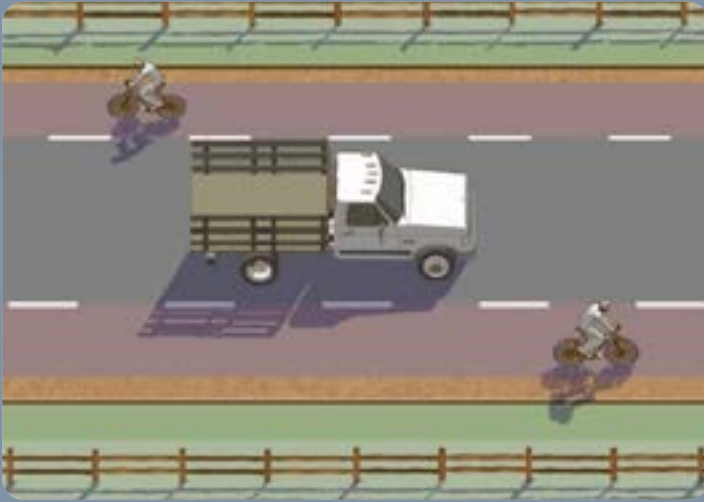


FIGURE 1

Motorist Travel in the center two- way travel lane. When passing a bicyclist, no lane change is necessary.

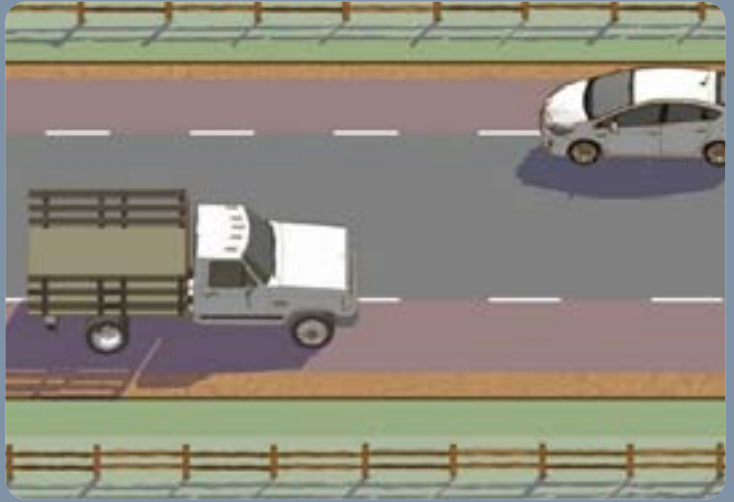


FIGURE 2

When two motor vehicles meet, motorist may need to encroach into the advisory shoulder space.

Future Town-Involved Projects:

There are also opportunities for future infrastructure improvements in the Pottstown area that have been identified by the community as part of the Pottstown Community Preservation Plan. These include:

- The Town has received a request from the Pottstown community to study whether trucks are travelling on Church Street, south of Holbrooks Road, to Commerce Station (Southwire industries & Reynolds Consumer Products), rather than using the Verhoeff Drive overpass. Concerns about truck speeds and damage to mailboxes is a concern.
- The Town has received a request from residents to lower the speed limit on Holbrooks Rd. The Town is coordinating with NCDOT to evaluate this.
- The extension of Verhoeff Drive, east of NC 115 to Prosperity Church Road, and the extension of Ferrelltown Parkway, from Huntersville-Concord Road to Eastfield Road, are part of the regional long-range transportation plan known as the Comprehensive Transportation Plan, which is managed by the Charlotte Regional Transportation Planning Organization (CRTPO). These are major infrastructure improvements in the vicinity that can potentially impact mobility and access in the area.

D2 | COMMUNITY IDENTITY AND SIGNAGE

TIME



COST



Description: Visible community identity fosters pride and celebrates local history. Investment in signage and neighborhood identity landmarks strengthens community pride and visibility. Common elements include neighborhood sign toppers, wayfinding systems, gateway markers, and historic markers that honor the past while guiding residents and visitors. *These investments make neighborhoods more recognizable and reinforce their cultural and historic importance.*



Celebrate African American Heritage

Public markers and visible recognition help preserve the stories and impact of those who shaped our communities and inspire the next generation, reminding us of the foundation Pottstown stands on.

Community Efforts: The Community helps design signage, identify stories, sites, and themes to highlight, and periodically revisits the neighborhood identity installations to clean and refresh installed features.

Town Efforts: Town provides design support and coordination with historic preservation bodies to ensure signage integrates with broader streetscape efforts.

Continuing the momentum:

1. Community documents neighborhood stories and assets to memorialize with signage installations, collaborating with artists and historians.
2. Town + Community coordinate identity and sign toppers with Town standards, collaborating with artists and historians.
3. Town + Community coordinate to install and maintain elements.

D3 | HISTORIC MEMORIALIZATION ALONG TRAILS

TIME



COST



Description: The future trails in the Pottstown area (such as the “Seam Trail” along Church Street) can become community connectivity assets that bring representational benefits to Pottstown. Strategic upgrades can introduce wayfinding signage, community identity and interpretive elements, such as public art and monuments along the trail to announce and educate trail users to the history and cultural assets within Pottstown. They will also connect residents to the regional trail system. *Expands walkability while celebrating Pottstown’s legacy.*

Community Efforts: Pottstown has an opportunity to think about how to memorialize its history along trails. Look to trails in the region for inspiration, like the Crestdale trail in Matthews and The Purposeful Walk at The Pearl in Brooklyn. Work with artists and local historians to produce materials for telling stories about Pottstown and collaborate with the Town on the design of elements imprinting and highlighting Pottstown’s legacy along the trails.

Town Efforts: The Town of Huntersville can work with the Community to coordinate the inclusion of an interpretive layer of art, history-telling and cultural heritage representation along trails. Also, utilize the Town’s SculpTOUR program to bring in the work of local artists.

KEY STEPS

- 1

Community documents community stories and assets to memorialize with signage installations, collaborating with artists and historians.
- 2

Town + Community coordinate signage design and features to meet Town ordinance standards.
- 3

Town + Community coordinate to install and maintain elements.

D4 | COMMUNITY CEMETERIES

TIME



COST



Description: Establish a community work group to find sources of funding or support to secure, document, improve and preserve the cemeteries. *Cemetery improvements ensure cemeteries are respected, visible, and integrated into the community’s narrative of place and memory.*



Celebrate African American Heritage

Protection of cemeteries safeguards cultural memory and ensures future generations can continue to link their heritage to Pottstown.

Community Efforts: Partner with churches, historians and genealogists to research and document graves; volunteer for cleanup and restoration; organize remembrance events; and create a long-term management plan. Coordination may be needed with Charlotte-Mecklenburg Historic Landmarks Commission (HLC) and State preservation agencies, such as contacting the NC Office of State Archaeology (OSA) to historically designate the cemetery sites.

Town Efforts: The Town can explore securing technical assistance to the Community for research and cemetery improvements. The Huntersville AME Zion Church and the United House of Prayer may need assistance securing their cemeteries within their

landholdings (based on GIS parcel data). By working with the AME Zion Church and their adjacent neighbors, the South Church Street Extension Project can help mobilize real estate solutions to secure the AME Zion cemetery within the Church’s property holdings. Surveying work for the project could be the first critical step needed to understand the needs. The Town can also coordinate with the County to study the need to provide or acquire right-of-way on HLC and County-owned land by the cemetery at the House of Prayer (next to Waymer Park and the Torrence-Lytle H.S.). This might be needed to both secure the cemetery as it exists for preservation as well as to serve as access to the homes just east of the House of Prayer cemetery.

- Recommended Actions to Secure Cemeteries:**
1. Community and churches create a work group to research, survey, document and, if appropriate, to historically designate cemetery sites with NC OSA.
 2. Churches develop cemetery preservation and improvement plans.
 3. If and where needed based on parcel boundary surveys, Town coordinates with and assists churches to rectify and align parcel boundaries to secure the cemeteries into their property holdings.
 4. Collaborating with the available cemetery preservation resources in N.C., Community and churches implement protection, restoration, and community education.

D5 | TORRENCE-LYTLER COMMUNITY CENTER OUTDOOR ENHANCEMENTS

TIME



COST \$ \$ \$

Description: Based on community input, the Torrence-Lytle Community Center (formerly known as the “Dellwood Center”) requires site improvements to support its role as a preserved Rosenwald School and active cultural hub. Priorities include addressing off-street parking and driveway access, while also enhancing the outdoor grounds to host community activities, cultural events, and potential trail connections to the County’s adjacent 31-acre property. *These enhancements strengthen the site’s role as a gathering place for storytelling, intergenerational programming, and cultural celebration.*

Community Efforts: Give the Town input on the Torrence-Lytle Community Center’s exterior site improvements and assist the Town to program and maintain community amenities.

Town Efforts: The Town will explore adding site improvements in collaboration with the community, ensuring upgrades align with the historic character of the school. The Town will also coordinate with Mecklenburg County to possibly integrate enhancements, which may include trails and natural amenities on the neighboring 31-acre parcel.

Steps Ahead:

1. Town + Community collaborate to plan outdoor improvements, ensuring accessibility and cultural relevance.
2. Town + Partners pursue funding sources (grants, cultural preservation funds, park bond allocations) to design and implement enhancements.
3. Town + Community jointly program and maintain new amenities to ensure active and sustainable use.



Strengthen Community Assets

By preserving the Rosenwald School with refreshed indoor and outdoor amenities, the Town and community can create a vibrant center for education, culture, and recreation. This ensures Pottstown retains its deep historic roots while offering resources and spaces for future generations.

Preserving Rosenwald Schools: Funding Sources

- 1 National Trust for Historic Preservation – African American Cultural Heritage Action Fund
- 2 National Park Service – African American Civil Rights Grants
- 3 Institute of Museum & Library Services – Museums for America
- 4 State Historic Preservation Office – Preservation Grants
- 5 Local/Regional Foundations (e.g., Z. Smith Reynolds & Foundation For The Carolinas in NC)



Billingsville School (Grier Heights, Charlotte, NC): The Crossroads Corporation, under the leadership of Don Gately, led the restoration for this Rosenwald School as a neighborhood hub. Funding partners included the National Trust for Historic Preservation, Wells Fargo Foundation, Habitat for Humanity, the Philip L. Van Everly Foundation and Snyder's-Lance (the snack food company that donated a substantial amount toward the costs), and Myers Park Presbyterian Church.

D6 | FUNDING FOR AFFORDABLE & MIXED-INCOME HOUSING DEVELOPMENT

TIME



COST \$ \$ \$

Description: Investment in housing keeps families rooted in Pottstown. Throughout the planning process, community members suggested that some of the parcels outside of Pottstown, such as the former hospital site, were ideal to create opportunities for affordable housing that the community could support, particularly housing for seniors. Funding support from public and nonprofit/philanthropic sources—through gap financing, land donations/99-year ground leases, or public and nonprofit grants—could help deliver affordable and mixed-income housing. This ensures that new development serves existing residents and lessens the potential of community members being displaced. *Ensures growth includes affordable, stable options for long-term residents.*

Community Efforts: The Community partners with nonprofits to address housing needs, advocates for equitable allocations in new projects, and monitors project outcomes. See also the potential to work with Community Land Trusts (Tool C7) and nonprofit developers (Tool C8) as a method to create Affordable Housing.

Town Efforts: The Town of Huntersville dedicates funding and/or land acquisition for affordable housing. Town may explore establishing a housing trust fund and/or incentivize nonprofit and private developers to provide housing through a regulatory approach.

Actions to Consider Undertaking:

1. Community assesses existing and long-term housing need in Pottstown.
2. Town + Community identify funding sources or potential partnerships to develop affordable housing meeting local needs.
3. Town takes a lead in coordinating with affiliated agencies to explore funding or financing mechanisms to help sponsor projects.
4. Town, Agencies + Community launch partnerships to construct affordable/mixed income housing projects.



Foster Community Belonging

By enabling Pottstown residents to remain securely housed in and near Pottstown, the community can ensure that its members can participate integrally in the life and activities of Pottstown. This is especially true for its aging population, who sustain the living links of families to the Pottstown community.

D7 | ARTS & CULTURE INVESTMENTS

TIME



COST



Description: Investing in heritage and creativity strengthens Pottstown’s identity. Strategies here include plugging into the SculpTOUR program or other public and nonprofit sources of funding for arts programs, cultural programs, and history education, including research, training and capacity-building support to sustain cultural activities. Investments can include restoring historic buildings for cultural use and performances, commissioning public art, and creating programs for local artists, local cuisines, cultural activities, music and learning. The Community can also work with nonprofit sources of funding to preserve cultural landmarks and historically significant homes tied to African American and marginalized histories. *Celebrates history, fosters pride, promotes economic vitality through cultural investment, and elevates local talent.*

Community Efforts: The Community, through its local organizations and partners, leads cultural programming, identifies ways to steward and program historic assets, contributes talent and implements and resources cultural programs.

Town Efforts: The Town of Huntersville continues to provide funding, technical assistance, and staffing support through the Parks and Recreation department, and—where possible—streamlines programming and processes by forging partnerships with the Community and its cultural groups and institutions.

