

## PROPOSED AGENDA

### Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, August 9, 2022 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

Mayor George F. Goosmann, III  
Commissioner Fran G. Cogburn  
Commissioner E. Glenn Kelly  
Commissioner Doris P. Loomis

C. The minutes of the July 12, 2022 meeting will be presented for approval.

D. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Manager Jonathan Kanipe

E. New Business

1. Consideration of FY22 Tax Settlement
2. Consideration of FY23 Order for Tax Collection
3. Proposed Implementation Schedule for Busbee/Vanderbilt All-Way Stop
4. Greenwood Park Stream Restoration Project – Phase 1 Review
5. Planning Commission Plan of Work – Review and Discussion

F. Public Comment

G. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD JULY 12, 2022

Be it remembered by those that follow these proceedings that the Governing Board of the Town of Biltmore Forest met and conducted the following business:

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

Mr. Jonathan Kanipe, the Town Manager, and Mr. William Clarke, the Town Attorney, were also present.

The Pledge of Allegiance was conducted.

Mayor Goosmann called the meeting to order at 4:30 pm.

Commissioner Loomis made a motion to approve the minutes from June 7, 2022. The motion was seconded by Commissioner Cogburn and the minutes were unanimously approved.

Chief Trevor Lance from Skyland Fire Department gave the monthly report. There were a total of 22 calls. There were six medical assists. Chief Beddingfield thanked Skyland for all their hard work last night with the fire at 33 Busbee Road which is still under investigation.

Chief Lance discussed the fire insurance rating improvement which moved from a Class 3 rating to a Class 2 rating. They evaluated the dispatch center in Asheville, and it rated 8.35/10. The water system graded 32/40 points. The Fire Department graded 38.13/50. Chief Lance urged the community to contact their insurance company to let them know the fire department dropped from a Class 3 to a Class 2 rating which could lower premiums. Chief Lance said they are very

proud of the excellent rating and thanked everyone. Chief Chris Beddingfield thanked Chief Lance for their hard work dealing with the structure fire last night at 33 Busbee Road. Mayor Goosmann thanked Chief Lance for all their hard work.

Chief Chris Beddingfield gave the report for the Police Department. The calls of service for the month were 601. There were many vehicle accidents. One accident was speed and drug related. There were five missing person calls which was a significant amount for the month. 33 Busbee had a structure fire this morning which was a total loss. The individual was there when law enforcement and fire department arrived. This is currently under investigation. Mayor Goosmann thanked Chief Beddingfield for all their hard work.

Mr. Harry Buckner gave the report for the Public Works Department. The garbage truck is back in service. Mr. Buckner said there is still no word on a delivery date for the 65-gallon trash containers. There are only about 80 of them ordered but Mr. Buckner will keep everyone updated when they arrive. Mayor Goosmann asked about bear proof cans. Mr. Kanipe and Mr. Buckner are discussing possibilities with the City of Asheville. These are much more costly than a traditional trash can but once they find out more details on this, the Board will be updated.

Mr. Buckner said the paving project on Vanderbilt is almost complete and should be done within the next few days. Mr. Buckner said they responded to a fallen tree on Vanderbilt Road which was a substantial response. The crew did a really good job clearing that up and worked very hard on this.

Mr. Buckner said Mr. Sam Stashenko did an excellent job completing the endpoint replacements on the water meters. He has worked very hard and is very appreciated. Commissioner Kelly asked what was going on the side of the road on Stuyvesant Road. Mr. Buckner said they replaced a broken setter on an irrigation meter. Mayor Goosmann thanked Mr. Buckner for all of their hard work.

Mr. Jonathan Kanipe gave the monthly report for the Town. Mr. Kanipe discussed the financial aspect of the Greenwood Park stream restoration. We received the Promissory Note from

the State and was signed. We are now working on the reimbursements for the engineering fees. The first pay application came in this week from Baker. We will be giving that to the State to get reimbursed for those funds and expend those out. The total amount is roughly \$14,630 per year and the first payment will be due in May of 2023.

The stream restoration on Cedar Hill permitting design was sent to the Wetlands Division. Once this is approved, we will begin the final design for that and begin interviewing designers around September.

The Kiwanis Club is having a Biltmore Forest 10k and should be minimal disruption on Saturday, July 23<sup>rd</sup> from 7:30am-9:30am. They will try staying off Vanderbilt and Stuyvesant Roads as much as possible.

Mr. Kanipe thanked all the staff and volunteers for working the 4<sup>th</sup> of July picnic. Everything went very well.

Mr. Kanipe discussed the traffic improvement study reviewing intersections of Vanderbilt and Busbee Road, and Vanderbilt, Lone Pine, and Stuyvesant Road. McGill performed the review focusing on traffic circle feasibility. Both traffic circles would be the same dimensions which would be a 40' landscaping island, 12' mountable concrete curbs, 18' travel lanes, and an overall diameter of 100'. Mr. Kanipe asked for input from the Board about the potential plans.

Commissioner Kelly asked if traffic circles were necessary and what the cost of the project would be. Mr. Kanipe said the estimated cost is \$750,000-\$800,000 per circle. Commissioner Kelly asked what the cost would be if an all-way stop was put at this location instead. Mr. Kanipe said it would not cost more than \$5,000 to put an all-way stop.

Mr. Richard Pigossi said the four-way stop at Cedarcliff and Vanderbilt Roads have been very successful and work very well. Mr. Pigossi did not agree with adding a traffic circle and said it would not look aesthetically pleasing. Mayor Goosmann thanked Mr. Pigossi for his input.

Commissioner Loomis asked if there were any additional residents who have given input on this. Mr. Kanipe said when this was presented at the April meeting, there some input about traffic circles in different countries but there was no reference of anyone supporting or opposing the potential project. Mr. Buckner said he hasn't received positive or negative feedback regarding the potential project either. Mr. Buckner said this presentation was to show the board whether these traffic circles would fit and work well in this area. Mr. Buckner said they would fit in this area and make the traffic calmer. Commissioner Kelly agreed with Mr. Pigossi and said this is an expensive solution to the problem. Mayor Goosmann said we need to consider all way stop and does not want to see property taken away from anyone. He also agreed and said the cost financially is too much when both ideas present the same outcome. Mr. Kanipe said staff is not advocating either project but just addressing the question asked by the Board at the April meeting regarding possible options are for these intersections. Commissioner Cogburn said the traffic circles could look aesthetically pleasing but was also not in favor of the cost of that project. Mayor Goosmann asked Mr. Kanipe to present a cost estimate for an all way stop at next month's meeting.

The Town Code Criminal Enforcement Ordinance review was discussed. The listed ordinances are civil unless the Town criminalizes them. Mr. Kanipe included a handout with items highlighted in yellow which were identified by Mr. Kanipe and Chief Beddingfield as ordinances that should have criminal penalties. This review is to provide a basis for moving this forward and ensuring the Town's ordinances comply with the new state law with the Senate Bill 300 changes. Mr. Kanipe said we have a two-month process to implement these as criminal. These need to be introduced at one meeting and the following meeting is where they can be approved with that criminal penalty provision.

#### Public Comment

There was no public comment.

Mayor Goosmann adjourned the meeting at 5:42 p.m. The next meeting is scheduled for Tuesday, August 9, 2022 at 4:30 pm.

ATTEST:

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Laura Jacobs  
Town Clerk

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George F. Goosmann, III  
Mayor



# Skyland Fire & Rescue

## Biltmore Forest Valley Springs Station

Phone: (828) 684-6421 Address: PO Box 640 Skyland NC 28776 Fax (828) 684-1010  
[www.skylandfire.com](http://www.skylandfire.com)



### Biltmore Forest Valley Springs Station

### Incident Response

July 2022

#### Station: 4 - BILTMORE FOREST STATION

111 - Building fire	2
311 - Medical assist, assist EMS crew	10
324 - Motor vehicle accident with no injuries.	1
331 - Lock-in (if lock out , use 511 )	1
353 - Removal of victim(s) from stalled elevator	1
400 - Hazardous condition, other	2
412 - Gas leak (natural gas or LPG)	2
500 - Service Call, other	1
554 - Assist invalid	6
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	2
621 - Wrong location	1
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
813 - Wind storm, tornado/hurricane assessment	1

# Incidents for 4 - Biltmore Forest Station:

37

Respectfully Submitted,

*Trevor C. Lance*

Chief Trevor C. Lance  
Skyland Fire Rescue

Biltmore Forest Police  
355 Vanderbilt Road  
Biltmore Forest, NC 28803  
828-274-0822  
Chief M. Chris  
Beddingfield



George F. Goosmann, III, Mayor  
Doris P Loomis, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Fran Cogburn, Commissioner  
Jonathan Kanipe, Town Manager

## **Biltmore Forest Police Department August 9<sup>th</sup>, 2022 Commissioners Report**

### **July 2022 Data**

#### **Total Calls For Service:**

613 (601 last month)

#### **Arrests:**

0-Felony Arrests- No felony arrests reported for June

1-Misdemeanor Arrest-Violation of a Domestic Violence Protective Order out of a traffic stop.

#### **Citations:**

6 -Citations for various traffic violations (17 last month)

#### **Time Consumption Summary:**

##### *Approximations:*

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 1 hour

Vehicle Crash Investigation- 5 hours

#### **Notable Calls and Projects:**

Had several meetings with Carolina Day School regarding various security measures

Promotional processes almost complete for vacant shift sergeant. Tremendous positive feedback from candidates, assessors, and community members.

