

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, June 8, 2021 at 4:30 p.m.

***MEETING WILL BE HELD IN PERSON  
IN ACCORDANCE WITH CDC AND STATE GUIDELINES***

A. Roll Call by the Clerk

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

B. The minutes of the May 11, 2021 meeting will be presented for approval.

C. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police
3. Public Works Director
4. Town Manager

D. Public Hearing – FY 2021-2022 Annual Budget

E. Public Hearing – ZTA 2021-01

F. New Business

1. Consideration of Fiscal Year 21-22 Annual Budget
2. Consideration of Fiscal Year 21-22 Fee Schedule
3. Consideration of Zoning Text Amendment (ZTA) 2021-01
4. Consideration of FY21 Budget Amendment
5. Consideration of FY21 Audit Agreement

G. Petitions, Motions, and Other Business

H. Public Comment

I. Closed Session – Personnel Discussion per NCGS 143.318.11 (a)(6)

J. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD MAY 11, 2021.

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 was present and Mr. William Clarke, the Town Attorney was also present via Zoom. Roll call was taken by the Clerk.

Mayor Goosmann called the meeting to order at 4:30 pm. Commissioner Cogburn made a motion to approve the minutes from April 13, 2021. The motion was seconded by Commissioner Kelly and unanimously approved. Roll call was taken by the Clerk.

Mr. Jonathan Kanipe introduced Ms. Krystal Curtis, the Town's new finance director. Ms. Curtis joins the Town from Buncombe County, where she previously worked within the Tax Department. Commissioner Loomis made a motion to appoint Ms. Curtis as the Tax Collector. Commissioner Cogburn seconded the motion and was unanimously approved. Roll call was taken by the Clerk.

Mayor Goosmann read the Oath for Ms. Curtis which states; I, Krystal Curtis, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as tax collector, and that I will not allow my actions as tax collector to be influenced by personal or political friendships or obligations, so help me God. Mayor Goosmann thanked Ms. Curtis.

Interim Chief Trevor Lance gave the report for the Skyland Fire Department. There were 25 calls for service. Interim Chief Lance encouraged residents to call 811 before you dig. Interim Chief Lance also encouraged people to clean out their gutters and secure ladders.

Chief Beddingfield was unable to attend the meeting as he was attending the NC Association of Chiefs of Police conference. Lieutenant Mark Allen gave the report for the Police Department. Lieutenant Allen said there were 801 calls for service. There were three misdemeanor arrests resulting from traffic stops. One individual was wanted for trespassing, one assault, and one was driving while intoxicated and carrying a concealed weapon. Five hours were spent on business checks for the month. Many hours were spent running radar.

The number of calls increased significantly from 646 calls the prior month to 801. The spring season is here, animal calls increased, and more people are out due to the warmer weather.

Lieutenant Mark Allen noted Officer Kevin Clark has returned to full time status following the departure of a former employee. Mayor Goosmann welcomed Mr. Clark back and said what a wonderful job he did with the Fourth of July festivities in prior years.

Commissioner Kelly asked about the wildlife calls increasing and wanted to know if dog calls were included in this. Lieutenant Allen was unsure but will find out if dogs are included. Mayor Goosmann thanked Lieutenant Allen.

Mr. Harry Buckner gave the report for the Public Works department. Public Works conducted quite a bit of training in April. Two employees were sent to get their water distribution certifications. Two dog waste stations were also put up; one at the bus shelter and one at the intersection of Stuyvesant and Hilltop Roads. The one at the bus stop gets used a lot. There is a third waste container and will most likely be placed at Brookside and Park Road.

Commissioner Loomis asked if location information on these dog waste containers was going to be put in the newsletter to let residents know the location.

Commissioner Cogburn would like to see the receptacles relocated from the shelters because it takes away from people sitting on the benches. The shelter at Stuyvesant and Hilltop is used frequently by children running lemonade stands as well. Mr. Kanipe said they are placing the receptacles in different areas and hoping for feedback from residents. Mr. Kanipe said they will look into advantageous locations that are not at the shelter. Commissioner Cogburn said they are resting and visiting spots and should not have dog waste containers there. Mr. Buckner said part of the reason for the initial location was visibility, but they will accommodate whatever the Board would prefer. Mr. Kanipe said we will definitely take a look and see where they can be placed and where they will be useful.

Mayor Goosmann asked if the bus stop was going to be replaced. Mr. Kanipe said he will follow up on the estimate.

In May, they are working on the right of way clearing project. They are also working on ditch stabilization on Arboretum Road.

Public Works is one person short most likely on an extended injury.

The recycling truck is also back in service. Mayor Goosmann thanked Mr. Buckner for all of their hard work.

Mr. Jonathan Kanipe gave the Manager's Report. Duke Energy's underground program has limited interruptions and limited issues so far. There will be customer cutovers through May 19<sup>th</sup>. The overhead removal project will start in July. Right-of-way acquisitions should begin within the next few months for the next phase of the project.

The Greenwood Park Stream Restoration project remains behind schedule due to waiting on necessary approvals from the state. The consultant should have the final design by the end of

the week. The Town has spent about \$35,000 on the design so far, but these funds will be coming back to the Town. This is not reimbursed to the Town until we award a bid for a contract for the project.

The Friends of Biltmore Forest have been meeting regularly and working on many different items. One idea is to locate a Little Free Library at each bus stop for people to leave and take books. It is a very popular program in many different areas. The one along White Oak Road has become very popular.