KEY STEPS

- 1

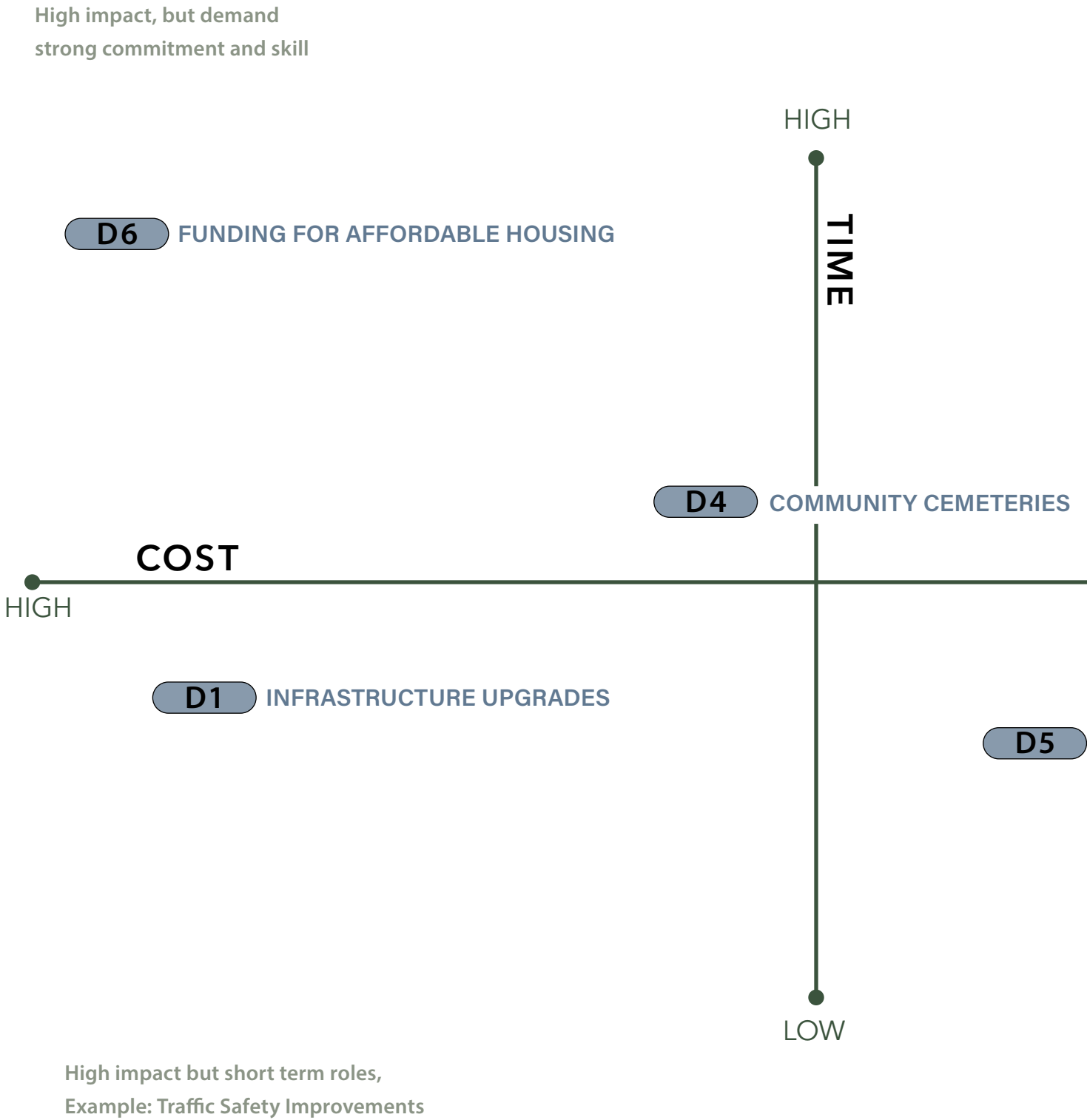
Town + Community document assets and identify priority programs to resource.
- 2

Town + Community implement arts and culture initiatives.

Potential Sources of Funding and Assistance for Research, Cultural Programs and Historic Preservation:

While sources of federal funding are no longer available or may be discontinued, the Town and Community can explore how to shore up cultural programming with funds and resources to research, designate, program and improve historic landmarks. Sources of funding in the past have included:

- 1 **African American Cultural Heritage Action Fund (National Trust for Historic Preservation):** Provides grants for capital improvements, site interpretation, and programming at historically significant African American sites, including Rosenwald Schools.
- 2 **North Carolina African American Heritage Commission – Technical Assistance:** Can assist local affiliates with expertise to identify funds for education, research, arts and culture, community engagement and preservation projects.
- 3 **NC State Historic Preservation Office (SHPO) – Historic Preservation Fund (HPF):** Offers federal pass-through 60% matching grants for publicly owned preservation projects (like the Torrence-Lytle Community Center); eligible uses include site rehabilitation, exterior improvements, and interpretive projects.
- 4 **NC State Historic Preservation Office (SHPO) – Survey & Planning Grants:** Funds local governments and nonprofits to conduct historic surveys, which may include cemeteries, as a step toward National Register designation.
- 5 **Certified Local Government (CLG) Program (also via SHPO):** Towns with CLG status can access special funding for preservation planning, design, and site improvements tied to historic resources.
- 6 **Z. Smith Reynolds Foundation (NC):** Grants focused on community development, cultural heritage, and strengthening community assets.
- 7 **National Park Service – African American Civil Rights:** Grants Funds projects that document, interpret, and preserve African American history, which can include Rosenwald School rehabilitation and cultural programming.
- 8 **NC Office of State Archaeology – Cemetery Survey Program:** Provides technical guidance and occasionally small grants or partnerships for mapping and documenting historic cemeteries.
- 9 **UNC Chapel Hill’s Southern Historical Collection & Digital Heritage Center:** May partner at times with communities through its initiatives to preserve records and oral histories.
- 10 **Private, Faith-Based & Philanthropic Partners:**
 - Foundation For the Carolinas (Charlotte-area focus): Often funds public space and cultural heritage projects that strengthen community identity.
 - Local Corporate Foundations (Duke Energy, Lowes, Bank of America, Truist): Regularly support community and cultural initiatives with built environment components.
 - Faith-Based or Denominational Foundations: Some denominations support preservation of affiliated cemeteries.



Tasks are easy to do but require ongoing time commitment

COMMUNITY EMPOWERMENT

CONCLUSION

D3

**HISTORIC
MEMORIALIZATION
ALONG TRAILS**

LOW

**TORRENCE-LYTLER COMMUNITY CENTER
OUTDOOR ENHANCEMENTS**

D2

**COMMUNITY
IDENTITY SIGNAGE**

D7

ARTS & CULTURE INVESTMENTS

Low hanging fruit, quick and easy ways to get people involved

Nonprofit investment in the community, through a mixture of philanthropic, institutional and private sources, will always require a strong commitment to search for funding programs, including writing grant applications, and cultivating partners strategically. Community-Based Organizations can often get good at these tasks. The funding for things like affordable housing and cultural programming can come in waves, but organizing experience tells us that one win can quickly transform into another, granting a great boost to morale and community mobilization.

On the public sector side, the Seam Trail design work may take a while to manifest, but improvements and signage for community identity can provide good short-term project opportunities mobilized with the Town, laying the foundation to celebrate Pottstown by creating Pottstown as a history-telling destination on the regional trail system. The Town can also implement exterior improvements to the Torrence-Lytle Community Center (Dellwood Center) and continue to upgrade the infrastructure of the community. For the latter, the Pottstown Community Preservation Plan recommends incorporating all of the ETJ areas of Pottstown into the Town.

4.0 CONCLUSION



4.1 | IMPLEMENTATION PLAN

The success of the Pottstown Community Preservation Plan depends not only on strong ideas but also on a clear, achievable path forward. This implementation timeline lays out a phased approach to ensure progress is both strategic and sustainable. It begins with “low-hanging fruit” in the first two years—early wins that build trust, address immediate needs, and lay the foundation for future work.

In years three through five, the focus shifts toward building momentum through stronger partnerships, new regulatory tools, and targeted investments that secure cultural and housing stability. Finally, in years six through ten, the plan emphasizes long-term strategies, institutional capacity, and sustainable funding mechanisms to protect Pottstown’s heritage and ensure lasting community impact.



LOW-HANGING FRUIT (YEARS 1–2, BY 2027)

The first two years focus on building momentum. A coalition of Community-Based Organizations (CBOs) will spearhead preservation initiatives and strategic planning, collect oral histories, implement research projects, and engage with developers to strengthen dialogue. The Town of Huntersville may adopt preservation-based zoning regulations and incentives and explore enhanced review measures with Charlotte-Mecklenburg Historic Landmarks Commission. Grassroots home repair efforts will expand through new and existing partnerships. Traffic calming measures will near completion, and the coalition will convene to discuss community identity signs/markers. Feasibility work for a Community Land Trust (CLT) will begin, alongside initiatives to document cemeteries, landmark schools, and historic homes. Workshops will also shape outdoor enhancements at the Torrence-Lytle Community Center (also known as the Dellwood Center).

Quick wins that could build credibility, address urgent needs, and establish the foundation for later work:

- **Process & Representation: Implement Toolkit A**
 - The coalition or CBOs (Pottstown Heritage Group, Mababu Live, partners) create a 5–10 year strategic plan and/or nonprofit business plan.
 - Begin structured oral history collection and mapping of cultural assets.
 - Institutionalize reporting and plan update processes (e.g., a “State of Pottstown” report at a community meeting).
- **Regulatory Tools: Exploration & Public Process**
 - Adopt Housing Stability regulations or incentives in the Zoning Ordinance (in an overlay or in the NR district) to reward rehab, adaptive reuse, and affordability.
 - Explore the feasibility of preservation-based zoning district enhancements or an overlay to strengthen neighborhood protections.
 - Undertake a public process to shape new regulations and adopt the amendments.
- **Housing Stability: Home Repair & Grassroots Housing Support**
 - Expand grassroots home repair efforts by partnering with organizations like Habitat for Humanity, Lake Norman CDC (and others) or leveraging weatherization programs in Mecklenburg County.
 - Secure donated materials and storage space.
 - Complete exploratory work to found a Pottstown CLT (Community Land Trust).
- **Public & Nonprofit Investments: Secure Preservation Partnerships**
 - Secure and improve, survey and research the historic cemeteries.
 - Add signage and tour/education program for Torrence-Lytle Community Center, Torrence-Lytle High School and other cultural anchors.
 - Work with Charlotte-Mecklenburg Historic Landmarks Commission and NC State Historic Preservation Office to initiate nominations for landmark designation of historic homes and work with the NC Office of State Archaeology to designate the historic cemeteries (if/where needed).
 - Host community design workshops for Dellwood/Torrence-Lytle Community Center outdoor enhancements.

Evaluation Checkpoint: At the end of Year 2, assess early successes (e.g., # of homes repaired, # of historic sites documented, \$ leveraged for repairs) and recalibrate goals.

SECURING MOMENTUM (YEARS 3–5, BY 2030)

This stage formalizes new tools and partnerships. Housing initiatives and financial coaching programs would launch, while residents, CBOs and churches gain training and support to use state and philanthropic resources for preservation. The first housing efforts would get started, providing affordable ownership opportunities for residents. Torrence-Lytle Community Center and other historic sites would undergo improvements and secure cultural programming, with new community identity and signage added, including an interpretive layer celebrating Pottstown along the Seam Trail.

The following items could be targeted for implementation within 5 years:

- **Process & Representation: Refine Toolkit**
 - Meet annually and celebrate victories.
 - Based on lessons learned from first meetings with developers, create an evaluation framework for projects, sharpen community processes and working groups, and govern through effective and unified advocacy.
- **Regulatory Tools: Complete Enhanced Controls and Incentives**
 - E.g., establish new tree canopy/environmental protections, enhanced demolition review period, etc.
- **Housing Stability: Secure Funding and Capacity for Strategies**
 - Create a Historic Home Repair Program supported by nonprofit + philanthropic partners.
 - Develop pipeline for residents to access state/federal preservation tax credits (SHPO training, technical support).
 - Using consultation through the Grounded Solutions Network, complete a business plan for a Pottstown CLT (Community Land Trust) based on a ground lease model. Ideally, by year five, also acquire the first properties for the CLT (Community Land Trust) and establish ground leases with the first pool of homeowners.
 - Through local Quarterback Orgs, link CLT or rehabbed properties to affordable housing programs with financial education and wraparound services.
- **Public & Nonprofit Investments: Secure Community Assets**
 - Complete first phase of Torrence-Lytle Community Center site improvements (namely: parking and driveway improvements).
 - Secure interpretive signage, historical markers and cultural programming, including art and cultural enhancements along the trail system (e.g., Seam Trail along the tracks).
 - Secure designation and rehabilitation/reuse or maintenance plans for historic homes, landmark building(s), and cemeteries.

Evaluation Checkpoint: By Year 5, prepare a Midpoint Report showing preserved/restored properties, homes repaired, ordinances amended, historic assets designated, and funds disbursed. Use report to strengthen political support and attract grant funding.

STEADY BUILDUP FOR LASTING SYSTEMS (YEARS 6–10, BY 2035)

The final phase secures institutional capacity, such as a fully operational CLT or Community Development Corporation. Major Pottstown anchors, including historic schools and cemeteries, will be rehabilitated and protected. An annual “Preservation Awards and Update” meeting will sustain accountability and community voice.

Long-term strategies requiring sustained investment and institutional support:

- **Process & Representation: Secure the Future of Community Stewardship Systems**
 - Establish a Pottstown CLT or an equivalent nonprofit holding entity for affordability and preservation.
 - If pursuing, achieve SHPO Certified Local Government (CLG) status for Huntersville, opening access to direct federal pass-through grants.
- **Housing Stability: Continue to Secure Affordable Home-ownership for Pottstown Community Members**
 - Expand homeownership opportunities in partnership with CLT/nonprofits + banks/CDFIs + philanthropy.
- **Public & Nonprofit Investments: Secure the Future for Community Anchors**
 - Full rehabilitation and adaptive reuse of historic schools as cultural/educational centers.
 - Secure long-term conservation plans for historic cemeteries.