Investigation and various processes still ongoing with 33 Busbee



**Biltmore Forest Police**  
**355 Vanderbilt Rd Biltmore**  
**Forest , NC 28803**

Calls For Service by Call Type

Date 07/01/2022 - 07/31/2022

BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	27	4.40%
ANIMAL CONTROL	10	1.63%
ASSIST MOTORIST	8	1.31%
ASSIST OTHER AGENCY	12	1.96%
ASSIST RESIDENT	14	2.28%
BUSINESS CHECK	238	38.83%
DEBRIS IN ROADWAY	4	0.65%
DEPARTMENT OTHER	2	0.33%
DISTURBANCE	2	0.33%
FIRE	2	0.33%
FOLLOW-UP INVESTIGATION	6	0.98%
HOUSE CHECK	122	19.90%
IMPROPER PARKING	7	1.14%
JUVENILE ISSUE	2	0.33%
LARCENY	1	0.16%
MEDICAL EMERGENCY	12	1.96%
MISSING PERSON	2	0.33%
No CallType	1	0.16%
NOISE COMPLAINT	1	0.16%
ORDINACE VIOLATION	8	1.31%
PEDESTRIAN VIOLATION	1	0.16%
PROPERTY DAMAGE	1	0.16%
RADAR OPERATION	3	0.49%
ROAD BLOCKED	2	0.33%
SMOKE COMPLAINT	1	0.16%
SPECIAL ASSIGNMENT	3	0.49%
SPECIAL CHECK	27	4.40%
SUSPICIOUS ACTIVITY	4	0.65%
SUSPICIOUS PERSON	6	0.98%
SUSPICIOUS VEHICLE	43	7.01%
TALK WITH OFFICER	4	0.65%
TOWN HALL BUSINESS	1	0.16%
TRAFFIC CONTROL	1	0.16%
TRAFFIC STOP	26	4.24%
VEHICLE ACCIDENT	6	0.98%
WELFARE CHECK	3	0.49%
Total Records For BILTMORE FOREST POLICE DEPARTMENT	613	Dept Calls/Total Calls 100.00%

355 Vanderbilt Rd | Biltmore Forest, NC  
Po Box 5352 | Biltmore Forest, NC 28803  
P (828) 274-0824 | F (828) 274-8131  
www.biltmoreforest.org



George F. Goosmann, III, Mayor  
Doris P. Loomis, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Fran G. Cogburn, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

From: Harry B. Buckner, PE, Director of Public Works

Re: Public Works Department July 2022 Monthly Report

Date: August 5, 2022

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### **Recurring Activities:**

The Public Works Department has completed the following activities during the month of July:

- Collected 32.40 tons of garbage.
- Diverted 14.22 tons of recycled goods from garbage.
- Picked up 17 loads of brush (approximately 510 cubic yards) over 9 days.
- Responded to 148 total utility locate requests, comprised of 20 new requests, 127 updates, and 1 cancellation. This total includes 2 emergency requests.
- Visited 9 residences for Tree Assessments, approving the removal of 24 trees, and requiring the installation of 22 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Results are reported via the State's on-line reporting system.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Normal brush collection continued on the North Route on July 18<sup>th</sup>, and the South Route on August 1<sup>st</sup>. This schedule will continue typically with one collection for each route per month.

### **Miscellaneous Activities in July**

- Supervisor Dale and I updated our job advertisement and reviewed the job description for the recently vacated Public Services Worker Position. The position opened August 1

and has been posted on the Town's web page. Should anyone know of a good candidate they would be willing to refer, please reach out to either me or Mike.

- Supervisor Dale and I completed performance reviews with every member of the Public Works team. I wish to thank the Board and Manager Kanipe for their continued financial support of the department and specifically its employees.
- We assisted the FOBF committee at the July 15<sup>th</sup> Food Truck Friday event.
- Based upon direction from the July Board meeting, I have prepared a plan and implementation schedule to convert the Busbee Road and Vanderbilt Road intersection to an all-way stop. There is a separate agenda item to discuss this project in more detail.
- We were notified by our rock mason that he would be delayed approximately two weeks before being able to begin repairs on the bridge on Southwood Road. We now anticipate this project to begin mid-August.
- I have begun preparing the annual Solid Waste report as required by the State. I anticipate completing the report and submitting in August.
- We were alerted to the presence of a poisonous bi-annual plant, commonly known as Water Hemlock, along the edge of the pond at Hemlock Road. We immediately removed the plants and identified additional growths in Lower Vanderbilt Park along the stream. This plant is most readily identified while it is flowering. Our control strategy is to physically remove the plant before it can produce seeds and then to diligently remove plants immediately upon identification.
- In follow-up to direction from the Board, I have begun working on prototype modifications to the streetlights to retrofit a photocell into the lamp itself.
- We completed right-of-way clean-up along a significant stretch of Busbee Road from the Bell Gate to Forest Road, and then along Forest Road to near East Forest Road. Work should conclude on Forest Road in August.
- We completed more dead and damaged tree removals on Town-owned property utilizing an outside tree company on July 19<sup>th</sup>.
- I wish to thank several members of my team for their assistance at the Independence Day celebration hosted by the Town. Mr. Lu Riley, Mr. Kasey Lake, Mr. Jeff Glover, Mr. Sam Stashenko, and Mr. Mike Dale. Their efforts were much appreciated, especially to come in and work on a Town Holiday.
- We did have the turbo replaced under factory warranty on our 2016 Ford F550 recycling truck, and it is back in service. Additionally, we completed a significant repair to the hydraulic system on the same truck through our mobile repair service, Brigmon Hydraulics.
- The back-up recycling truck was also repaired and returned in late July after a re-build of the power take-off (PTO) unit (the part that drives the hydraulics on the compactor).
- The second back-up truck is now in the shop for repairs to a failed radiator.

## **Larger/Capital Projects Updates**

### **Greenwood Park Stream Restoration**

- Manager Kanipe has a separate agenda item in this month's agenda with more project details.
- Just a reminder that the park will remain closed for additional improvements while awaiting the installation of the permanent vegetation which is currently scheduled for the fall planting season.

### **Automatic Water Meter Reading System Endpoint Replacement Program**

- I am pleased to report that our summer intern, Mr. Sam Stashenko, completed the installation of the new cellular-based endpoints in July, well ahead of schedule.
- I have been working with Mrs. Laura Jacobs to complete the electronic updates to the billing system to reflect the installation of the new endpoints.
- During this data entry stage, we identified approximately 25 additional 3G endpoints that need to be replaced, and I contacted our salesperson at Beacon to make sure these additional units are supplied in advance of the discontinuation of 3G service.
- As a result of completing this project, we have now reduced our number of non-reporting units to under 10 total and are continuing to work resolving those issues, too.
- The final deliverable to be generated from this project is a list of preventative maintenance work orders and repairs to our water meter installations based on the field notes collected. This work primarily consists of repairing broken meter boxes and improvements to installations to allow easier or more reliable access.

### **Cedar Hill Road Stream Stabilization Project**

- Manager Kanipe has a separate agenda item in his Manager's report with more project details.
- We received our 401 Water Quality permit from the state on July 28<sup>th</sup> and anticipate receiving the corresponding Army Corps 404 permit within the next couple of weeks.
- We met virtually with the consultant on August 2<sup>nd</sup> to discuss next steps and the remainder of the project schedule.

### **2021/2022 Resurfacing Project**

- The contractor completed his portion of the project at the end of June, and we have been continuing to monitor and stabilize the road shoulders. We have seeded and strawed several long stretches in front of some of the impacted homes. We will continue these efforts as needed along the project area until it becomes fully restored.

### **Master Plan Project Area 1 & Area 9 – Vanderbilt/Stuyvesant/Lone Pine Stormwater Project**

- I received the proposal from our consultant on August 1<sup>st</sup> and have identified a few minor adjustments needed to the scope and contract. The Consultant and I are finalizing these

revisions and I anticipate moving forward with execution next week. Final design will begin immediately upon execution.

### *Garbage Can and Cart Tipper Project*

- As mentioned in the June report, we took delivery of seven hundred (700) 95-gallon garbage cans on June 27<sup>th</sup>.
- Supervisor Dale and I anticipate beginning the roll-out of new cans to begin in the next two weeks.
- CES has completed outfitting two of our three trucks with cart grabbers. The last truck is in the shop now and is anticipated to be returned early next week, completing these improvements.
- IN addition to installing the grabbers, we are also having CES perform any deferred maintenance on the trucks while they are in the shop. They are also installing additional work lights to improve visibility in the winter months when it is dark early in the morning.
- CES Environmental is still not able to provide us an estimated delivery date on the 65-gallon cans. Anecdotally we understand that the City of Asheville is also experiencing significant delays in receiving Schaffer carts and has several hundred units on backorder.
- I will continue to monitor this work frequently and will report here and with Manager Kanipe with any updates.

### **Upcoming in August**

- Our primary focus this month will be on collecting qualified Public Services Worker candidates, identifying potential matches for the department, and (hopefully) scheduling interviews.
- Scheduled brush collection will continue in August, beginning Monday, August 15<sup>th</sup> for the North Route, and Tuesday, August 30<sup>th</sup> on the South Route. Additional pickups are occurring as necessary.
- Manager Kanipe has asked that we increase activity on our hazardous tree removal program. This will involve the removal of hazardous trees along the road rights-of-way as well as notifications being issued to residents with hazardous trees threatening the public spaces.
- Weekly mowing of public areas will continue, weather pending.
- We anticipate installation of the new building signage in August, pending delivery.
- We have tentatively scheduled two more days of dead or damaged tree removals from Town property in mid-August.
- We will continue work on the streetlight meter and security project, incorporating new direction from Duke and feedback from the Board.
- We anticipate beginning the distribution of the new trash cans in August.
- Significant effort will continue on right-of way maintenance and pedestrian safety.

- We will be coordinating improvements to the park amenities on the north side of Greenwood Park.

As always, please do not hesitate to contact me with any questions or feedback.

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

August 9, 2022



### Agenda Item D-4

#### Town Manager's Monthly Report

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#### Cedar Hill Road Stabilization and Stream Restoration Project

Staff and the consultants spoke Tuesday, August 2 for an update on this project. We solidified the proposed timeline for bidding and construction. Unfortunately, we were delayed a bit by the permit review process, though the state approval was received the last week in July. We are still awaiting U.S. Army Corps of Engineers approval, but the consultant anticipates this occurring soon.

The revised timeline for the project is below. Please let me know if you have any questions.

1. Invite bids from preferred contractors in early September (allowable due to project cost falling under state formal bidding threshold).
2. Schedule a pre-bid conference at the site for mid-September.
3. Likely receive bids and accept bids for the project by mid to late October.
4. Provide contractor with ample time for construction, with an end date not to exceed April 1 (this allows plenty of time for them to mobilize and work around any potential weather delays in the winter)

#### Duke Energy Targeted Underground Project Update

Duke Energy is finalizing design plans and working on right-of-way acquisition for the targeted underground project portions north of Biltmore Forest Country Club. This area is a bit more involved due to the presence of multiple three-phase power lines coming into the Town within this area. The result is infrastructure pieces necessary to create redundancy within the Town's power supply. For instance, two new switch gears will be placed on the northwestern point of Rosebank Park (near the existing power pole access). These switch gears are necessary to create power supply from either "direction" – thereby creating a loop system for power redundancy in the event of an outage on one side of the line.

Duke Energy's work south of Biltmore Forest Country Club has been ongoing since January with much progress. Their project area titled "Brookside" (encompassing Brookside Road, Westwood Road, and the western portion of Hilltop Road) is complete except for some final restoration pieces. This includes cutting customers over from their backlot services to the new front lot access points and overhead lines being removed. The "Ridgefield" segment (including portions of Stuyvesant and Greenwood Roads) includes cutovers completed with some further restoration necessary. The

“Eastwood” segment (including Ridgefield, portions of Hilltop Road west of Stuyvesant Road, and portions of Eastwood Road) is ongoing with drilling work still occurring. Duke has also performed work in and around the Biltmore Forest Country Club and golf course as part of this project.

#### Bear-Proof Container Review

Public Works leadership staff met with City of Asheville’s director of the sanitation division last week. The purpose of this meeting was to review the City’s use of bear-proof containers and whether they may be serviceable for the Town’s needs as we switch to uniform containers for residents. While we did not have many requests for bear-proof containers, we did want to determine whether there was any ability to use these with our equipment. The review found some manual work necessary to disengage the locking system but because Town staff must manually push the cans onto the tipper, this may not be a deal breaker. Staff will continue to review and evaluate within the next month and determine whether we can procure a small number of containers. If we can provide these containers on a case-by-case basis, the preferred method would be to ask residents to pay for the difference in cost between a standard container and a bear-proof container.

#### Stormwater Project Design for “Five-Points” Intersection to Rosebank Park

The Town signed off on the final design agreement for the stormwater project that runs from Stuyvesant Road north to the intersection of Lone Pine and Vanderbilt Roads, then heads southwest on Vanderbilt Road to Rosebank Park. McGill performed the 30 percent design drawings for this project at the end of fiscal year 2022 and the Board of Commissioners budgeted money for the final design and beginning portion of construction within the FY23 budget. This project will result in significant upgrades for the Town’s stormwater system in a historically problematic area.

The final design is anticipated to be finished within 12 weeks and should be available for review by the first of December. McGill will prepare all drawings and apply for permits for this project through the NC Division of Water Quality and NC Department of Environmental Quality regarding erosion control. McGill will also coordinate the bid process for this project and provide recommendations regarding the sufficiency of bids received. It is our hope that construction can commence in mid to late spring 2023 for this project.

#### Compliance with SB300 Civil Ordinance Penalty Changes

I have not received any feedback since last month’s Board meeting regarding proposed ordinance penalty changes that will ensure compliance with SB300. If you do have any changes, please let me know and we will work on those. In the absence of any changes, staff will plan to bring forward the ordinance revisions next month that will appropriately move us into compliance with SB300. Again, please do not hesitate to let me know if you have any changes or other questions regarding this process.



## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2022 To 07/31/2022

FY 2022-2023

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,920,559.00	0.00	0.00	0.00	2,920,559.00	0
10-3010-0100 AD VALOREM TAXES (DMV)	109,396.00	0.00	0.00	0.00	109,396.00	0
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	30.00	30.00	0.00	4,970.00	1
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$3,034,925.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$3,034,925.00</b>	<b>0</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$3,034,955.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	211,384.00	0.00	0.00	0.00	211,384.00	0
10-3020-0100 ALCOHOL BEVERAGE TAX	6,450.00	0.00	0.00	0.00	6,450.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	793,429.00	0.00	0.00	0.00	793,429.00	0
10-3020-0300 1/2 CENT SALES TAX A.40	330,137.00	0.00	0.00	0.00	330,137.00	0
10-3020-0400 1/2 CENT SALES TAX A.42	419,847.00	0.00	0.00	0.00	419,847.00	0
10-3020-0600 SALES TAX REFUND	15,000.00	0.00	0.00	0.00	15,000.00	0
10-3020-0700 GASOLINE TAX REFUND	3,500.00	0.00	0.00	0.00	3,500.00	0
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,779,747.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,779,747.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$1,779,747.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	975.00	0.00	0.00	0.00	975.00	0
10-3030-0100 POWELL BILL	66,849.00	0.00	0.00	0.00	66,849.00	0
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$67,824.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,824.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$67,824.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,824.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$67,824.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 ZONING PERMITS	45,000.00	1,367.00	1,367.00	0.00	43,633.00	3
10-3040-0100 DOG LICENSE FEE	1,300.00	0.00	0.00	0.00	1,300.00	0
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$46,300.00</b>	<b>\$1,367.00</b>	<b>\$1,367.00</b>	<b>\$0.00</b>	<b>\$44,933.00</b>	<b>3</b>
<b>Revenue Subtotal</b>	<b>\$46,300.00</b>	<b>\$1,367.00</b>	<b>\$1,367.00</b>	<b>\$0.00</b>	<b>\$44,933.00</b>	<b>3</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$46,300.00</b>	<b>\$1,367.00</b>	<b>\$1,367.00</b>	<b>\$0.00</b>	<b>3</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	2,000.00	0.00	0.00	0.00	2,000.00	0
<b>3050 Investment Earnings Subtotal</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>0</b>

## REVENUE &amp; EXPENDITURE STATEMENT

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
Revenue Subtotal	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$2,000.00	\$0.00	\$0.00	\$0.00	0
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	45,600.00	400.00	400.00	0.00	45,200.00	1
10-3060-0200 MISCELLANEOUS	20,000.00	106,627.05	106,627.05	0.00	-86,627.05	533
3060 Miscellaneous Subtotal	\$65,600.00	\$107,027.05	\$107,027.05	\$0.00	-\$41,427.05	163
Revenue Subtotal	\$65,600.00	\$107,027.05	\$107,027.05	\$0.00	-\$41,427.05	163
After Transfers	Excess Of Revenue Subtotal	\$65,600.00	\$107,027.05	\$107,027.05	\$0.00	163
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	50.00	0.00	0.00	0.00	50.00	0
3290 Subtotal	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0
Revenue Subtotal	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$50.00	\$0.00	\$0.00	\$0.00	0
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	0.00	0.00	0.00	8,000.00	0
3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
Revenue Subtotal	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$8,000.00	\$0.00	\$0.00	\$0.00	0
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	292,000.00	0.00	0.00	0.00	292,000.00	0
3500 Other Financing Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	\$302,000.00	0
Other Financing Source Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	\$302,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	0
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	369,000.00	-2,296.18	-2,296.18	0.00	371,296.18	-1
30-3710-0100 MSD CHARGES	248,284.00	5,694.82	5,694.82	0.00	242,589.18	2
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	3.56	3.56	0.00	7,696.44	0
3710 Water Sales Subtotal	\$624,984.00	\$3,402.20	\$3,402.20	\$0.00	\$621,581.80	1
Revenue Subtotal	\$624,984.00	\$3,402.20	\$3,402.20	\$0.00	\$621,581.80	1
After Transfers	Excess Of Revenue Subtotal	\$624,984.00	\$3,402.20	\$3,402.20	\$0.00	1
<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	60.00	60.00	0.00	5,940.00	1
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$5,940.00</b>	<b>1</b>
<b>Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$5,940.00</b>	<b>1</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>		<b>1</b>
<b>4000</b>						
<b>Revenue</b>						
<b>4000</b>						
40-4000-1100 ARP DISTRIBUTION	451,275.58	0.00	0.00	0.00	451,275.58	0
<b>4000 Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,275.58</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,275.58</b>	<b>0</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>0</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	226,063.00	18,056.54	18,056.54	0.00	208,006.46	8
10-4200-0300 OVERTIME	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4200-0500 FICA	17,293.00	710.07	710.07	0.00	16,582.93	4
10-4200-0600 HEALTH INSURANCE (MEDICAL)	24,158.00	1,932.40	1,932.40	0.00	22,225.60	8
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,935.00	389.22	389.22	0.00	4,545.78	8
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	312.50	312.50	0.00	3,437.50	8
10-4200-0700 LGERS RETIREMENT	41,231.00	1,808.86	1,808.86	0.00	39,422.14	4
10-4200-0800 401K SUPP RETIREMENT	11,453.00	877.30	877.30	0.00	10,575.70	8
10-4200-1000 ACCOUNTING & TAXES	51,400.00	0.00	0.00	0.00	51,400.00	0
10-4200-1200 POSTAGE, PRINTING, STATIONARY	10,140.00	0.00	267.50	267.50	9,872.50	3
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	1,800.00	1,800.00	0.00	19,800.00	8
10-4200-1500 BLDG & GRNDS MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0
10-4200-3300 SUPPLIES AND EQUIPMENT	7,722.00	692.43	692.43	0.00	7,029.57	9
10-4200-5300 DUES & FEES	5,070.00	2,582.00	2,582.00	0.00	2,488.00	51
10-4200-5700 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4200-6500 STAFF DEVELOPMENT	16,000.00	1,221.45	2,641.76	1,420.31	13,358.24	17
<b>4200 Administration Subtotal</b>	<b>\$464,815.00</b>	<b>\$30,382.77</b>	<b>\$32,070.58</b>	<b>\$1,687.81</b>	<b>\$432,744.42</b>	<b>7</b>
<b>Expenditure Subtotal</b>	<b>\$464,815.00</b>	<b>\$30,382.77</b>	<b>\$32,070.58</b>	<b>\$1,687.81</b>	<b>\$432,744.42</b>	<b>7</b>
Before Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$464,815.00</b>	<b>-\$30,382.77</b>	<b>-\$30,382.77</b>	<b>-\$1,687.81</b>		<b>7</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$464,815.00</b>	<b>-\$30,382.77</b>	<b>-\$30,382.77</b>	<b>-\$1,687.81</b>		<b>7</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	951,387.00	78,631.80	78,631.80	0.00	872,755.20	8
10-5100-0300 OVERTIME	26,000.00	0.00	0.00	0.00	26,000.00	0
10-5100-0400 SEPARATION ALLOWANCE	38,117.00	9,855.18	9,855.18	0.00	28,261.82	26
10-5100-0500 FICA	72,781.00	3,691.83	3,691.83	0.00	69,089.17	5
10-5100-0600 HEALTH INSURANCE (MEDICAL)	164,272.00	12,334.04	12,334.04	0.00	151,937.96	8