Evaluation & Renewal: Conduct a Decade Review (2035) with Town + CBOs/coalition to assess milestones, reset goals, and identify new opportunities.

4.2 | ACTION STEPS BY TOOLKIT

TOOLKIT A | PROCESS & REPRESENTATION

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A1 – Community Coalition	1	Convene community-wide meeting	CBOs, community leaders	\$	🕒
	2	Recruit members (CBOs, faith groups, residents)	Coalition organizing team	\$	🕒
	3	Hold first official meeting & set priorities	Coalition	\$	🕒
	4	Establish name, governance, admin workgroup	Coalition	\$	🕒
	5	Capacity building: grants, governance, law training	Coalition + United Way, County, nonprofits	\$\$	🕒
A2 – Community & Developer Discussions	1	Create a developer-community dialogue process	Coalition	\$	🕒
	2	Develop project dialogue tools + meeting processes	Coalition	\$	🕒🕒
	3	Hold voluntary developer meetings	Developers + Coalition	\$	🕒

KEY FOR TABLES

TIME    Tool exists or could be put into action within 2 years.

COST \$ \$ \$

Tools may require short-term volunteer labor to get started, but represent modest costs.

TIME    Tool could be in place within 5 years.

COST \$ \$ \$

Tools may need short-term funding sources, primarily from local sources that are known.

TIME    Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$ \$ \$

Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT A | PROCESS & REPRESENTATION

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A3 – Community Resource Webpage	1	Build community info webpage	Coalition + Town IT input	\$	🕒
	2	Maintain project updates & engagement	Coalition	\$\$	🕒🕒🕒
A4 – Annual Awards & Update	1	Plan annual preservation awards	Coalition	\$	🕒🕒🕒
	2	Present updates with Town/Agency partners	Coalition + Town/Agency staff	\$	🕒
	3	Recognize success & set new goals	Coalition	\$	🕒
A5 – Advisory Boards	1	Residents enroll in Huntersville 101	Community members	\$	🕒
	2	Track advisory board vacancies & encourage Pottstown reps to join	Coalition	\$	🕒
	3	Town appoints reps & provides training	Town Board	\$	🕒
	4	Advisory members report back on Pottstown matters	Community reps	\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT B | REGULATORY TOOLS

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
B1 – Preservation Zoning Overlay / Enhancements	1	Hold public workshops	Town Planning	\$\$	🕒
	2	Draft Zoning Ordinance Amendment	Town + Coalition	\$\$	🕒
	3	Adopt overlay / ordinance changes	Town Board	\$	🕒
B2 – Green Development Policies and Standards	1	Research & analysis of growing environmental risks (Huntersville-wide)	Town Staff	\$\$	🕒
	2	Draft local policy & standard updates	Town Staff	\$\$	🕒🕒
	3	Public hearing & adoption	Town Board	\$	🕒

KEY FOR TABLES

TIME    Tool exists or could be put into action within 2 years.

TIME    Tool could be in place within 5 years.

TIME    Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$ \$ \$

Tools may require short-term volunteer labor to get started, but represent modest costs.

COST \$ \$ \$

Tools may need short-term funding sources, primarily from local sources that are known.

COST \$ \$ \$

Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT B | REGULATORY TOOLS

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (clock icon)
B3 – Protection & Conservation of Historic & Cultural Assets	1	Community, with Charlotte-Meck. Historic Landmarks Commission (HLC) and NC State Historic Preservation Office (SHPO), researches historic homes for historic designation. Historic designations for cemeteries (if/where needed) are also coordinated with the NC Office of State Archaeology (OSA).	Coalition + HLC + SHPO + OSA	\$\$	
	2	Coordinate historic designations & any enhanced protections with HLC	Town + HLC	\$\$	 
	3	Adopt any enhanced protections (for any new regulations beyond what is already in place today) into policy, procedures and/or Ordinance (see Tool B1)	Town Board	\$	

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C1 – Property Tax Relief	1	Advertise County’s tax relief program (HOMES)	Coalition/CBOs	\$	🕒
	2	Counsel household in applying for HOMES	CBOs + nonprofits	\$\$	🕒
C2 – Home Repair & Weatherization Programs	1	Expand grassroots repair (Habitat, CDC partners)	CBOs + Agency/nonprofit partners	\$\$\$	🕒
	2	Secure donated materials & storage	CBOs + nonprofits	\$\$	🕒
	3	Deploy weatherization workshops & programs	CBOs + Agency/nonprofit partners	\$\$	🕒🕒
C3 – Utility Service Fee Reductions	1	Survey residents to understand the needs to keep up with utility bills	CBOs	\$	🕒
	2	Negotiate and secure discounts with providers	CBOs or Coalition	\$	🕒🕒
	3	Publicize discounts	CBOs	\$	🕒

KEY FOR TABLES

TIME    Tool exists or could be put into action within 2 years.

COST \$ \$ \$

Tools may require short-term volunteer labor to get started, but represent modest costs.

TIME    Tool could be in place within 5 years.

COST \$ \$ \$

Tools may need short-term funding sources, primarily from local sources that are known.

TIME    Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$ \$ \$

Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C4 – Real Estate & Financial Counseling Services	1	Survey residents for housing and legal needs	CBOs	\$	🕒
	2	Publicize and provide counseling services	CBOs + nonprofits	\$	🕒
C5 – Targeted Economic Empowerment & Ownership Support	1	Community employment needs assessment	CBOs + nonprofits	\$	🕒
	2	Partner with work boards, etc.	CBOs + Town support	\$	🕒
	3	Launch soft second mortgage program	CBOs + philanthropy + banks/CDFIs	\$\$\$	🕒🕒🕒
	4	Approve Zoning Ordinance changes to allow limited economic development uses for community in vacant nonresidential structures	Town + Coalition + Town Board	\$\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C6 – Legal Aid & Tenant-Owner Mediation	1	Establish partnerships with advisor nonprofits	CBOs	\$	🕒
	2	Facilitate housing mediation services	CBOs + County + nonprofits	\$	🕒
	3	Publicize tenant rights & support resources	CBOs	\$\$	🕒🕒
C7 – Community Land Trust (CLT)	1	Feasibility & business plan	Coalition + Town support	\$\$	🕒🕒
	2	Acquire first properties	CLT + banks/CDFIs + philanthropy	\$\$\$	🕒🕒🕒
	3	Establish ground leases w/ homeowners	CLT Board	\$\$	🕒🕒🕒

KEY FOR TABLES

TIME    Tool exists or could be put into action within 2 years.

TIME    Tool could be in place within 5 years.

TIME    Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$   

COST \$   

COST \$   

Tools may require short-term volunteer labor to get started, but represent modest costs.

Tools may need short-term funding sources, primarily from local sources that are known.

Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C8 – Nonprofit Housing & Community Development Corporation (CDC)	1	Launch a CDC	A CBO + banks/CDFIs	\$\$\$	🕒🕒🕒
	2	Or: Partner with nonprofit housing developers	Coalition + Town + nonprofit developer	\$	🕒
	3	Secure land and housing	CBO + nonprofits	\$\$	🕒🕒
C9 – Partner with a Community Quarterback Organization	1	Perform a demographic study	CBOs + Town/Agency support	\$\$	🕒
	2	Coordinate programs with providers regionally	Coalition + regional Agencies	\$\$\$	🕒🕒🕒
	3	And/or: Partner with Quarterback org.	Coalition + Ada Jenkins Center	\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT D | PUBLIC AND NONPROFIT INVESTMENT

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D1 – Infrastructure Upgrades	1	Hold workshops to identify & discuss infrastructure needs	Town + Community	\$	🕒
	2	Prioritize & select projects	Town + Community	\$	🕒
	3	Implement projects & update community on status	Town	\$\$\$	🕒🕒
D2 – Community Identity & Signage	1	Document histories and assets	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒
D3 – Historic Memorialization Along Trails	1	Document histories and assets to memorialize	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒

TOOLKIT D | PUBLIC AND NONPROFIT INVESTMENT

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D4 – Community Cemeteries	1	Survey & document cemetery churches + sites	SHPO & historians	\$\$	🕒
	2	Secure designations & protections	HLC + SHPO	\$	🕒🕒
	3	Establish conservation plans and education programs	Community + churches	\$\$\$	🕒🕒
D5 – Torrence-Lytle Community Center Outdoor Enhancements	1	Design workshops for Outdoor Enhancements	Town + Community	\$\$	🕒
	2	Design & construct outdoor/site improvements, coordinating with the County	Town + County	\$\$	🕒🕒
	3	Program outdoor uses with the Community	Town + Community + programming partners	\$\$\$	🕒🕒🕒
D6 – Funding for Affordable & Mixed-Income Housing Development	1	Assess housing needs for community members	Coalition + Nonprofit	\$	🕒
	2	Identify funding sources + coordinate with Agencies	Town + Agencies	\$	🕒
	3	Launch partnerships + development	Coalition + nonprofits	\$\$\$	🕒🕒🕒
D7 – Arts & Culture Investments	1	Identify priority cultural programming to implement	Community	\$	🕒
	2	Implement arts & culture initiatives	Community + programming partners	\$\$\$	🕒🕒🕒

4.3 | CLOSING REMARKS

Throughout this process, residents reminded us of what makes Pottstown special. It lives in the voices that fill its churches on Sunday mornings, in the laughter and meals shared across porches and kitchens, in the pride of schools and gathering places that shaped generations, and in the determination of neighbors who laid their own water lines to improve the entire community. These stories are not just history; they are the foundation for the future this plan seeks to protect.

The strategies outlined across Process & Representation, Regulatory Tools, Housing Stability, and Public & Nonprofit Investments are designed to carry that foundation forward. Together, they provide a framework for ensuring that as Huntersville grows and changes, Pottstown remains whole—a place where families can stay, culture is honored, and history continues to shape the future. The goal is not simply to manage growth, but to make sure it strengthens rather than displaces the community.

The main priority shall be to formalize the Pottstown coalition. This may involve joining forces with existing CBOs or partnering with other agencies to strengthen the group.

A unified voice, representative of all of Pottstown, will be key to carrying this Preservation Plan forward. The coalition will review the tools in this plan, determine priorities, and engage neighbors while working closely with the Town and other agencies to build understanding and trust.

Achieving these priorities will take persistence, shared responsibility, and partnership between residents, Town leadership, and local allies. Pottstown can also draw on successful local programs, resources, and leaders for guidance and support as highlighted in Toolkit A. By acting with unity and purpose, the people of Pottstown can guide change without erasing what makes the neighborhood home. In doing so, preservation becomes more than protecting buildings—it becomes a commitment to protecting people, traditions, and the bonds that make Pottstown's story worth carrying forward for generations to come.

It has been an honor to get to know you, Pottstown. Thank you.

Sincerely,

Neighboring Concepts



APPENDIX A

POTTSTOWN COMMUNITY PRESERVATION PLAN
COMMUNITY ENGAGEMENT SUMMARY





POTTSTOWN COMMUNITY PRESERVATION PLAN

COMMUNITY MEETING 01

LISTEN AND UNDERSTAND



COMMUNITY MEETING 01:

LISTENING SESSION

Introduction

The goal of Community Meeting 01 was to engage community members in shaping a shared vision for Pottstown’s future by preserving its unique character, addressing current challenges, and exploring new opportunities.

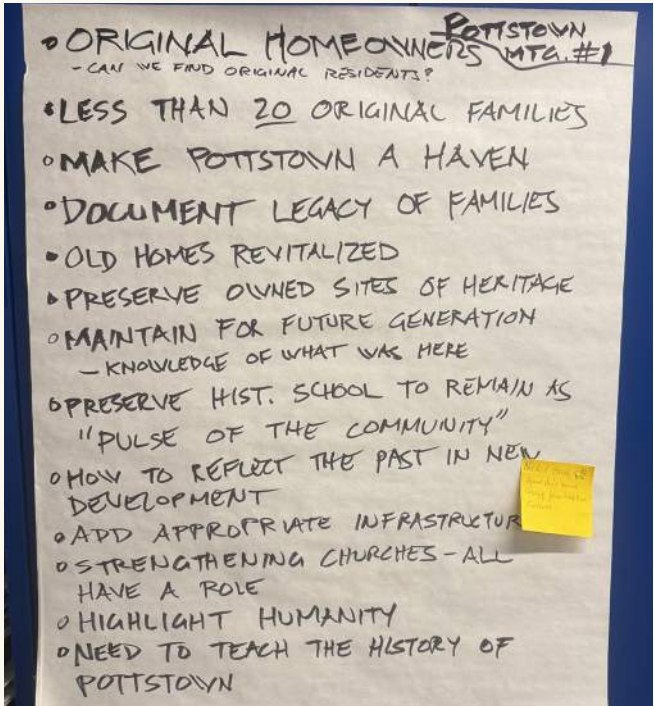
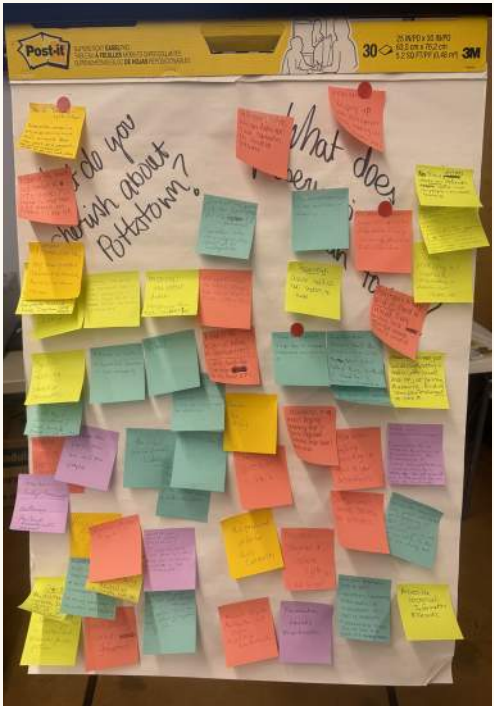
Neighboring Concepts conducted a 2-hour interactive meeting in the evening and all community members of Pottstown were welcomed. Community members were reached by yard signs, post-card mailings, and posts on the Town website. The tools used in the meeting were asset mapping, discussion through post-it mapping, and small group break out discussions.