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10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,558.00	1,564.04	1,564.04	0.00	33,993.96	4
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	2,125.00	2,125.00	0.00	23,375.00	8
10-5100-0700 LGERS RETIREMENT	185,598.00	7,775.33	7,775.33	0.00	177,822.67	4
10-5100-0800 401K SUPP RETIREMENT	48,996.00	4,176.92	4,176.92	0.00	44,819.08	9
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	0.00	0.00	0.00	20,000.00	0
10-5100-1600 MAINT/REPAIR - EQUIPMENT	1,000.00	900.00	900.00	0.00	100.00	90
10-5100-1700 MAINT/REPAIR - VEHICLES	10,000.00	0.00	1,329.51	1,329.51	8,670.49	13
10-5100-3100 MOTOR FUELS	24,600.00	926.71	926.71	0.00	23,673.29	4
10-5100-3300 SUPPLIES	20,080.00	106.80	106.80	0.00	19,973.20	1
10-5100-3600 UNIFORMS	15,000.00	0.00	11,035.41	11,035.41	3,964.59	74
10-5100-3700 SOFTWARE	18,725.00	624.00	624.00	0.00	18,101.00	3
10-5100-3800 TECHNOLOGY	58,740.00	1,271.92	5,684.43	4,412.51	53,055.57	10
10-5100-5700 MISCELLANEOUS	8,265.00	6.65	6.65	0.00	8,258.35	0
10-5100-5800 PHYSICAL EXAMS	2,000.00	0.00	0.00	0.00	2,000.00	0
10-5100-6500 STAFF DEVELOPMENT	15,000.00	0.00	2,622.10	2,622.10	12,377.90	17
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	102,500.00	0.00	0.00	0.00	102,500.00	0
<b>5100 Police Department Subtotal</b>	<b>\$1,844,119.00</b>	<b>\$123,990.22</b>	<b>\$143,389.75</b>	<b>\$19,399.53</b>	<b>\$1,700,729.25</b>	<b>8</b>
<b>Expenditure Subtotal</b>	<b>\$1,844,119.00</b>	<b>\$123,990.22</b>	<b>\$143,389.75</b>	<b>\$19,399.53</b>	<b>\$1,700,729.25</b>	<b>8</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,844,119.00</b>	<b>-\$123,990.22</b>	<b>-\$123,990.22</b>	<b>-\$19,399.53</b>	<b>7</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,844,119.00</b>	<b>-\$123,990.22</b>	<b>-\$123,990.22</b>	<b>-\$19,399.53</b>	<b>7</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	0.00	0.00	0.00	425,000.00	0
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	244,822.00	23,063.48	23,063.48	0.00	221,758.52	9
10-5600-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-0500 FICA	19,111.00	892.29	892.29	0.00	18,218.71	5
10-5600-0550 UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	500.00	0
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	43,484.00	2,924.29	2,924.29	0.00	40,559.71	7
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	8,883.00	345.62	345.62	0.00	8,537.38	4
10-5600-0675 HRA HEALTH REIMB ACCT	6,750.00	562.50	562.50	0.00	6,187.50	8
10-5600-0700 LGERS RETIREMENT	44,968.00	2,045.62	2,045.62	0.00	42,922.38	5
10-5600-0800 401K SUPP RETIREMENT	12,491.00	936.50	936.50	0.00	11,554.50	7
10-5600-1000 OUTSIDE SERVICES	10,000.00	0.00	275.00	275.00	9,725.00	3
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	0.00	0.00	0.00	7,000.00	0
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	9,600.00	350.04	350.04	0.00	9,249.96	4

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10-5600-1600 MAINT/REPAIR- STREETLIGHTS	35,000.00	0.00	0.00	0.00	35,000.00	0
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	945.92	1,201.92	256.00	8,798.08	12
10-5600-3100 MOTOR FUELS	20,000.00	627.95	627.95	0.00	19,372.05	3
10-5600-3300 SUPPLIES	10,000.00	185.66	731.96	546.30	9,268.04	7
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5600-3600 UNIFORMS	8,650.00	0.00	2,831.59	2,831.59	5,818.41	33
10-5600-3800 TECHNOLOGY	9,500.00	7,659.88	7,659.88	0.00	1,840.12	81
10-5600-5200 PARKS	60,000.00	0.00	0.00	0.00	60,000.00	0
10-5600-5202 GREENWOOD PARK STREAM RESTORA	292,000.00	0.00	0.00	0.00	292,000.00	0
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	0.00	218.61	218.61	781.39	22
10-5600-6500 STAFF DEVELOPMENT	8,000.00	0.00	0.00	0.00	8,000.00	0
40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	0.00	0.00	0.00	451,275.58	0
<b>5600 Public Works Subtotal</b>	<b>\$1,319,534.58</b>	<b>\$40,539.75</b>	<b>\$44,667.25</b>	<b>\$4,127.50</b>	<b>\$1,274,867.33</b>	<b>3</b>
<b>Expenditure Subtotal</b>	<b>\$1,319,534.58</b>	<b>\$40,539.75</b>	<b>\$44,667.25</b>	<b>\$4,127.50</b>	<b>\$1,274,867.33</b>	<b>3</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,319,534.58</b>	<b>-\$40,539.75</b>	<b>-\$40,539.75</b>	<b>-\$4,127.50</b>	<b>3</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,319,534.58</b>	<b>-\$40,539.75</b>	<b>-\$40,539.75</b>	<b>-\$4,127.50</b>	<b>3</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	10,000.00	66.64	66.64	0.00	9,933.36	1
10-5700-2200 CONTRACTS- PAVING & STRIPING	210,000.00	0.00	0.00	0.00	210,000.00	0
10-5700-2300 SUPPLIES	10,000.00	2,598.98	7,970.38	5,371.40	2,029.62	80
10-5700-2400 TRAFFIC SIGNS	500.00	0.00	0.00	0.00	500.00	0
10-5700-2500 STORM WATER DRAINAGE	275,000.00	0.00	0.00	0.00	275,000.00	0
10-5700-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-6500 STAFF DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-7500 ENGINEERING	100,000.00	570.00	570.00	0.00	99,430.00	1
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$616,500.00</b>	<b>\$3,235.62</b>	<b>\$8,607.02</b>	<b>\$5,371.40</b>	<b>\$607,892.98</b>	<b>1</b>
<b>Expenditure Subtotal</b>	<b>\$616,500.00</b>	<b>\$3,235.62</b>	<b>\$8,607.02</b>	<b>\$5,371.40</b>	<b>\$607,892.98</b>	<b>1</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$616,500.00</b>	<b>-\$3,235.62</b>	<b>-\$3,235.62</b>	<b>-\$5,371.40</b>	<b>1</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$616,500.00</b>	<b>-\$3,235.62</b>	<b>-\$3,235.62</b>	<b>-\$5,371.40</b>	<b>1</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	125,190.00	10,409.35	10,409.35	0.00	114,780.65	8
10-5800-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	9,960.00	426.47	426.47	0.00	9,533.53	4
10-5800-0600 HEALTH INSURANCE (MEDICAL)	28,989.00	1,715.88	1,715.88	0.00	27,273.12	6
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	5,922.00	164.72	164.72	0.00	5,757.28	3
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	375.00	375.00	0.00	4,125.00	8
10-5800-0700 LGERS RETIREMENT	23,435.00	1,058.57	1,058.57	0.00	22,376.43	5

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2022 To 07/31/2022

FY 2022-2023

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-0800 401K SUPP RETIREMENT	6,510.00	520.45	520.45	0.00	5,989.55	8
10-5800-1700 MAINT/REPAIRS - VEHICLES	25,000.00	244.61	4,898.86	4,654.25	20,101.14	20
10-5800-3100 MOTOR FUELS	30,000.00	589.44	589.44	0.00	29,410.56	2
10-5800-3300 SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-3600 UNIFORMS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-3800 TECHNOLOGY	600.00	46.15	46.15	0.00	553.85	8
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5800-5900 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-6000 CAPITAL OUTLAY	55,000.00	0.00	0.00	0.00	55,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	30,000.00	1,687.06	1,687.06	0.00	28,312.94	6
10-5800-8100 RECYCLING	6,000.00	0.00	0.00	0.00	6,000.00	0
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	31,200.00	0.00	0.00	0.00	31,200.00	0
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$390,806.00</b>	<b>\$17,237.70</b>	<b>\$21,891.95</b>	<b>\$4,654.25</b>	<b>\$368,914.05</b>	<b>6</b>
<b>Expenditure Subtotal</b>	<b>\$390,806.00</b>	<b>\$17,237.70</b>	<b>\$21,891.95</b>	<b>\$4,654.25</b>	<b>\$368,914.05</b>	<b>6</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$390,806.00</b>	<b>-\$17,237.70</b>	<b>-\$17,237.70</b>	<b>-\$4,654.25</b>	<b>4</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$390,806.00</b>	<b>-\$17,237.70</b>	<b>-\$17,237.70</b>	<b>-\$4,654.25</b>	<b>4</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	35,000.00	1,700.73	1,700.73	0.00	33,299.27	5
10-6600-1100 TECHNOLOGY	92,120.00	3,523.50	3,523.50	0.00	88,596.50	4
10-6600-1300 MUNICIPAL UTILITIES	25,000.00	990.54	990.54	0.00	24,009.46	4
10-6600-1500 GE. REPS. AND MAINT.	28,200.00	3,697.42	3,697.42	0.00	24,502.58	13
10-6600-2800 ELECTIONS	6,000.00	0.00	0.00	0.00	6,000.00	0
10-6600-5400 INSURANCE	105,000.00	0.00	0.00	0.00	105,000.00	0
10-6600-6000 CONTINGENCY	181,444.00	0.00	0.00	0.00	181,444.00	0
10-6600-6100 MISCELLANEOUS	10,000.00	0.00	1,015.43	1,015.43	8,984.57	10
10-6600-6201 COVID EXPENDITURES	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6300 COMMUNITY EVENTS	50,000.00	1,229.49	2,749.72	1,520.23	47,250.28	5
10-6600-6301 4TH OF JULY	10,000.00	113.50	113.50	0.00	9,886.50	1
10-6600-6302 NATIONAL NIGHT OUT	7,000.00	0.00	0.00	0.00	7,000.00	0
10-6600-6303 HOLIDAY LIGHTING	21,500.00	0.00	0.00	0.00	21,500.00	0
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0
10-6600-6500 FOREST MANAGEMENT	60,000.00	4,500.00	4,500.00	0.00	55,500.00	8
<b>6600 General Government Subtotal</b>	<b>\$640,264.00</b>	<b>\$15,755.18</b>	<b>\$18,290.84</b>	<b>\$2,535.66</b>	<b>\$621,973.16</b>	<b>3</b>
<b>Expenditure Subtotal</b>	<b>\$640,264.00</b>	<b>\$15,755.18</b>	<b>\$18,290.84</b>	<b>\$2,535.66</b>	<b>\$621,973.16</b>	<b>3</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$640,264.00</b>	<b>-\$15,755.18</b>	<b>-\$15,755.18</b>	<b>-\$2,535.66</b>	<b>2</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$640,264.00</b>	<b>-\$15,755.18</b>	<b>-\$15,755.18</b>	<b>-\$2,535.66</b>	<b>2</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	0.00	0.00	0.00	23,334.00	0

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2022 To 07/31/2022

FY 2022-2023

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-0200 Street Improvements-Principal	6,667.00	0.00	0.00	0.00	6,667.00	0
10-6700-0500 Public Works Building-Principal	84,211.00	0.00	0.00	0.00	84,211.00	0
10-6700-0600 2020 POLICE CARS-PRINCIPAL	29,106.00	0.00	0.00	0.00	29,106.00	0
10-6700-1100 Police Dept Renovations-Interest	1,445.00	0.00	0.00	0.00	1,445.00	0
10-6700-1200 Street Improvements-Interest	413.00	0.00	0.00	0.00	413.00	0
10-6700-1500 Public Works Building-Interest	17,685.00	0.00	0.00	0.00	17,685.00	0
10-6700-1600 2020 POLICE CARS-INTEREST	801.00	0.00	0.00	0.00	801.00	0
<b>6700 Debt Service Subtotal</b>	<b>\$163,662.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$163,662.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$163,662.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$163,662.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$163,662.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$163,662.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	144,572.00	8,661.86	8,661.86	0.00	135,910.14	6
30-8100-0400 PROFESSIONAL SERVICES	5,000.00	87.92	2,815.04	2,727.12	2,184.96	56
30-8100-0500 FICA	11,060.00	340.00	340.00	0.00	10,720.00	3
30-8100-0600 HEALTH INSURANCE (MEDICAL)	19,326.00	1,375.17	1,375.17	0.00	17,950.83	7
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	3,948.00	214.52	214.52	0.00	3,733.48	5
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	3,000.00	250.00	250.00	0.00	2,750.00	8
30-8100-0700 LGERS RETIREMENT	26,023.00	860.51	860.51	0.00	25,162.49	3
30-8100-0800 401K SUPP RETIREMENT	7,229.00	567.79	567.79	0.00	6,661.21	8
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-1500 GENERAL REPAIRS	10,000.00	0.00	0.00	0.00	10,000.00	0
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	224.59	1,482.06	1,257.47	13,517.94	10
30-8100-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-4800 WATER PURCHASES	179,580.00	19,295.42	19,295.42	0.00	160,284.58	11
30-8100-4900 SEWER PURCHASES	185,400.00	0.00	0.00	0.00	185,400.00	0
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	0.00	0.00	0.00	7,700.00	0
30-8100-5700 MISCELLANEOUS	6,196.00	0.00	0.00	0.00	6,196.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-7400 CAPITAL IMPROVEMENT	29,939.00	0.00	0.00	0.00	29,939.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$668,973.00</b>	<b>\$31,877.78</b>	<b>\$35,862.37</b>	<b>\$3,984.59</b>	<b>\$633,110.63</b>	<b>5</b>
<b>Expenditure Subtotal</b>	<b>\$668,973.00</b>	<b>\$31,877.78</b>	<b>\$35,862.37</b>	<b>\$3,984.59</b>	<b>\$633,110.63</b>	<b>5</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$668,973.00</b>	<b>-\$31,877.78</b>	<b>-\$31,877.78</b>	<b>-\$3,984.59</b>	<b>5</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$668,973.00</b>	<b>-\$31,877.78</b>	<b>-\$31,877.78</b>	<b>-\$3,984.59</b>	<b>5</b>

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

August 9, 2022



**Agenda Item E-1**

**Consideration of Order for Tax Settlement  
Fiscal Year 2021-2022**

---

Background

Pursuant to N.C.G.S. 105-373, the attached Tax Settlement must be approved by the Board of Commissioners prior to ordering the collection of taxes for the coming year. Please let me know if you have any questions regarding this settlement.





**TAX COLLECTOR  
ANNUAL SETTLEMENT  
FY 2021-2022**

August 1, 2022

Pursuant to the provisions of NCGS 105-373, the following is the Tax Collector's Report of Settlement for 2021 taxes for Fiscal Year 2021-2022 as of August 1, 2022.

2020 Levy from Scroll (Real & Personal Property Tax)	2,921,388
Exemptions, Releases & Deferrals	(1,773)
Afterlist	
Public Service Companies	17,387
2020 Total Levy	2,937,002
Penalties, Cost & Interest	4,481
2020 Total Charges	2,941,483
Collected (2020 Real & Personal)	2,940,901
Uncollected (2020 Real & Personal)	582
Percentage of Levy Collected	99.98%
Prior Years Collected During Period	25,960.62
Overpayments/ Prepayments	13,238

**List of 2021 Delinquent Taxes- Real Property**

Berlin, Sanford	964683419500000	21.09
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**Total Delinquent Taxes by Year**

Year	2012	2014	2015	2016	2020
Amount	185.05	21.06	32.61	35.54	3,898.53

*NCGS 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body as required by statute.*

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2022



## Agenda Item E-2

Consideration of Order for Tax Collection  
Fiscal Year 2022-2023

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### Background

Pursuant to N.C.G.S. 105-321, the Board of Commissioners must issue an order directing the Tax Collector to collect taxes as set forth in the Town's records. Krystal Curtis, Town Tax Collector, will send out tax notices to all property owners once the Tax Scroll from Buncombe County is prepared.



## ORDER OF COLLECTION

State of North Carolina  
Town of Biltmore Forest

Order of the Board of Commissioners  
Pursuant to NCGS 105-321 for the  
Collection of 2022 and Prior Years' Taxes

To the Tax Collector of the Town of Biltmore Forest:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Administration and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Biltmore Forest, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 9th day of August, 2022:

---

George F. Goosmann, III  
Mayor, Town of Biltmore Forest

Attest:

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Laura Jacobs  
Clerk, Town of Biltmore Forest

*The Order of Collection shall be entered into the minutes of the governing body as required by statute (NCGS 105-321(b)).*

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

August 9, 2022



### Agenda Item E-3

#### Proposed Implementation Schedule for Busbee/Vanderbilt All-Way Stop

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#### Background

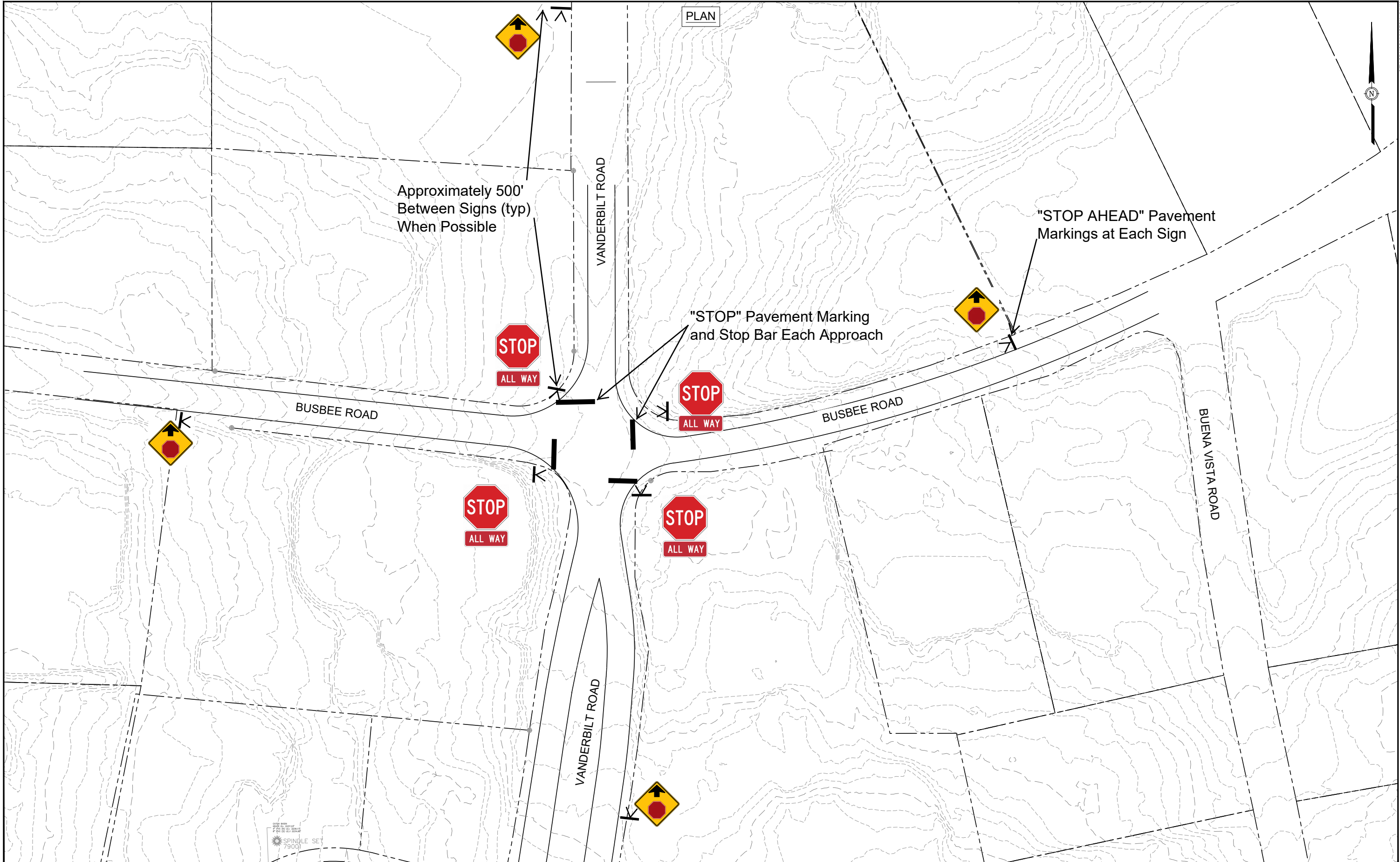
Last month, the Board of Commissioners directed staff to proceed with the design and implementation of an all-way stop at the intersection of Vanderbilt and Busbee Roads. Staff has prepared this schedule and map showing the layout for the all-way stops at this location. The attached plan and map is presented for the Board's review, discussion, and approval.