Goals

1. Understand values, priorities, and expectations for the Pottstown Preservation Plan
2. Listen to the community members discuss what they cherish about Pottstown.
3. Discuss what preservation means to the community members of Pottstown.
4. Understand the best strategies of engagement.



We work with communities to effectively blend their visions with a new or existing environment while maintaining their community’s unique qualities and history.





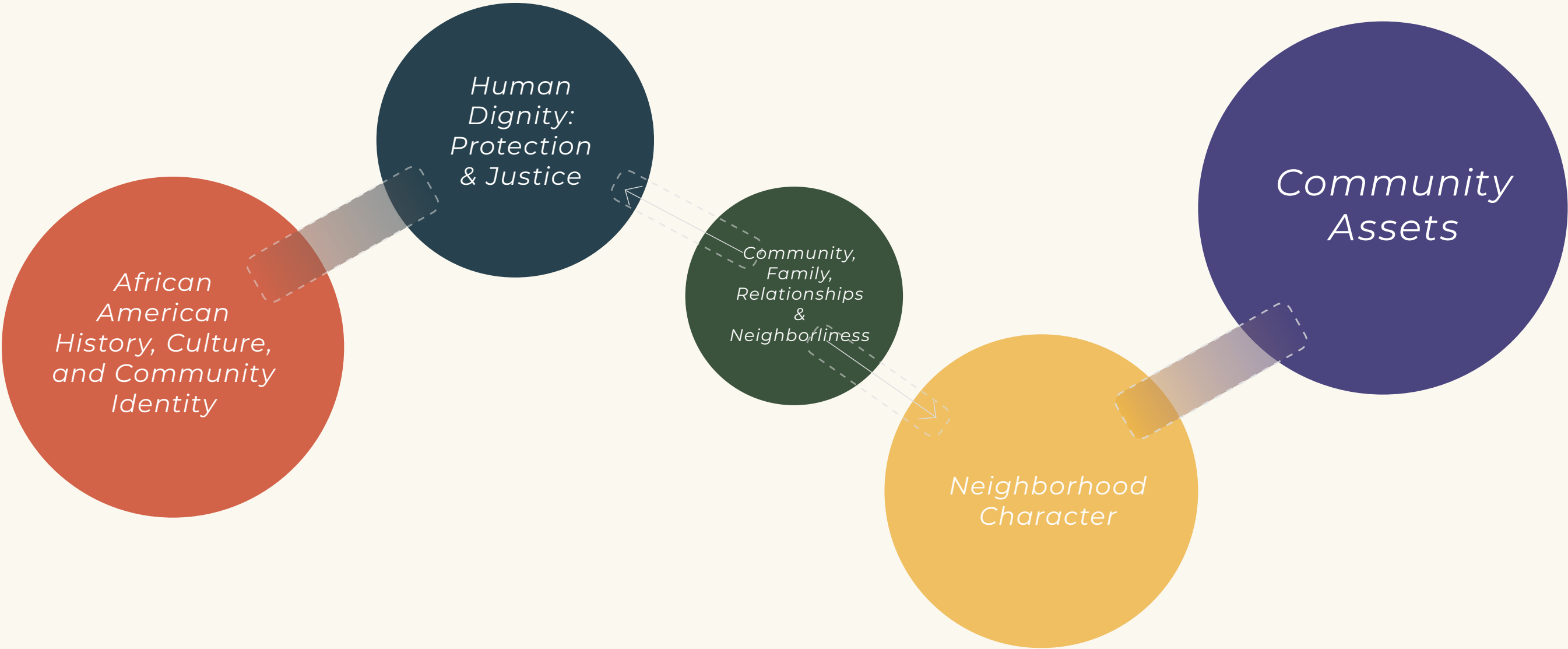
Upon arriving at the Listening Session, participants were invited to engage in a place-based asset mapping exercise. They were asked to consider locations of personal significance, their homes, and places they wished to preserve. They marked these locations on a printed map with sticky dots visually capturing their connections to the community, fostering collective storytelling, and insights into valued community spaces

Upon arriving at the Listening Session, participants were invited to engage in a place-based asset mapping exercise. They were asked to consider locations of personal significance, their homes, and places they wished to preserve. They marked these locations on a printed map with sticky dots visually capturing their connections to the community, fostering collective storytelling, and insights into valued community spaces

IMPORTANT THEMES

POTTSTOWN VALUES

This graphic illustrates key themes from the sticky note exercise—the larger the bubble, the more frequently it was mentioned. From a deep appreciation for African American history and community identity, to the preservation of historic homes, neighborhood character, and cherished community assets, these reflections highlight what makes Pottstown special and worth protecting for future generations.



WHAT DO YOU CHERISH ABOUT POTTSTOWN?

Task

Neighboring Concepts invited participants to write on sticky notes what they cherish most about Pottstown. Responses highlighted the Pottstown’s close-knit community, historic charm, and the value of family generations. These reflections underscored the unique elements that make Pottstown a place of pride for its residents.

Summary

The Community believes that Pottstown is cherished for its deep-rooted history, strong sense of community, and enduring cultural heritage, particularly its African American legacy. Residents take pride in the people, relationships, and shared experiences that define the town, valuing its historic homes, landmarks, and spaces that foster connection. Faith institutions, schools, parks, and multi-generational family ties contribute to a sense of belonging, resilience, and hope for Pottstown’s future.

African American History Culture & Community Identity

- African American culture
- Rich history
- Hometown heritage - Community
- Pottstown’s culture
- The people and pride for their community
- Resilience beyond the adversity
- Excitement for the future

Community Assets

- The Churches (3)
- Dellwood Center & Rosenwald School (3)
- Torrence - Lytle School (8)
- David B. Waymer Center (3)
- David B. Waymer Park (3)

Neighborhood Character

- Original home character
- Acres passed through the generations
- Long lasting history of creating development
- Historical neighborhoods
- Small town scale and layout
- Charm of the Pottstown’s streets

Human Dignity: Protection & Justice

- Their desire to see Pottstown thrive for future generations

Community & Family Relationships Neighborliness

- The relationships
- The shared struggle & shared neglect
- Small family-friendly community
- Strong family and community values
- Childhood memories
- Long-lasting relationships that have lasted 49 years
- Rich family history and continued presence

* The number in parentheses next to the word indicates how many times it was mentioned in the sticky note exercise.

WHAT DOES PRESERVATION MEAN TO YOU?

Task

Participants were then asked to reflect on and write what preservation meant to them. Many expressed a desire to protect the Pottstown’s historical architecture, safeguard sacred spaces, and honor its cultural heritage. The exercise fostered thoughtful conversations about balancing preservation with progress to maintain Pottstown’s identity for future generations.

Summary

The Community believes that preservation means honoring and sustaining Pottstown’s cultural and historical identity while ensuring its growth remains inclusive and respectful of its past. It involves protecting historic buildings, stories, and traditions while fostering spaces for future generations to thrive. Preservation is about maintaining affordability, advocating for justice, and safeguarding the essence of the community—ensuring that progress does not erase the legacy of those who came before but rather enhances and uplifts the people who call Pottstown home.

African American History Culture & Community Identity

- Makers of the struggle
- Pottstown’s culture, African American history, segregation, etc. should be preserved
- Traditions that honor the roots
- Sustaining a community for generations to come
- Our history and stories need to continue
- Retelling stories of ancestors
- Accessible historical information and records

Community Assets

- Revitalize community amenities and infrastructure

Human Dignity: Protection & Justice

- Allowing community members to age in place
- To acknowledgment of the positives in humanity
- Strong advocacy groups
- Fighting gentrification
- Preserve affordability in the community
- Affordable housing
- Preserve the people and the air

Neighborhood Character

- Restoring the older homes
- Celebrate and acknowledge the original home owners
- Balancing the progression of development, while keeping the history and people involved. “Holding on to mama’s home”
- Preserve and maintain buildings, houses, undeveloped acreage
- Restoring
- Connects the past and present when implementing spacing to eat, live, work, and play
- Retaining places from the past in the midst of a changing environment
- Lower speed limit on Holbrooks so people can continue to walk safely
- Preserve the land



*“We are history. We are
Pottstown and we have a
wealth of history to give.”*

-Commissioner LaToya Rivers

BREAK OUT GROUPS

Goal

The participants broke into smaller teams of 6 to 8 participants, each led by a Team member who facilitated discussions focused on key questions: who to engage, when to involve them, and how to approach outreach effectively. The goal was to identify strategies for connecting with the stakeholders who would have the greatest influence on the Pottstown Preservation Plan. The following captures what was heard.

WHO TO ENGAGE?



HOW TO ENGAGE?



PLUG INTO THE COMMUNITY

MEETINGS AND EVENTS

- 1

February: Black History Month Celebration
Date: Saturday, February 15, 4-8 pm
Location: David B. Waymer Center Innovation
- 2

April: St. Phillips Friends and Family Fish Fry
Date: TBD
Location: TBD
- 3

June: June Fest
Date: Saturday, June 7
Location: David B. Waymer Center

Recurring Meetings

- St. Phillips Church
Meets every 2nd Tuesday, 3 pm

Events With Unknown Dates

- Revival Night (local churches)
- Family and Friends Day (local churches)
- Clean-Up Day
- Block Party
- Juneteenth
- Storytelling Group

WHEN ARE THE BEST TIMES TO ENGAGE?

RULE OF THUMB

- 1

After church services on Sundays
- 2

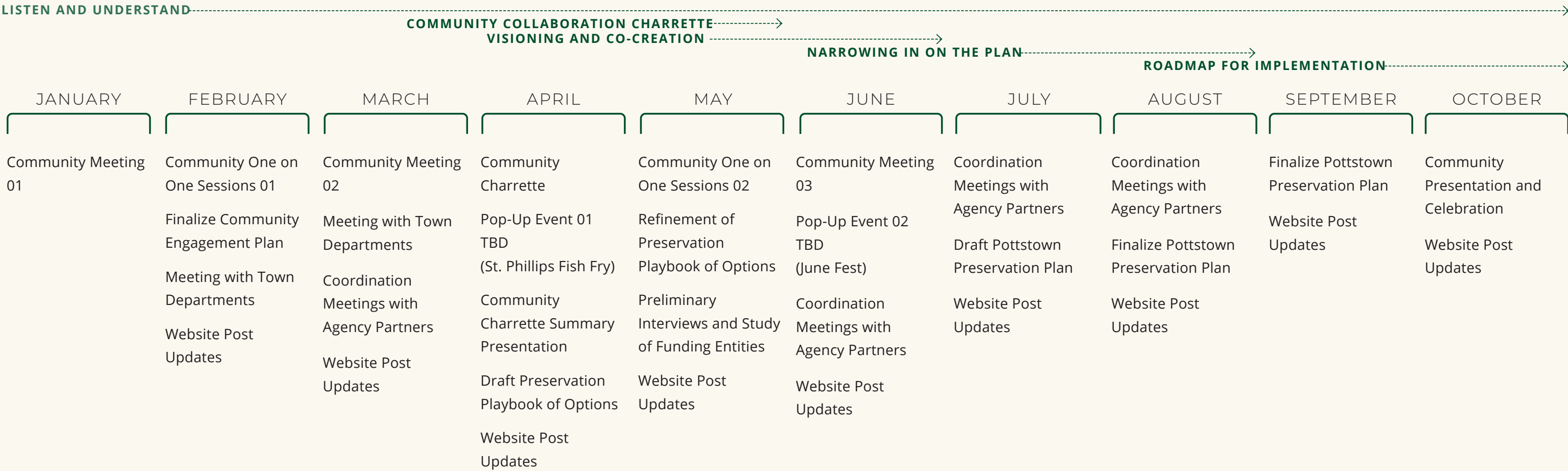
Saturdays 11 am - 2 pm
- 3

Monday evenings
- 4

The Community meetings should meet every month

ENGAGEMENT PLAN

UPDATED SCHEDULE: JANUARY 2025 - OCTOBER 2025



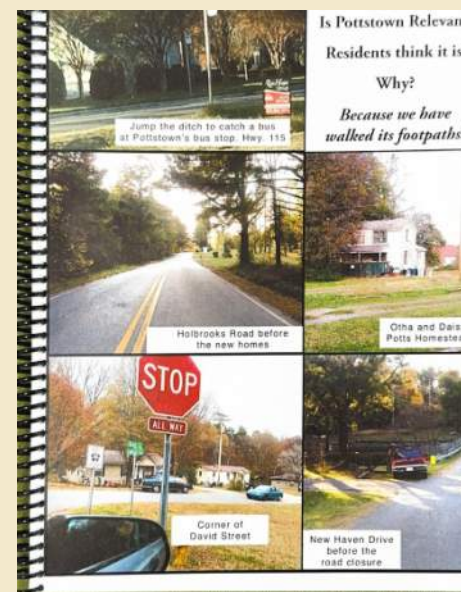
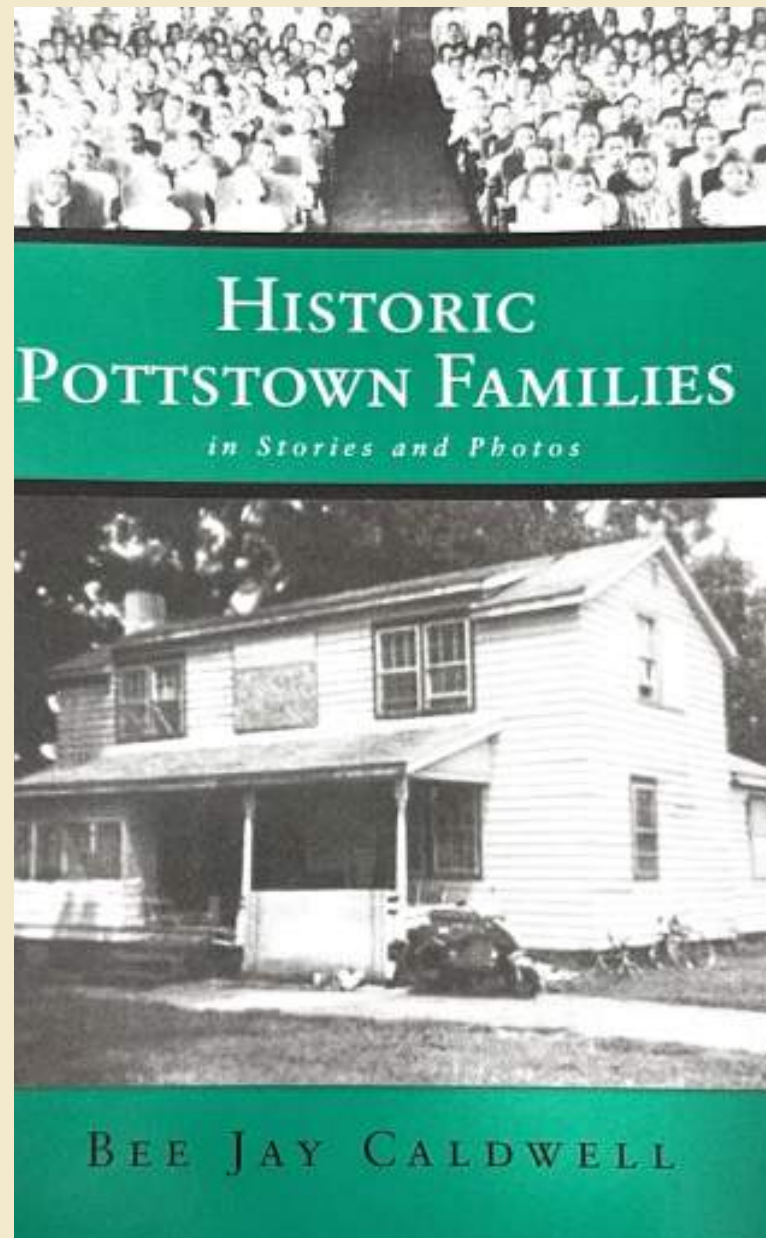


POTTSTOWN COMMUNITY PRESERVATION PLAN

ONE-ON-ONE SESSIONS

LISTEN AND UNDERSTAND





ONE-ON-ONE SESSIONS

Introduction

The goal of the One-on-One Sessions were to gain a deeper understanding of and provide support for the Pottstown community by engaging in focused discussions with leaders from various neighborhood groups and initiatives. These sessions served as a platform for exploring goals, objectives, backgrounds, challenges, and community aspirations while incorporating diverse perspectives.

Neighboring Concepts facilitated 30-minute individual meetings with community leaders and members in the morning. Outreach efforts included email invitations and flyers posted on the Pottstown website to maximize participation.

Goals

1. Understand Community Needs & Challenges
2. Strengthen Community Engagement
3. Document Historical & Cultural Perspectives
4. Identify Opportunities for Growth & Development

LEON LADDA

POTTSTOWN HERITAGE & LEADERS GROUP

Introduction

Leon Ladda is a dedicated community member with deep historical and familial roots in the area. Residing on Central Avenue, his family once owned 10 acres of land, contributing to the region’s agricultural heritage. Since moving back in 2000, he has been actively involved in preserving the community’s history, advocating for engagement among younger generations, and working to maintain cultural and historical landmarks.

Takeaway

Leon Ladda is a committed community advocate with a strong sense of history and family ties to the region. Ladda’s passions include revitalizing community events like cookouts, promoting local arts and crafts, and working towards the development of parks and historical landmarks. His vision for the future aligns with the Pottstown Preservation Plan, emphasizing continued community involvement, preserving cultural and historical assets, and ensuring younger generations connect with the town’s rich legacy.

01 HONORING HISTORY & CULTURE

- Local cookouts primarily attended by elder community
- Elder community hold deep knowledge about community’s history
- South of Pottstown used to be a cotton field
- Local arts and craft initiatives using ice cream sticks, toothpicks and pencils into hats, brooms, and other crafts
- Waymer Center as community engagement destination

02 COMMUNITY ENGAGEMENT & SUPPORT

- Revive past events like cookouts
- Engage younger generations to ensure community growth and continuity

03 PRESERVATION & DEVELOPMENT

- Creation of a park to preserve the community history
- Historical tree near landfill remains a notable landmark in the area
- Natural spring to be converted into a golf course
- Tree trimming suggestion along Central Avenue due to overgrowth and falling hazards

04 VISION FOR THE FUTURE

- Continued community engagement efforts
- Initiatives that connect younger generations with the cultural and historical legacy of Pottstown

JANELLE HARRIS

MABABU LIVE GROUP

Introduction

Janelle Harris is a passionate community leader dedicated to preserving history, fostering youth engagement, and advocating for sustainable development in Pottstown and the greater Huntersville area. Through her work with Mababu Live and various community organizations, she strives to maintain the neighborhood's cultural identity, empower future generations, and promote intergenerational wealth.

Takeaway

Janelle Harris is dedicated to preserving history, promoting growth, and advocating for sustainable development in Pottstown and Huntersville. Her efforts align with the Pottstown Preservation Plan, focusing on local heritage, education, and housing. By encouraging investment and community engagement, Harris helps preserve Pottstown's cultural legacy while fostering economic and social growth for future generations. Her work is essential to sustaining the area's history and culture, playing a key role in Pottstown's future.

01 HONORING HISTORY & CULTURE

- Mababu Live embodies the idea of “ancestors live through us”
- Supports heritage preservation efforts, including written and oral history, and artifacts
- Advocates to reuse the Torrence Lytle High School
- Revive the Debutante Ball to teach young men life skill lessons

02 COMMUNITY ENGAGEMENT & SUPPORT

- Leads an annual neighborhood cleanup
- Organizes monthly community meetings
- Supports homecoming reunions through block parties and tailgating events
- Engages youth through sponsorships and programs
- Intends to expand Torrence Lytle scholarship fund to provide educational support for local students

03 PRESERVATION & DEVELOPMENT

- Advocates for sidewalk improvements
- Strengthens partnerships with organizations such as Huntersville Park & Rec, East Huntersville Community Outreach, and Smith Coalition
- Works with local boards to address housing challenges and affordable housing development
- Collaborates with organizations to promote home repairs, and services to people

04 VISION FOR THE FUTURE

- Encourages returning- residents to invest in the neighborhood, fostering economic and social growth
- Aims to rebuild and expand community participation, focusing on door-to-door outreach and volunteer involvement

VARONA WYNN

TORRENCE-LYTLER ALUMNI ASSOCIATION

Introduction

Varona Wynn is a committed community leader and active member of the Torrence Lytle School Alumni Association. She is committed to preserving the legacy of Torrence Lytle High School, supporting youth through scholarships, and ensuring that the history of the community is documented and celebrated. Through her work with the alumni group and her personal efforts, Varona is passionate about creating opportunities for future generations while preserving the rich cultural and historical identity of Pottstown and its surrounding areas.

Takeaway

Varona Wynn is a dedicated community leader committed to preserving Pottstown’s history and culture through her work with the Torrence Lytle School Alumni Association. Her efforts to engage the community through meetings, fundraising, and newsletters support local initiatives and cultural preservation. Wynn’s vision includes restoring landmarks like the Torrence Lytle auditorium, creating an Arts Center for youth, and establishing a historical library. By promoting intergenerational involvement, she ensures the community’s rich history is celebrated for generations to come.

01 HONORING HISTORY & CULTURE

- Scholarships to help students to attend college
- Annual Blue & Gold Weekend fundraiser includes dinner dances and memorials to honor alumni and teachers.
- Community is deeply tied to local history, with families like the Sherrells, Ladda, Gastons, and Bosts having deep roots in the area.
- Proper documentation of oral histories and local stories needed to preserve the community’s culture

02 COMMUNITY ENGAGEMENT & SUPPORT

- Monthly meetings allow alumni and community members to gather and support local initiatives.
- Quarterly newsletters keep the community updated on events and fundraising efforts.
- Hosts fundraising activities at local events such as the June Fest
- Active engagement with families to document and preserve community history.

03 PRESERVATION & DEVELOPMENT

- Advocates for preserving historical landmarks, including the Torrence Lytle High School
- Plans for a historical library and archive at the Dellwood Center
- Proposes hiring a dedicated historian to verify and collect community history, including research at archives like the North Carolina State Archives and Freedmen’s Bureau records.

04 VISION FOR THE FUTURE

- Aims to restore the middle building’s auditorium for cultural events such as plays, talent shows, and community programs.
- Seeks to establish an Arts Center to provide affordable creative opportunities for youth.
- Strong emphasis on intergenerational involvement to sustain historical preservation efforts for future generations.

BEE JAY CALDWELL

TORRENCE-LYTLÉ ALUMNI ASSOCIATION

Introduction

Bee Jay Caldwell is a dedicated community organizer and advocate for historical preservation, committed to honoring her ancestors and promoting unity despite facing challenges like gentrification and a lack of recognition. As an active member of local initiatives, she continues to push for community development, historical preservation, and inclusive spaces that support the well-being of future generations. Her vision includes revitalizing the Torrence Lytle campus, creating spaces for art and social engagement, and improving community access to resources.

Takeaway

Bee Jay Caldwell has worked to raise awareness and preserve the Torrence Lytle campus while addressing challenges like gentrification and limited recognition. Her vision aligns with the Pottstown Preservation Plan, aiming to revitalize spaces like the Dellwood Center and transform the Torrence Lytle campus into multifunctional areas for future generations. By focusing on youth, art, and social development, Caldwell’s efforts foster connection and collaboration within the community, calling for greater involvement from local businesses and residents to ensure a vibrant and sustainable future for Pottstown.

01 HONORING HISTORY & CULTURE

- Actively involved in history-telling initiatives, conducting interviews with various groups
- Strong belief in the interconnectedness of people and the importance of collective responsibility
- Committed to honoring her ancestors and preserving community culture

02 COMMUNITY ENGAGEMENT & SUPPORT

- Faced challenges with community organizing, creating Agape Love-In Sessions to engage the various churches in the area.
- Struggles with feeling unheard when engaging with the broader community, highlighting the need for more support and recognition.

03 PRESERVATION & DEVELOPMENT

- Attended town board meetings related to the redevelopment of the Torrence Lytle campus, voicing concerns about property division and community impact.
- Aims to preserve the Dellwood Center as a place for youth engagement in arts, dance, and social development.

04 VISION FOR THE FUTURE

- Torrence-Lytle High Schools’ cafeteria refurbished into a multifunctional space, including a community store, an administrative unit, library and classrooms.
- Seeks greater involvement from local businesses and the community to help fund and bring these ideas to fruition.
- Proposed a senior residency facility with amenities such as an exercise room, meeting spaces, and beauty/barber shop.



TOWN DEPARTMENT

Introduction

The Town Department Heads Sessions were designed to foster a deeper understanding of Pottstown's needs and provide meaningful support. These 30-minute discussions allowed department leaders to share insights on goals, challenges, and initiatives while aligning their efforts with community priorities. Neighboring Concepts facilitated these focused conversations, ensuring diverse perspectives were heard. To encourage participation, outreach efforts included email invitations and flyers posted on the Pottstown website.

Goals

1. Align Department Initiatives with Community Needs
2. Strengthen Community Engagement and Transparency
3. Enhance Unified Strategic Planning
4. Identify Challenges & Opportunities

ADMINISTRATION & COMMUNICATIONS DEPARTMENT

Introduction

The Huntersville Administration and Communication Department plays a vital role in keeping residents informed and engaged with town policies, community development, and local initiatives. Their efforts focus on educating the public and facilitating open communication between residents and town leadership.

Takeaway

The Huntersville Administration and Communications Department remains committed to fostering a well-informed, engaged, and thriving community through transparent communication and meaningful initiatives. These efforts will also be directly connected to the ongoing discussions about the Pottstown Preservation Plan, ensuring that historical preservation, community development and resident concerns are addressed in a comprehensive and inclusive manner.

01 RESIDENT EDUCATION & AWARENESS

- Tax Implications & Analysis (In-town vs out-of-town), including Extraterritorial Jurisdiction (ETJ) and Town considerations to educate residents
- Education about Historic Status Restrictions

02 COMMUNITY ENGAGEMENT & SUPPORT

- Community Cleanup Initiatives
- Public Hearing in Traffic Calming
- Town celebrated 150th Anniversary and interviewed Pottstown residents
- Members from the Torrence-Lytle Alumni Association have attended to Town meetings, like Varona Wynn and Bee Jay Caldwell

03 PRESERVATION & DEVELOPMENT

- Home Restoration Assistance
- Oral History Integration
- Art Trail & Historical Preservation
- Community Development Block Grant (CDBG) Application

04 CHALLENGES

- Lack of a Dedicated Economic Development Staff Member
- Resident Pushback or varying feedback
- Sidewalk Integration vs. Senior Community Needs

POLICE DEPARTMENT

Introduction

Since the late 1980s, the Police Department has been instrumental in maintaining the safety and well-being of the community. While crime rates have remained relatively low over the years, the department remains committed to strengthening trust and promoting fair and equitable law enforcement. With many longtime families still residing in the area, the community has continued to grow, and the police department continues actively engaged in supporting its residents.