Staff is meeting with the striping company (Carter Asphalt Sealing and Striping, LLC) on August 9<sup>th</sup> to review the project, finalize pricing, and confirm the schedule.

#### PROPOSED IMPLEMENTATION SCHEDULE

- Installation of New Signs and Thermoplastics (per attached diagrams) – By September 16, 2022
- Re-Striping of Busbee Road from Hendersonville Road to Forest Road, and Vanderbilt Road from Cedarcliff Road to Lone Pine Road – By October 21, 2022
- Removal of Additional "New Traffic Pattern" signage and flagging – By October 21, 2022

P:\2019\10\01\55-BILTMORE\CON-CALL MUNICIPAL STORMWATER\DRAWINGS\CIVIL\10.01.55 - BILTMORE FOREST - EXISTING INTERSECTIONS.DWG PLOT DATE: 7/22/2022 8:50 AM NATHAN SAWYER



NO.	DATE	BY	DESCRIPTION



NOT TO SCALE		ALL-WAY STOP SIGNAGE PLAN - BUSBEE AND VANDERBILT ROADS INTERSECTION		SHEET 1
		DATE JULY 2022	PROJECT #	FUNDING #

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

August 9, 2022



### Agenda Item E-4

#### Greenwood Park Stream Restoration Project Phase 1 Review

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#### Background

As you know, the Town has worked on stream restoration within Greenwood Park for several years. The first thrust of this project was a loan application from the Town to the Division of Water Quality in April 2019. This loan application was approved for \$292,000 at zero (0) percent interest. Subsequent to that award, the Town contracted with WithersRavenel consultants to design an appropriate stream restoration for this segment. The project design was approved by the Division of Water Quality and United States Army Corps of Engineers in mid-summer 2021, and a funding approval was granted by the NC Local Government Commission in December 2021.

Bids were received and an award made, contingent on LGC approval, in October 2021. Baker Grading and Landscaping, from Old Fort, N.C., was awarded the contract. Construction began in May 2022 with most hardscape improvements being completed by the latter part of July 2022. The one exception to this work is the result of an underground utility conflict between the Town's existing stormwater pipe (heading southeast on Greenwood Road) that was scheduled for replacement as part of this work. The existing underground stormwater pipe has a Duke Energy three-phase power bank located on top of it. There are workarounds for this, but proper design for this workaround resulted in a delay on finishing Phase 1. The engineer has now designed this, and the contractor is acquiring the pipe necessary to make these changes. We are hopeful Phase 1 will conclude within the next several weeks.

Due to inhospitable planting conditions in summer months, the Town agreed to let Baker perform this work in a phased manner. Phase 1 included all hardscape improvements and Phase 2 will include final planting and vegetative work. This is scheduled to be completed by the end of October 2022.

With Phase 1 being nearly complete, Town staff felt it an appropriate time to provide a thorough update to the Mayor, Board, and Town citizens regarding this project. The attached presentation provides insight into the work done on site as well as the benefits this project will have for generations to come.



A photograph of a forest with many tall, thin trees, overlaid with a semi-transparent green filter. The text is centered in the upper half of the image.

# GREENWOOD PARK

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Stream Restoration



# BACKGROUND

- Greenwood Park was established when the Town was created in 1923, and is shown on the oldest original maps and plats as public space.
- As development increased the density of the watershed, impacts to the stream became more severe leading to attempted stabilization projects over the years.
- First record of formal stream repairs occurred in 1992.



# EXISTING STREAM CONDITIONS PRIOR TO 1991











# STREAM REPAIRS 1991-1992

- ADDITION OF STORMWATER DRAINAGE SYSTEM
- DEMOLITION AND RECONSTRUCTION OF WATER LINE STREAM CROSSING
- STREAMBANK STABILIZATION USING GABION BASKETS AND RIP RAP

























FAST FORWARD 30 YEARS...





## GABION BASKET FAILURE





DEGRADED STREAM CHANNEL

# STREAM RESTORATION - 2022

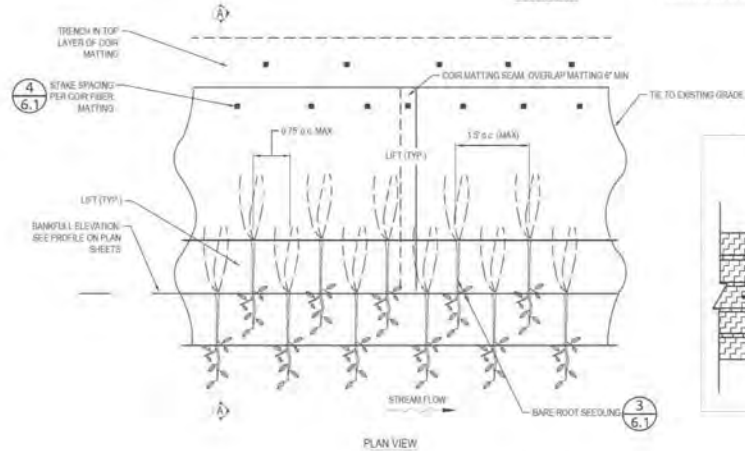
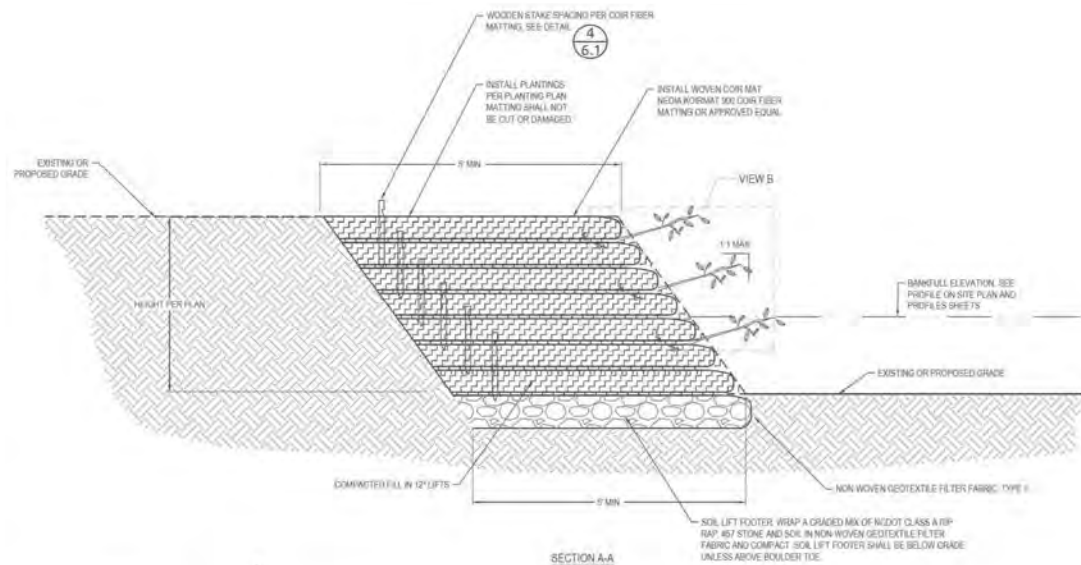
- REMOVE EXISTING GABION BASKETS AND RIP RAP
- ADJUST HORIZONTAL ALIGNMENT OF CREEK TO CREATE STABLE CONDITION
- INSTALL IN-STREAM STRUCTURES TO HELP DIRECT WATER FLOW IN THE CREEK
- USE BIO-ENGINEERING TECHNIQUES TO STABILIZE STREAM BANK
- INSTALL GRAVEL WETLANDS TO MITIGATE STORMWATER POLLUTION



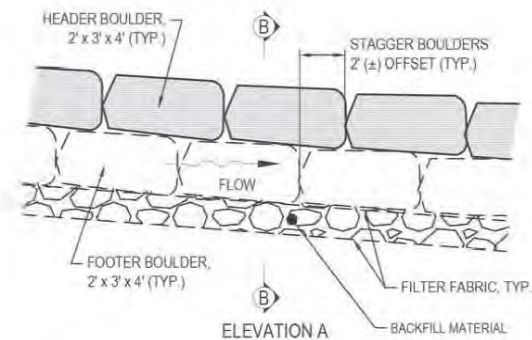
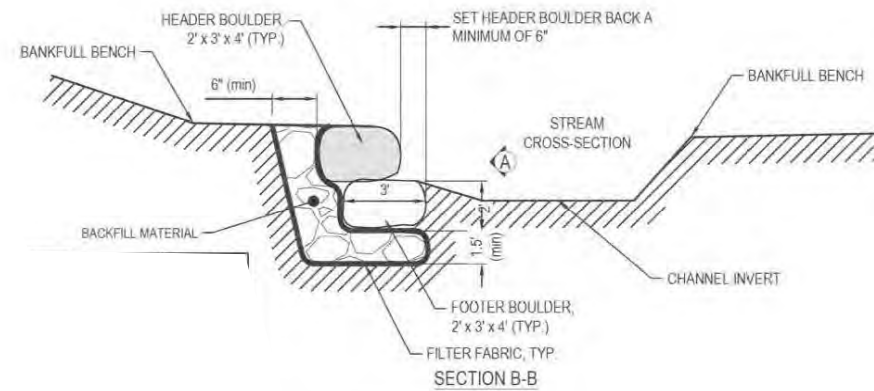
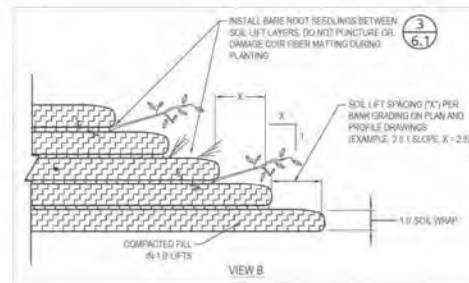
# SITE/LANDSCAPE PLAN







VEGETATED SOIL LIFT  
NOT TO SCALE



BOULDER TOE  
NOT TO SCALE

# SLOPE STABILIZATION

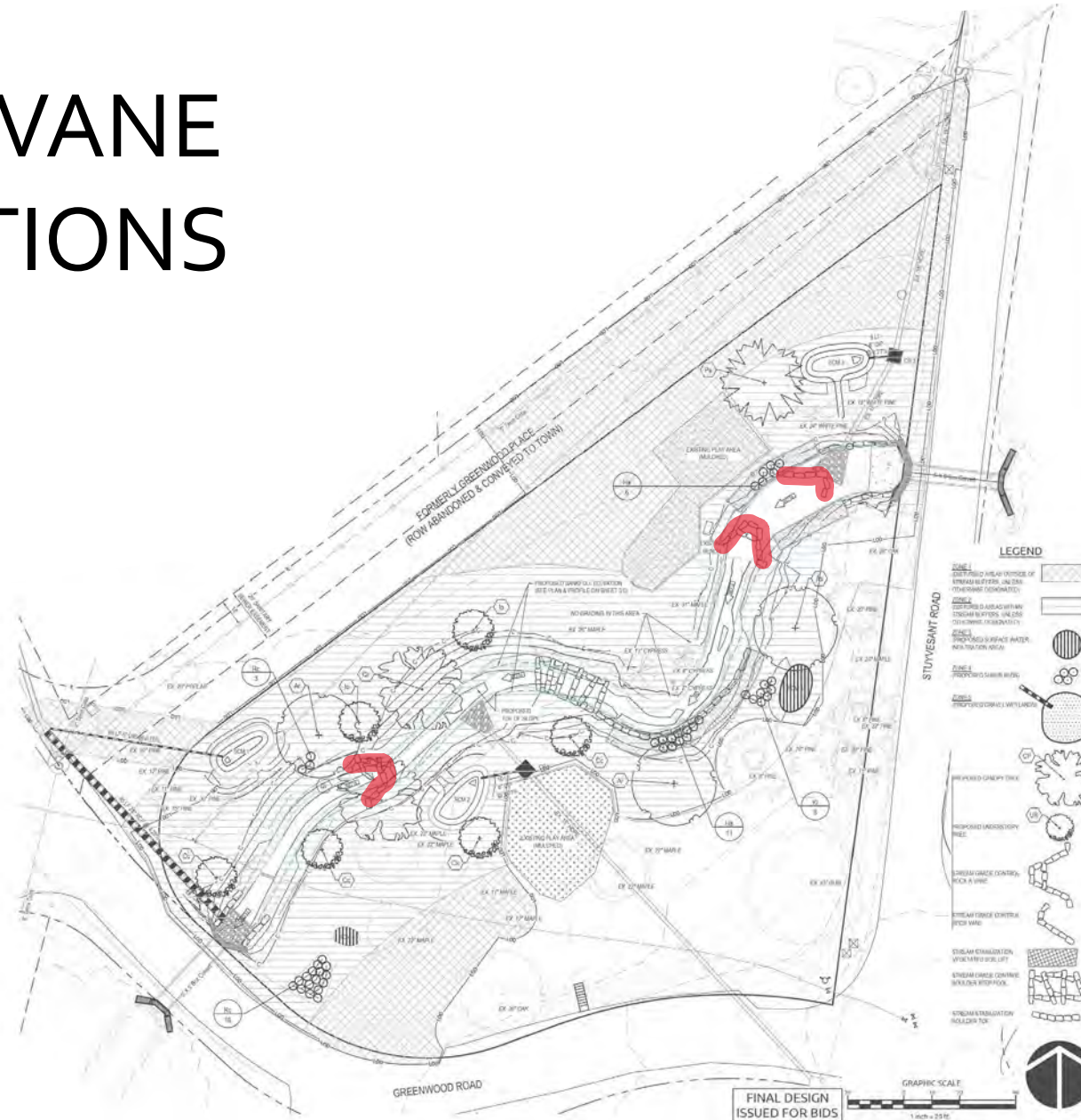




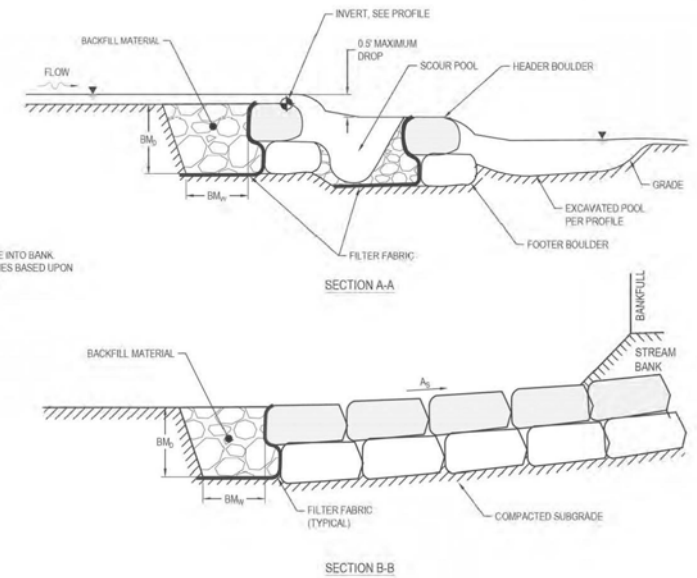
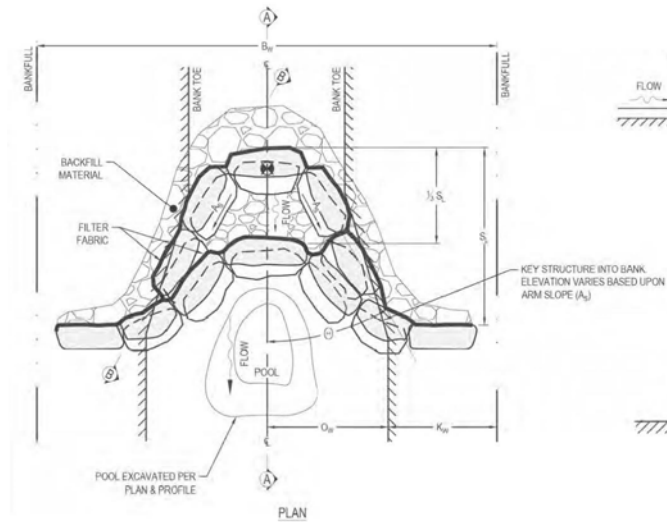
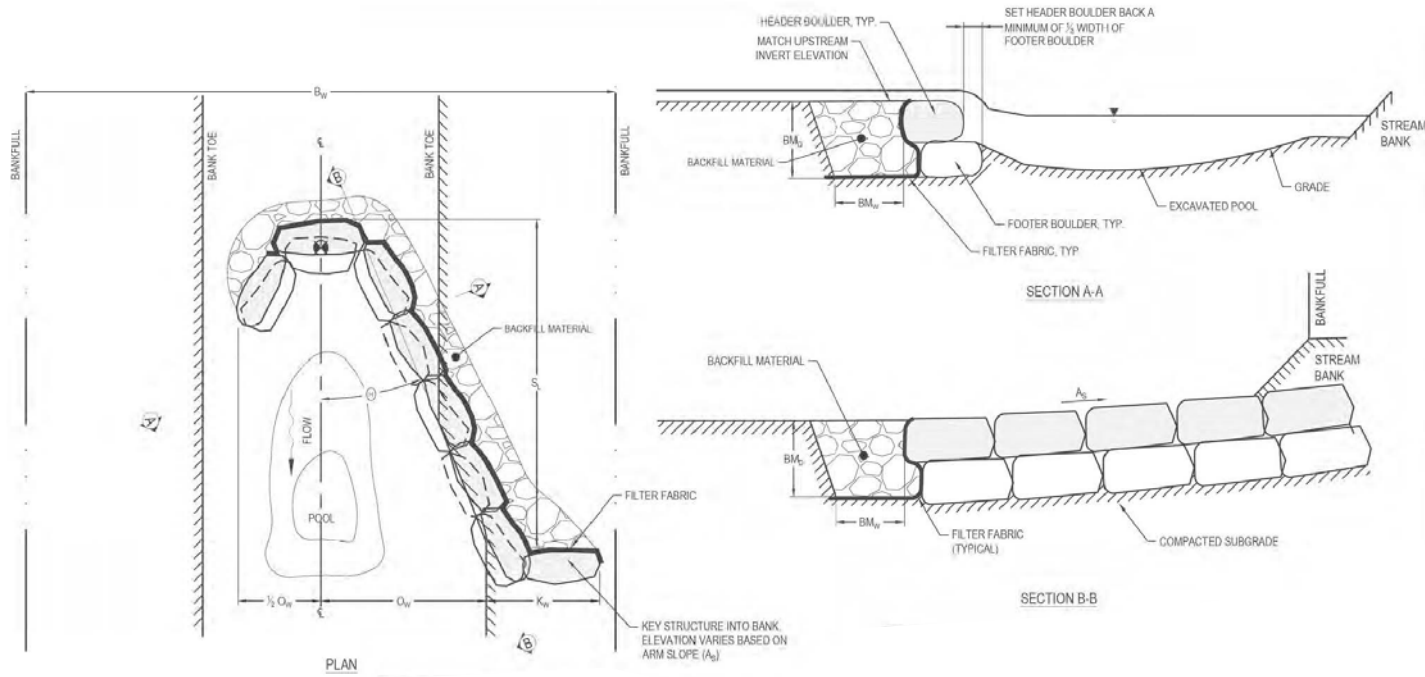
# BOULDER TOE AND GEOLIFT