Takeaway

The Police Department is committed to ensuring that public safety remains a cornerstone of the Pottstown Preservation Plan. By fostering meaningful community engagement and addressing local concerns, this initiative prioritizes the voices of residents, ensuring that all perspectives contribute to a thriving and preserved neighborhood

01 EMERGENCY & PUBLIC SERVICES

- Coverage beyond town or extraterritorial jurisdiction (ETJ) limits
- Neighborhood Watch Programs

03 CHALLENGES

- Increased speeding on Dellwood Dr and Hollbrooks St, with many utilizing these roads to get to Vermillion development
- Dump truck issues
- Illegal dumping behind the school

02 COMMUNITY ENGAGEMENT & SUPPORT

- National Night Out
- Waymer Center Activities
- Police hosted Trunk or Treat for 3 years
- Community Engagement Crew - team focused on outreach and community relationship
- Desires to manage traffic on a Paint Sidewalk Event
- Involvement in community cleanups
- Engagement in additional community initiatives

ENGINEERING & PUBLIC WORKS DEPARTMENT

Introduction

The Engineering & Public Works Department is dedicated to maintaining and improving the town’s infrastructure to support a safe, accessible, and thriving community. The department works to ensure that streets, sidewalks, and public utilities are modernized while remaining affordable and beneficial for all residents. By prioritizing long-term community needs—rather than solely catering to new development—the department plays a crucial role in shaping a more walkable, connected, and livable Pottstown.

Takeaway

The Engineering & Public Works Department supports the Pottstown Preservation Plan by prioritizing infrastructure improvements that benefit longtime residents while planning for future growth. Through traffic calming, pedestrian-friendly projects, and utility partnerships, the department helps create a connected, livable, and historically preserved community.

01 TRANSPORTATION & STREET SAFETY

- Traffic calming measures at Dellwood Ave and parts of Dellwood
- Dellwood vs. Gibson crossing closure
- Potential street parking at Church AME Zion
- Sidewalk project along Central
- Right-of-Way Considerations

02 COMMUNITY ENGAGEMENT & SUPPORT

- Public engagement through door-to-door flyers
- Elected people were communicating with the community

03 PRESERVATION & DEVELOPMENT

- Stormwater study planned. Area currently relies on sheet drainage with no immediate concerns
- Potential for community art to be incorporated in future traffic calming projects, like painted crosswalks or widened turns.
- Seam Trail Project along Church extension project

PARKS & RECREATION DEPARTMENT

Introduction

The Parks & Recreation Department is dedicated to maintaining and expanding public spaces that serve as the heart of the community. With a focus on accessibility, preservation, and programmatic growth, the department collaborates with local government agencies, community organizations, and residents to ensure that parks, historic landmarks, and recreational facilities remain vibrant and welcoming for all.

Takeaway

The Parks & Recreation Department plays a vital role in the Pottstown Preservation Plan by ensuring that public spaces remain accessible, well-maintained, and reflective of the community's heritage. Through investments in park improvements, recreational facilities, and historic landmarks, the department helps preserve the cultural and social fabric of Pottstown while promoting opportunities for community engagement.

01 ONGOING INITIATIVES

- Paved Walking Trail
- Updated Basketball & Hokey Rink
- Splash Pad at Waymer Park to be completed by Fall 2025
- Playground & Park Upgrades by County

02 COMMUNITY ENGAGEMENT & SUPPORT

- Elected Officials used to host meetings at Dellwood Center
- Monitoring community needs like youth sports program
- Hosted Tree Planting Event in the past
- Use of Waymer Center and Park increased with Vermillion development

03 PRESERVATION & DEVELOPMENT

- Dellwood Center Restoration
- Potential Passive Nature Trail behind Waymer Park

PLANNING DEPARTMENT

Introduction

The Planning Department plays a crucial role in shaping the town’s development, ensuring that growth is sustainable, inclusive, and aligned with the needs of both longtime residents and new community members. Through zoning regulations, land-use planning, and targeted initiatives, the department is committed to preserving Pottstown’s historic communities while fostering economic opportunities and generational wealth.

Takeaway

The Planning Department’s efforts are closely aligned with the Pottstown Preservation Plan, working to ensure that both historical preservation and community development are prioritized in a way that benefits the entire community. By integrating the goals of the preservation plan, the department is focused on maintaining the town’s rich history while also encouraging sustainable growth and revitalization. Their initiatives aim to strike a balance between honoring Pottstown’s heritage and supporting modern development, ensuring that the needs and concerns of residents are addressed through a thoughtful, inclusive approach.

01 HOUSING INITIATIVES

- Attainable Housing Initiative
- Attainable Housing Policy
- Emphasis on Homeownership
- Housing Study through Development Financial Institution (DFI)
- Historical Overlay to encourage affordable and profitable living

02 COMMUNITY ENGAGEMENT & SUPPORT

- Law Enforcement Involvement
- Key Partners - Rebuilding Together, She Built this City, Habitat
- Community Engagement Growth

03 PRESERVATION & DEVELOPMENT

- Exploring Micro-Transit Options
- BUILD (formerly RAISE) Grant - Future Seam Trail Expansion
- Home Repair & Maintenance Support
- Affordable Housing Development

04 CHALLENGES

- Zoning Constraints
- Affordability for Local Workers



POTTSTOWN COMMUNITY PRESERVATION PLAN

COMMUNITY WORKSHOP

VISIONING AND CO-CREATION



COMMUNITY WORKSHOP

VISIONING SESSION

Introduction

The goal of the Community Workshop was to actively engage Pottstown residents in shaping a shared vision for the future, one that honors the community’s rich heritage, addresses current needs, and explores new opportunities across four key focus areas in Pottstown.

Neighboring Concepts hosted a two-day, interactive, drop-in style event designed to encourage open participation and creative thinking. Day One focusing on co-designing and dreaming and Day Two focusing on visualization and critique.

Goals

- 1. Engage Residents in Visioning
- 2. Showcase Preliminary Concepts
- 3. Collect Feedback to Inform Next Steps



By directly engaging and involving the people who use the spaces we design, we are able to better understand what they are looking for.

Focus Areas

- Torrence-Lytle School
- South Section of Waymer Park
- Dellwood Drive Vision
- Vacant Land Along NC 115

These focus areas were guided by early community input in response to the question: “What do you want to preserve, and what do you cherish in your community?” The places people named helped highlight areas that hold meaning, history, or potential. While many other topics are important to the community, identifying these key locations helped us explore ways to reflect shared values in future planning.

Key Engagement Tools Included

- **Case Study Analysis:** Presenting relevant cultural precedents
- **Community Design Workshops:** Facilitating co-creation of site concepts.
- **Voting and Visual Aids:** Documenting preferences through public feedback.

These tools allowed us to collaborate with community members to identify priorities, envision future uses for the site, and collect qualitative data, allowing us to identify recurring themes and prioritize program elements.

DAY 01

Community Workshop

Day One focused on design, dreaming, sketching, and understanding community priorities. Participants shared ideas, voiced concerns, and imagined possibilities for the future. To support this visioning process, we introduced several precedent case studies, examples of how other historically significant cultural buildings and spaces have been successfully restored and re-purposed to serve community needs.

Community Celebration

Day two was a community celebration to honor the collective efforts and active participation of residents throughout this process. The event was designed to foster a welcoming environment where neighbors could connect through casual conversation, enjoy food together, and ask questions in an open setting.

Goals

- Building Trust and Straightening Relationships
- Recognizing the Value of Everyone's Contributions
- Reflect on the Progress Made
- Reaffirm the Shared Commitment to Persevering Pottstown

DAY 02

Community Workshop

Day Two built upon the insights gathered on the first day. It provided an opportunity to vote on proposed ideas helping residents understand and visualize their suggestions. This allowed the community members to provide feedback and refine the concepts.



TORRENCE-LYTLER SCHOOL

FOCUS AREA 01

The Torrence-Lytle School, was the first and, for many years, the only public high school available to African American students in rural Mecklenburg County. Since its closure in 1966, the building has remained vacant and is now in a state of significant deterioration. Despite this, it continues to hold deep emotional and historical significance for generations of families in the Pottstown area. For decades, community members have voiced a clear and consistent desire: to restore the school in a way that honors its legacy and reestablishes it as a source of pride, possibility, and purpose.

Currently, the Torrence-Lytle School is owned by the Mecklenburg County Historic Landmarks Commission. The school is undergoing structural stabilization in preparation for a forthcoming Request for Proposals (RFP) aimed at its redevelopment. This process presented a key moment to engage the community. We hope to maintain a collaborative relationship with the Commission with the shared goal of having the community voice present in the RFP regarding the future of a historically and symbolically important site, as the property transitions to new ownership.

TORRENCE-LYTLER SCHOOL

FOCUS AREA 01 - DAY 01

Similar Example Projects

These case studies guided our discussions with the Pottstown community, showing how spaces with difficult histories can become inclusive, future-facing assets. Inspired by this, the community envisioned bold, creative ways to revive Torrence-Lytle School, connecting the past and future.

Two Notable Examples

The Hayti Heritage Center (Durham, NC)

- Formerly St. Joseph’s AME Church, this historic site was preserved and transformed into a thriving cultural arts center, hosting exhibitions, performances, educational programs, and community gatherings, while honoring the legacy of Durham’s historic African American neighborhood.

The Double Scrub Oregon Theater (Portland, OR)

- Originally a segregated movie theater, this building was reclaimed and reimagined as a community arts and social justice hub, acting as a resource for creative expression, activism, and cultural memory.



1. Hayti Heritage Center 2. Tagwa Community Farm 3. Pioneer Lavada Jones 4. New Crusher Court 5. Double Scrub

TORRENCE-LYTLE SCHOOL

FOCUS AREA 01 - DAY 02

Brainstorming and Organizing Data

At the Community workshop, community members shared many suggestions and brainstormed ways to preserve and revitalize the school, and four main themes emerged.

EDUCATIONAL CONTINUITY

Community members emphasized the importance of continuing the site’s legacy of learning.

There was strong support for creating a Trade School or vocational training center, framing education as a tool for economic empowerment and intergenerational advancement.

CULTURAL AND SOCIAL GATHERING

The idea of creating spaces for food, conversation, and connection was central.

The “Cook Out” Park and the “Front Porch” Plaza were envisioned as outdoor areas where families can gather, eat, and share stories.

ELDER INCLUSION AND AGING IN PLACE

A proposal for Senior Living Housing came from discussions on displacement and generational continuity.

There is a strong fear of being priced out of their communities and being displaced. The idea present a goal to allow elders to remain embedded in the neighborhood fabric and continue their role as knowledge-bearers and mentors.

ECONOMIC SELF-DETERMINATION

Residents supported walkable, small-scale retail options that favor local, “mom-and-pop” businesses.

This approach to retail was more favorable because it discourages gentrification and supports community wealth-building through entrepreneurship and economic participation.

TORRENCE-LYTLER SCHOOL

FOCUS AREA 01 - DAY 02

Results of Preference Survey (Number of Votes)

The diagram below reflects the community's feedback on which program elements would best serve Pottstown. Each option includes the number of votes it received during the event, highlighting the community's priorities. The most strongly supported program items were the Trade School, the Library, Food Trucks, and Pergolas/Shading Structures.



Community Comments

- Concern about lack of lighting/darkness in the area
- Distrust/skepticism about future renovation efforts and keeping the history and culture the main focus.
- Fear of being erased and displaced
- Desire for a Trade School & Library
- Request to exclude support for landfill routes or trucks on Holbrooks Rd.
- Suggestion to activate the space through events/door-to-door outreach
- Recommendation to include alternative truck routes to avoid residential areas



DELLWOOD DRIVE VISION

FOCUS AREA 02

The Dellwood Center — also known as the Little School — served as a critical educational site for African American children during segregation and still holds cherished memories for many residents. Designated as a historic landmark in 2022, the site is now receiving new signage to formally recognize its significance. The area surrounding the school is largely open and undeveloped, framed by nearby homes and St. Phillips Missionary Baptist Church, and holds promise as a connective and commemorative space that honors the educators, students, and legacy of the school. Nearby, a 31-acre tract owned by the County adds to the potential of the broader area. Although this land is considered culturally significant to residents of Pottstown, it was purchased with park funds and is expected to be used for park purposes. The County manages its own separate planning process for this site, which limits the role of this plan in shaping its future use.

DELLWOOD DRIVE VISION

FOCUS AREA 02 - DAY 01

Similar Example Projects

To help shape the vision for Dellwood Drive, case studies were shared to envision how spaces can preserve and exhibit Pottstown’s history while also fostering education, engagement, and community connection opportunities.

Two Notable Examples

Siloam School (Charlotte, NC)

- The Siloam School, a 1920s one-room schoolhouse for African American students, has reopened after an eight-year restoration by the Charlotte Museum of History, highlighting the legacy of Black education and community resilience in Mecklenburg County.

Second Ward Alumni House (Charlotte, NC - Concept, not built yet)

- Second Ward High School, opened in 1923, was Charlotte’s first public high school for African American students until its closure in 1969 due to urban renewal. A potential public space where artifacts from the school can be stored, preserved, and exhibited, offering visitors a place to learn about and engage with its history.



1. Siloam School 2. Second Ward Alumni House 3. Pottstown Historical Artifacts

DELLWOOD DRIVE VISION

FOCUS AREA 02 - DAY 02

Brainstorming and Organizing Data

At the community workshop, residents shared thoughtful ideas focused on honoring and enhancing the Dellwood Center and its surroundings- without altering the historic building itself. From those conversations, four key themes emerged.

PRESERVE AND PROTECT THE DELLWOOD CENTER

The Dellwood Center is a historic and cultural landmark, deeply valued for its legacy as a former elementary school, also known as the Little School.