# ROCK VANE LOCATIONS



# ROCK VANES







ROCK VANE - 'A' TYPE





ROCK VANE - 'A' TYPE



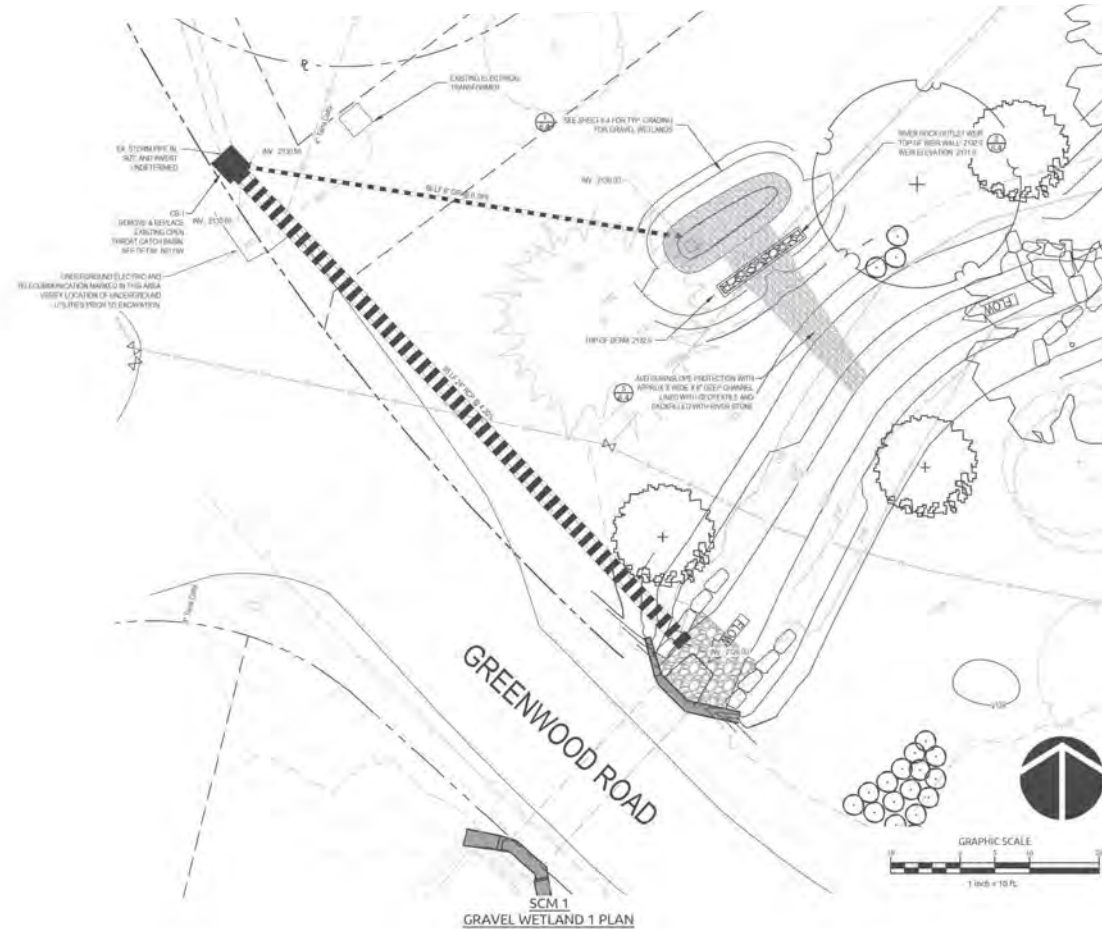


ROCK VANE – 'J' TYPE



[illegible]

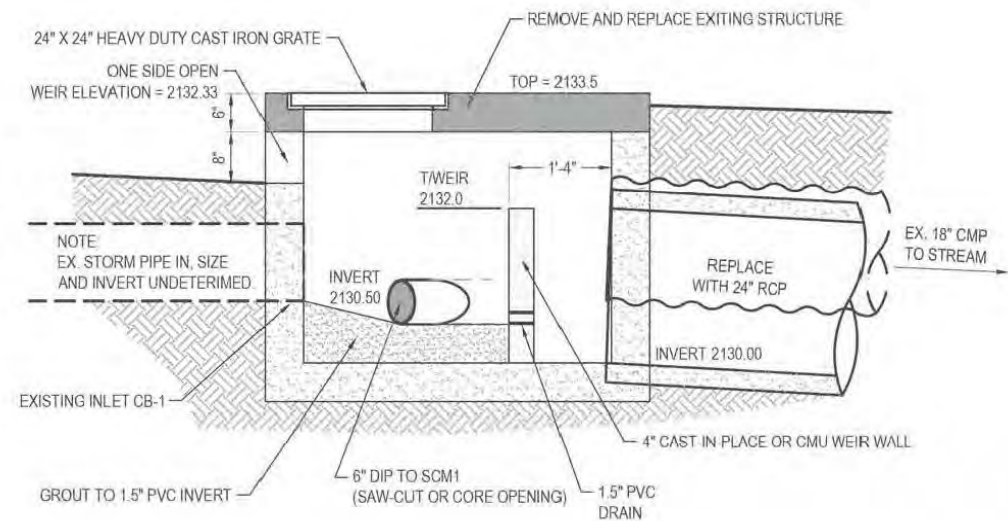




Plan View

# STORMWATER WETLAND

## INLET CONTROL STRUCTURE









# STORMWATER WETLAND



# BEFORE AND AFTER







# NEXT STEPS

- PROVIDE ACCESSIBILITY FOR HANDICAPPED AND ELDERLY USERS
- REVISE PLAY EQUIPMENT ON NORTH SIDE OF STREAM
- CONSTRUCT ADDITIONAL PARKING FOR USERS
- INSTALL SMALL COVERED PAVILION
- CONSTRUCT PEDESTRIAN BRIDGE ACROSS STREAM
- INSTALL NEW PARK AMMENITIES I.E. BENCHES, TRASH CAN, (PICNIC) TABLE, DOG WASTE STATION THAT WILL SET STANDARD FOR FUTURE PARK IMPROVEMENT IN TOWN

# BOARD OF COMMISSIONERS MEETING

## STAFF MEMORANDUM

August 9, 2022



### Agenda Item E-5

#### Planning Commission Plan of Work – Review and Discussion

---

#### Background

The Planning Commission last met in May 2022 and recommended approval for the Town's new comprehensive plan. The Board of Commissioners unanimously approved this Comprehensive Plan at their meeting on May 10, 2022. Planning Chair Paul Zimmerman would like to move the Commission forward and begin work on areas within the Town's zoning and land use regulations to ensure clear, concise, and fair standards for all Town citizens. Mr. Zimmerman has identified several focus areas and would like to review these with the Planning Commission.

In an effort to ensure the Commission is working toward Town goals, staff requests feedback on these items and requests follow-up with any additions or other considerations.

1. Development of a Quick Reference Guide on Town Ordinances.
2. Ordinance addressing Junk and/or Abandoned Vehicles.
  - a. The Town currently has no direct ordinance regarding junk and/or abandoned vehicles. In most jurisdictions, this is housed within the Town Code along with nuisance standards. While the Town likely has authority to enforce junk vehicle ordinances under our nuisance provisions, a more specific and cleaner ordinance directed at junk and/or abandoned vehicles would be beneficial.
3. Ordinance addressing renewable energy power generation, specifically related to EV charging stations and solar panels.
4. Ordinances review of Town's existing maximum roof coverage and impervious surface coverage requirements.
5. Review of Town's Tree Protection Ordinance
  - a. As noted in 2a, above, the Tree Protection Ordinance is housed within the Town Code and not the Zoning Ordinance. One consideration for the Planning Commission is whether to incorporate the Tree Protection Ordinance into the Zoning Ordinance or to have a separate new development tree protection standard that also governs landscaping, buffering, and new homes, and lot development. The specific section of the Comprehensive Plan regarding tree protection called for less subjectivity within the Tree Protection Ordinance through the usage of a "canopy coverage" tool that considered the overall health of the Town's trees. Revisions to the existing Tree Protection Ordinance and enhancement within the



Zoning Ordinance relative to landscaping, buffering, and site development would result in a more effective tree protection ordinance.

6. Specific requirements for new home construction, including final landscape plan submittals prior to Board of Adjustment review.
7. Accessory Buildings – review and consider amending requirements for storage buildings and ensure design requirements are enforceable. Consider amendments to include sports fields or courts as accessory buildings and not accessory structures.
8. Accessory structure review – consider whether accessory structures within allowable areas may be reviewed for conformity with Ordinance and approved administratively.
9. Develop right of way road standards for sight line distances for walking and driving vehicles (include Right-of-Way designation as appendix to Zoning Ordinance for reference)
10. Review and consolidate Town standards for lighting and review consideration of Dark Sky ordinances.

The goal with this list is to stimulate discussion among the Planning Commission members resulting from the Town's Comprehensive Planning process. If there are specific areas within the above list that you would like to see expounded upon, considered, or left as-is, please let me know.