The community strongly emphasized that the building should remain untouched and preserved as a symbol of pride, resilience, and continuity.

RESPECTFUL SITE ENHANCEMENTS

While major changes are not desired, residents supported modest improvements to the surrounding site—such as upgraded parking, historical trail, or an outdoor gazebo—that make the space more usable while preserving its historic character.

CELEBRATE LEGACY THROUGH COMMUNITY TRADITIONS

Rather than adding new structures, the community favors honoring Dellwood’s history through traditions and creative activities, such as painting parking spaces to commemorate local stories and hosting events that keep its legacy alive.

ALIGN WITH THE CHURCH’S LONG-TERM VISION

The future of Dellwood is closely tied to the 10-year plan of St. Phillip Missionary Baptist Church.

Community members supported efforts like cemetery expansion and improved pedestrian access that align with the church’s ongoing role as a neighborhood anchor.

DELLWOOD DRIVE VISION

FOCUS AREA 02 - DAY 02

Results of Preference Survey (Number of Votes)

The content below reflects the community’s feedback on the future of the Dellwood Center and its surroundings. Community input reinforced the importance of maintaining the Dellwood Center as-is, with thoughtful improvements to the surrounding area that celebrates and support its historic role. The visualization on the previous page incorporates concepts from the Historic St. Phillips Baptist Church 10-year plan, offering a glimpse into how the area could evolve while remaining true to its heritage. Community members were invited to vote for their top 3 favorite ideas across three thematic categories: Social Amenities, Traffic Calming, and History Telling & Nature Trail Enhancements.

Community Comments

- Concerns about usability and effectiveness of Mini Circle
- Interest of adding a gazebo space
- Keep the original historical function of the site
- Historical signage at parking areas
- Skill building classes
- Stream & Trees restoration/conservation
- Gardening
- Expanded driveway and parking access
- Desire for a trail through the 31-acre area connecting Dellwood & Holbrooks

01. SOCIAL AMENITY THEME

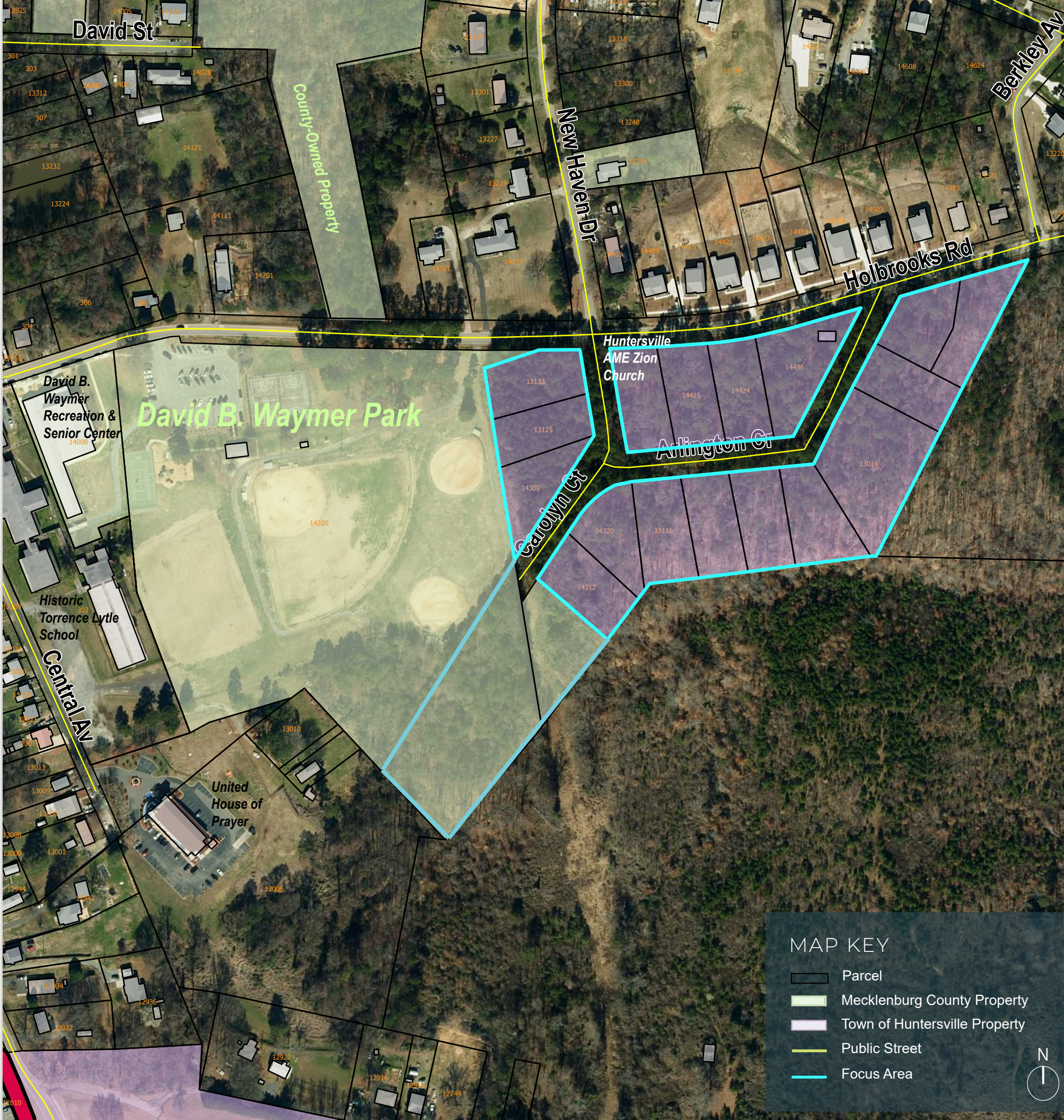
OUTDOOR PLAY  x5	STORY GATHERING AREAS  x1	PICNIC FACILITY  x4
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02. TRAFFIC CALMING (CENTRAL & HOLBROOKS)

RAISED INTERSECTION  x1	MINI CIRCLE  x3	DECORATIVE PAVING  x1
SPEED HUMP/TABLE  x7	CHOKER/CHICANE  x1	PAINTED CROSSINGS  x5

03. HISTORY TELLING & NATURE TRAIL THEME

INTERPRETIVE SIGNAGE  x1	NATIVE PLANT RESTORATION  x7	OUTDOOR CLASSROOM  x3
TIMELINE WALK  x3	TRAILHEAD  x2	BOARDWALK TRAIL  x13



SOUTH SECTION OF WAYMER PARK

FOCUS AREA 03

Located just southeast of David B. Waymer Park and tucked behind the historic Torrence-Lytle School and Waymer Center, this largely wooded area includes a mix of County- and privately-owned parcels. Surrounded by established neighborhoods, a historic church, and natural features like woodlands and a creek, the site offers a peaceful, ecologically rich setting with deep community roots. While initial development considerations focused on the parcels a bit further east, feedback from the Day 01 workshop revealed greater opportunity within the County-owned land to the south of Waymer Park. This area is represented on the map to the right. Though currently undeveloped, this land presents a rare and exciting chance to shape something meaningful for Pottstown's future—a place where people of all ages can live well, connect to community life, and perhaps even return to raise the next generation.

SOUTH SECTION OF WAYMER PARK

FOCUS AREA 03 - DAY 01

Similar Example Projects

To guide the vision for the South Section of Waymer Park, case studies were shared to highlight successful transformations of similar sites. These examples offer insight into strategies for thoughtful, inclusive revitalization in Pottstown.

Two Notable Examples

Legacy at Carr Heights (Charlotte, NC)

- Legacy at Carr Heights honors Nathaniel and Lizzie Carr, founders of Carr Heights neighborhood for Black homebuyers. This 120 unit complex offers wellness, recreational, and communal amenities. This project models Creative Partnerships through the collaboration of the West Boulevard Neighborhood Coalition, Westside Community Land Trust, City of Charlotte, local businesses, and Soho Housing Partners/The Paces Foundation.

Three Sisters Co-op (Charlotte, NC)

- For years, Charlotte's West Blvd corridor has been a food desert. In response, residents created the Three Sisters Market, a 15,000 SF food co-op that will offer fresh food, community event spaces, cooking classes, and a co-working area to support local economic growth.



1. Three Sisters Co-Op 2. Smithville Community Plan 3. Legacy at Carr Heights 4. The Renaissance

SOUTH SECTION OF WAYMER PARK

FOCUS AREA 03 - DAY 02

Brainstorming and Organizing Data

At the community workshop, residents shared a variety of ideas and priorities for the future of the South Section of Waymer Park. From these conversations, four main themes emerged that reflect the community’s vision for thoughtful growth, connection to nature, and respect for local history.

DEVELOPMENT ROOTED IN NATURE & HISTORY

Residents emphasized that any future development should reflect the area’s rural character and cultural history.

Proposals like a food co-op, garden space, and outdoor amphitheater highlight a desire to reconnect with the land, celebrate local heritage, and preserve the natural environment, especially by saving trees and maintaining open green space.

HOUSING THAT RESPECTS SCALE & COMMUNITY NEEDS

If housing is pursued, the community supports small-scale, affordable options like a pocket neighborhood with homes under 1,500 sq ft that meet the needs of current residents without inviting large-scale change.

There was a strong interest in creating opportunities for aging in place and multigenerational living, ensuring that longtime residents can stay rooted in the community.

WELLNESS, GATHERING, & EVERYDAY CONNECTION

The vision includes places where people can connect, reflect, and recharge—whether through peaceful green spaces, trails, or a small community pool.

Residents stressed the importance of mental and emotional well-being, and the desire for spaces that are safe, welcoming, and promote social connection.

INFRASTRUCTURE & ACCESS FOR COMMUNITY GROWTH

Improved infrastructure, such as roads, ADA-accessible trails, and basic utilities, was seen as a necessary foundation for any future development.

However, community members were clear that these upgrades should serve the needs of the current population and support thoughtful, community-centered growth rather than major expansion.

SOUTH SECTION OF WAYMER PARK

FOCUS AREA 03 - DAY 02

Results of Preference Survey (Number of Votes)

The concepts below highlight the community feedback recieved for Focus Area 03, located in the southern section of Waymer Park. This Mecklenburg County-owned site, identified for potential collaboration with the Town of Huntersville and other partners, offers a valuable opportunity to reimagine underutilized open space as a dynamic community hub. At the Community Showcase event, residents explored a range of conceptual ideas, including an Amphitheater/Performance Venue, Farming Heritage, Pocket Neighborhood, and Recreational Uses. Attendees were invited to vote for their top three ideas across these four categories, helping to shape a shared vision rooted in both creativity and community priorities.

Community Comments

- Concerns about parking for amphitheater
- Promote mixed-age and appropriately scaled housing, avoiding large-scale developments that may disrupt community character.
- Facilitate a meeting between Pottstown residents, town representatives, and county officials to clarify ownership responsibilities, address concerns, and define roles and next steps.





VACANT LAND ALONG NC 115

FOCUS AREA 04

This vacant, County-owned land along the proposed LYNX Red Line corridor is located at the edge of the Pottstown neighborhood, between Verhoeff Drive and Holbrooks Road. Positioned across from residential communities and adjacent to key landmarks such as the Torrence-Lytle School and David B. Waymer Park, the site naturally serves as a gateway into the neighborhood.

In conversations with residents, many recalled memories of walking along the tracks to travel between home, school, or friends' house, especially from the more remote areas of Pottstown. In broader American culture, railroad tracks have often symbolized division, sometimes used to label neighborhoods as "the other side of the tracks," a phrase frequently tied to low-income or minority communities and used to reinforce negative stereotypes.

Although this site is currently underutilized, its prominent location presents a unique opportunity to reshape that narrative. As an entry point into Pottstown, it has the potential to reflect the community's history, resilience, and pride. It has the ability to transform it into a welcoming space that honors the past while looking toward the future.

VACANT LAND ALONG NC 115

FOCUS AREA 04 - DAY 01

Similar Example Projects

To support the gateway vision, we shared case studies illustrating how communities use walkways, trails, and architecture to celebrate their history and identity. These examples offered strategies for educating visitors and creating a strong sense of place.

Two Notable Examples

The Atlanta Beltline (Atlanta, GA)

- An urban redevelopment project that repurposed former rail corridors into trails, parks, and public art, promoting walkability and connectivity, while highlighting Atlanta’s history through storytelling and community programming.

Purposeful Walk at The Pearl (Charlotte, NC)

- Located in Charlotte’s Innovation District (The Pearl), this pedestrian pathway integrates signage and landscape design to share the story of Brooklyn, a once-thriving Black neighborhood lost to urban renewal. Curated by original residents, it honors the legacy and ensures its history remains a visible part of the district’s future.



1. Charlotte Innovation District - Purposeful Walk 2. The Atlanta Belt Line 3. Matthews Historical Trail

VACANT LAND ALONG NC 115

FOCUS AREA 04 - DAY 02

Brainstorming and Organizing Data

At the Community Workshop, residents shared a wide range of ideas and suggestions for reshaping the entry points to Pottstown and creating meaningful landmarks that reflect the town’s identity and presence. From these conversations, three main themes emerged.

OLD HOSPITAL SITE

The vacant lot across NC 115 was once the site of the old hospital—a place that many Pottstown residents relied on for care and where many also worked.

While the hospital is no longer in operation and the site lies just outside Pottstown’s official boundaries, it holds connections to the community. Because of its history and location, this could once again serve the people of Pottstown.

Community members have suggested using the space for resources that reflect local needs and priorities, such as a health clinic, a public park/ flower garden, unique local retail or senior housing.

NATURAL HERITAGE

A consistent theme that emerged when speaking with residents about the town’s entrance was the desire to activate space through nature and thoughtful landscaping.

Many shared that creating beauty through planting can uplift the spirit of the community and create an inviting space. Suggestions included planting flowers, starting a community garden, and adding more greenery throughout the area.

Residents also envisioned the landscape space that invites connection—places to play chess, sit and watch the train pass, or simply gather with a neighbor.

NEIGHBORHOOD IDENTITY

Pottstown is a historic town with a rich heritage and a strong sense of identity. As part of ongoing community engagement efforts, residents have expressed a desire to establish a landmark that acknowledges and celebrates the town’s presence.

Placing a welcoming marker at the community’s entrance is viewed as a meaningful step toward increasing visibility and fostering community pride. Potential landmarks could include wayfinding elements that guide visitors to key sites, decorative street toppers, billboards, or a public art wall that shares the stories and events in Pottstown.

VACANT LAND ALONG NC 115

FOCUS AREA 04 - DAY 02

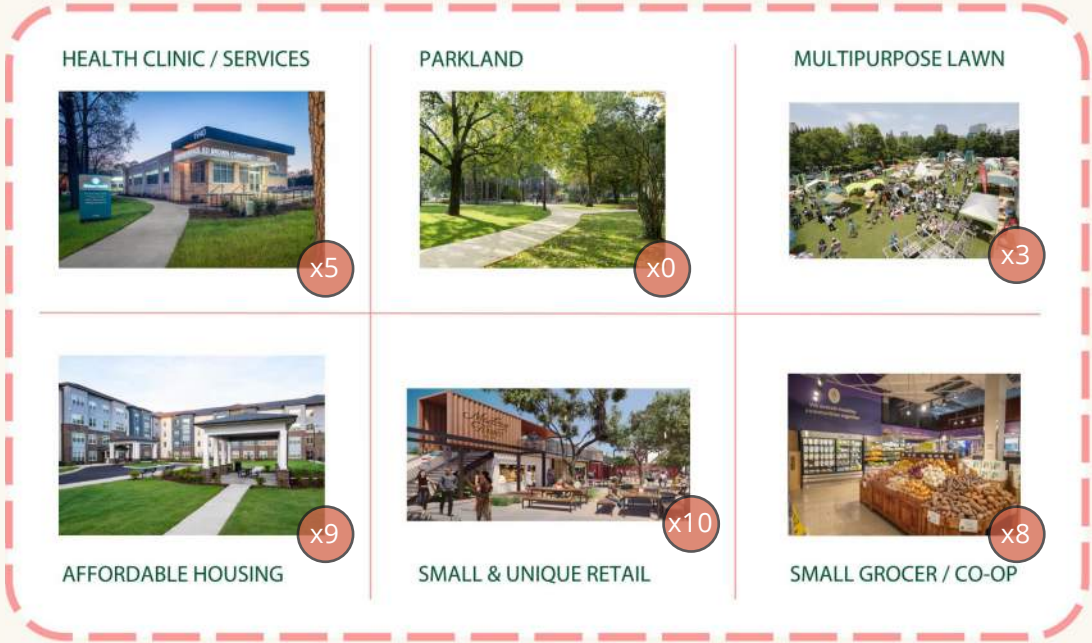
Results of Preference Survey (Number of Votes)

The concepts below reflect community feedback from a visualization board about the first day of engagement for Focus Area 04. The Mecklenburg County-owned rail right-of-way and the old hospital site (owned by Atrium Health and the Southside Neighborhood) offer partnership opportunities to transform underutilized space into community landmarks and a resource hub. Residents expressed strong interest in affordable housing and local retail at the hospital site, along with pole banners, historic plaques, and decorative street toppers. Seasonal entry decorations at the HC 114 site were also well received.

Community Comments

- Street sign toppers are already in progress.
- Provide clearer communication about the distinctions between workforce housing and affordable housing.
- Emphasize interest in a small, locally operated grocer or co-op rather than a large chain store.
- Recommend installing a traffic signal and safe pedestrian access (bridge or crosswalk) at the Holbrooks Road and Old Statesville Road intersection.
- Preserve or acknowledge the community tree traditionally decorated for Christmas.

01. OPTIONS & USES FOR OLD HOSPITAL SITE



03. NEIGHBORHOOD IDENTITY FEATURES



02. NATURAL HERITAGE THEME



DOOR TO DOOR ENGAGEMENT

Introduction

This engagement was developed to directly connect with residents and raise awareness about the Pottstown Community Preservation Plan. Guided by community input, it focused on reaching those unlikely to attend public meetings by visiting them at home. Neighboring Concepts facilitated the outreach, discussing residents' values and hopes for Pottstown's future. To build trust and promote participation, the team used flyers, social media, and word-of-mouth, and walked with a trusted neighborhood advocate to ensure informed and authentic connections.

Goals

- Identify and reach underrepresented voices and encourage continued participation
- Build trust and deepen relationships with residents
- Ensure resident voices shape the preservation plan
- Strengthen awareness of upcoming events and engagement opportunities

Successful Engagement Conducted

- **Wednesday, May 14th**
11:30am - 1:30pm
Accompanied by Ms. Varona Wynn
(Torrence-Lytle Alumni Association)
- **Saturday, May 24th**
9:00am - 11:30am
Janelle Harris (Mababu Live)
Hosted Community Clean Up
- **Tuesday, June 3rd**
4:00pm - 6:00pm
Accompanied by Janelle Harris (Mababu Live)
and Agustin Hinojosa (Pottstown Heritage Group)



POP UP EVENTS

Introduction

These were created to meet residents at local events and gatherings, fostering casual, welcoming connections and sparking natural conversations about the Community Preservation Plan. At each event, the team used large notepads for live notes, sticky-dot voting, and one-pagers outlining project and contact information. These quick, accessible, and interactive activities helped residents of all ages share ideas, priorities, and concerns, reinforcing a sense of inclusion and momentum for Pottstown's future.

Goals

- Increase visibility and awareness of the Pottstown Community Preservation Plan
- Create low-barrier opportunities for residents to provide input in informal settings
- Build trust and show presence at events organized by and for the community
- Capture diverse perspectives and highlight shared values, needs, and hopes for Pottstown

Successful Engagement Conducted

- **Community Resource Fair**
Saturday, October 19, 2025
10:00am - 1:00pm
United House Of Prayer For All People
Huntersville, NC
- **HCDA Festival**
Saturday, June 7th, 2025
10:00am - 1:30pm
David B. Waymer Park
Huntersville, NC
- **Juneteenth Celebration Block Party**
Thursday, June 19th, 2025
6:00pm - 9:00pm
Veterans Park
Huntersville, NC

POTTSTOWN RESIDENT MEETING

DAVID B. WAYMER CENTER

Introduction

In response to community feedback, the session was held without Town representatives present, creating a space for open and honest dialogue among neighbors. Facilitated by Neighboring Concepts, the meeting brought together residents, local leaders, advocates, and representatives from various neighborhood groups- such as the Torrence Lytle Alumni Association, the Pottstown Heritage Group, and Mababu Live- to speak candidly about the challenges and opportunities facing Pottstown. There is a strong need to feel seen, heard, and valued, especially amid fears of displacement and erasure.

Takeaway

The insights collected reflect ongoing challenges around governance, annexation, service equity, representation, and the need for meaningful community engagement. Residents have expressed a strong desire for greater visibility, recognition of past injustices, and a more collaborative relationship with the Town and County.

01 GOVERNANCE AND ANNEXATION

- Residents expressed frustration over town and county meetings being scheduled at the same time, possibly to limit participation
- Residents called for clearer communication around town boundaries and ETJ reform, noting that essential services like trash pickup and streetlights are only provided within town limits. There’s a need to clearly outline the differences in taxes and services, with separate strategies for residents inside and outside the town.
- Residents call for dedicated liaisons between Pottstown and both the Town of Huntersville and County leadership to improve communication and accountability.
- Interconnectedness of people and the importance of collective responsibility

03 REPRESENTATION AND VISIBILITY

- Suggestion was made to modify signage (as in Gibson Park) to clearly define the neighborhood boundaries
- Residents requested a community entrance sign or monument to reflect pride and recognition.
- Interest in identifying a community historian or consultant to document Pottstown’s legacy, gather oral histories, and preserve cultural assets (e.g., graveyards).
- Interconnectedness of people and the importance of collective responsibility

02 COMMUNITY NEEDS AND DESIRES

- Residents emphasized the need for Community Benefit Agreements, reinvestment, and protections against displacement.
- There is a strong desire for community voice in land use and housing decisions.
- Seniors advocated for access to tax relief programs like the Homestead Act.
- Resident concerns about new development led to suggestions for housing size caps (e.g., 1200 sq ft).
- Interconnectedness of people and the importance of collective responsibility

04 PRESERVATION

- Community emphasized the importance of being more engaged “on foot” and through accessible in-person efforts.
- Residents expressed the need for a secure, accessible space to preserve historical documents and memorabilia, without requiring a formal museum.
- Seniors would like to engage the next generation (30–40-year-old age group) more effectively to empower for the future

POTTSTOWN COMMUNITY LEADERS FORUM

Introduction

The Community Leaders Forum served as a panel discussion that brought together experienced organizers, local stakeholders, and Pottstown residents to explore strategies for preventing displacement and strengthening community power. Building on momentum from earlier workshops, the forum focused on practical tools and organizational structures to advance a shared, community-led vision for Pottstown’s future.

Neighboring Concepts convened the panel, featuring seasoned organizers Shamaiye Haynes, Rickey Hall, and Tiffany Capers- each of whom has successfully led efforts to resist gentrification in their own communities. The conversation created space for these leaders to share hard-earned insights on how Pottstown can remain rooted and resilient amid the pressures of rapid change.

Goals

- 1. To build on ongoing efforts of engaging the community and brainstorming anti-displacement tools
- 2. To learn insights and lessons from peer communities
- 3. Strengthen local leadership, vision, and alignment
- 4. Inspire collective action rooted in community values

PANELISTS

Shamaiye Haynes | Shamaiye@QCFamilyTree.org

Executive Director of QC Family Tree

Encouraged neighbors to organize collectively- reminding that “you only get what you organize for” and emphasized that building true community power requires patience and long-term commitment.



Rickey Hall | rickey@westblvdnc.org

Senior Board Chair of West Boulevard Neighborhood Coalition and Westside Community Land Trust

Champions the Community Land Trust (CLT) model as a tool to preserve affordability and urged residents to understand the systems at play- push for edification instead of gentrification.



Tiffany Capers | tiffany.capers@crossroadscorporation.org

Executive Director, CrossRoads Corporation for Affordable Housing and Community Development

Highlighted the importance of starting with shared understanding (“Inaba”) before diving into action and advocated for asset-based mindsets.



POTTSTOWN COMMUNITY LEADERS FORUM

KEY TAKEAWAYS

Conclusion

As Rickey Hall shared, “We’ll embrace change and growth, but we won’t embrace gentrification.” Moving forward will require organizing around strategies that protect community, culture, and place. Establishing a trusted leader or organization to steward this work, while staying in close conversation with experts and using available resources, will be key to ensuring that preservation efforts are community-led, rooted in care, and built to last.

Call to action

- Decide on a shared priority (ex: access to homes that are affordable on a fixed income)
- Establish or form a 501(c)(3) CDC to lead the effort
- Connect with mentors in land trusts, real estate, and nonprofit strategy
- Partner with existing land trusts to build capacity
- Advocate for community-led planning and anti-displacement protections
- Ensure developers engage directly with the community before building

01 COMMUNITY-LED ORGANIZING

- Commitment, transparency, and strong neighbor-to-neighbor relationships are foundational
- Create a culture of shared responsibility and vision
- Advocate for planning frameworks driven by the community
- Interconnectedness of people and the importance of collective responsibility

02 ANTI-DISPLACEMENT TOOLS

- Explore Land trusts. Would require at least 10 committed people to form a Board of Directors, a strategic plan, and possibly an Executive Director
- However, Land trusts are complex to build from scratch, so partnering with an existing trust, like the West Side Community Land Trust, may be the most effective path forward
- Deed restrictions can preserve generational ownership of land and homes
- Shared equity models of ownership would be an option but the community should consider tax implications

03 DEVELOP LOCAL INFRASTRUCTURE

- Community Quarterbacks are individuals or entities with deep knowledge of housing, planning, or organizing who help guide strategy and ensure coordination. While they are not the same as a CDC, Pottstown would benefit from identifying or bringing in a trusted quarterback to help lead and manage these complex efforts
- Community Development Corporations (CDCs) are nonprofit organizations that can own property, apply for funding, and serve as formal community representatives in development decisions
- Both are key to managing land, securing funding, and making development decisions. interconnectedness of people and the importance of collective responsibility

04 TRANSIT AND DEVELOPMENT

- Prepare for potential TOD zoning by prioritizing a community-led Transit Plan
- Push for community benefits and early engagement from developers
- Any development must consider the community as an ecosystem with existing needs, voices, and values



Memorandum

To: Huntersville Board of Commissioners

From: Huntersville Planning Department

Re: Resolution of Adoption for the Pottstown Community Preservation Plan

On October 7, 2025, the Huntersville Board of Commissioners held a Public Hearing on the Pottstown Community Preservation Plan.

On October 14, 2025, the Huntersville Planning Board recommended approval by unanimous vote (8-0) with the following motion:

S. Hensley made a motion to recommend approval of the Pottstown Community Preservation Plan as presented with an emphasis on the urgency of implementing toolkit A5, an Advisory Board, that invites residents of Pottstown, staff (time permitting), and other relevant officials and people. The plan is consistent with the Huntersville 2040 Community Plan for providing housing options, preserving existing communities, and expanding infrastructure. J. Davis seconded the motion. The motion carried unanimously (8-0).