There will be a food truck in the park this Friday. It is not a formal Town event, but should be a nice night for people to bring lawn chairs and enjoy the park and the food.

The Earth Day lecture at the end of April was very successful. We have the link posted on the Town's website. The Hemlock Woolly Adelgid was also very insightful.

Dr. Jennifer Mullendore will speak to us on Wednesday, June 30, 2021 regarding the status Covid-19 in Buncombe County and how best to deal with ticks and other insects in our forested environment.

The Planning Commission will meet May 27<sup>th</sup> to review final changes to the Zoning Ordinance. These are mandated changes required by the State that will be incorporated within the ordinance. The Board of Commissioners will review these ordinance changes at their June meeting. In August/September, they will dive into phase two of this project which is the Comprehensive Plan portion and have adopted by July 1, 2022.

Mr. Kanipe discussed the Resolution to Adopt the Buncombe Madison Regional Hazard Mitigation Plan. It allows us to access FEMA for Federal disasters. The State and localities are required to adopt this plan for Hazard Mitigation every four or five years. This started and kicked off in November 2019. The Town participated and helped developed the plan. The plan has been approved by the Federal Emergency Management agency. It also has to be adopted locally. A

motion was made by Commissioner Kelly and seconded by Commissioner Cogburn. The motion was unanimously approved. Roll call was taken by the Clerk.

Mr. Kanipe presented the upcoming Fiscal Year 2022 Budget. The budget has been advertised as well as the Public Hearing which will occur on June 8, 2021. Per state law, the budget must include a revenue neutral tax rate during years in which the County conducts a property tax revaluation. The Town's revenue neutral rate for FY22 is two (2) cents lower than the current tax rate at 32.5 cents per \$100 valuation. This revenue neutral rate will be included in the Budget Ordinance, but Mr. Kanipe does not propose the Town move to a revenue neutral rate. Mr. Kanipe reviewed the needs and additional funds from the American Recovery Plan (ARP) and increased sales tax funds, and noted that all this will provide improvements in services and programs for the coming year.

Mr. Kanipe then reviewed additional revenues. Intergovernmental utility taxes are volatile. As electricity usage goes up, we get more taxes and vice versa. This also applies to natural gas and telecommunications as well. There will most likely be some revenue increase for next year. Investment earnings are low, and Mr. Kanipe anticipates this being the case for some time.

The Intergovernmental loan is the money for the Stream Restoration Fund. This will come through during FY 2022. Additional intergovernmental grants will all be with the American Recovery Plan.

The Powell Bill Revenue decreased in fiscal year 2021. This was due both to decreased travel with Covid-19 restrictions and due to the growth in other municipal populations throughout the state.

Commissioner Loomis asked Mr. Kanipe why telecommunications would be below current year levels. Mr. Kanipe said possibly at home office situations, and referred back to guidance provided by the NC League of Municipalities regarding this specific item.

Commissioner Kelly asked Mr. Kanipe when the Town last raised taxes. Mr. Kanipe said 2019. In 2018, the tax rate was 33 cents and in 2019, it increased to 34.5 cents.

This year Mr. Kanipe included a 3% COLA in the Budget. The proposed budget also allows us to return to a merit based payment program. This would be based on a merit percentage of each departmental salary. This budget recommends going back to the 2% merit pool again as in years past.

Mr. Kanipe budgeted for a 5% increase in the State Health Plan. The HRA account funding will continue at \$125/month per employee. The benefit package is a huge benefit to drawing good employees.

The Local Government Retirement System contribution will continue. The Town has contributed 5% to each employees 401(k) and will continue under this Budget as well.

The administration department consists of the Town Manager, the Finance Director/Tax Collector, and the Town Clerk which has half the salary coming out of administration and half the salary coming out of the water fund.

In terms of the Police Department, the Town purchased seven new vehicles and the fleet has been upgraded significantly. The maintenance line item went down tremendously. Chief Beddingfield's proposal for the upcoming Fiscal Year is to have two new vehicles which allows them to transition the older vehicles out of the fleet and one good spare vehicle.

Chief Beddingfield is also trying to focus on technological improvements which will help out officers and dispatch tremendously in addition to their safety. In-car cameras are updated and in every vehicle. This year's technological improvement for the Police Department will be the Computer Aided Dispatch system which Chief Beddingfield described in great detail at last month's meeting. Calls will be tracked much better and allow for more efficient communication between Officers and Telecommunicators. This is part of the Police Pak software system used through Southern Software. Also included in this Budget will be evidence room inventory software. Training for additional professional education is also included in this Budget. The Police Department has also budgeted for additional radar speed limit signs and intersection cameras.

Lastly, the Public Works Budget was discussed. They are working on preventative maintenance and looking at how they can utilize equipment better. The American Recovery Plan money can be utilized for some of the park work that is necessary to be completed.

This proposal also includes funding for an additional employee of the Public Works Department who can run trash/recycling trucks, operate machinery, and landscaping equipment.

Mr. Kanipe discussed the Streets Department. Mr. Kanipe and Mr. Buckner are revisiting some areas in the current stormwater master plan. Mr. Kanipe specifically commented on the Cedar Hill Road near the intersection of Hemlock Road that needs to be readdressed. The erosion through that area has gotten substantially worse in the past several years.

They will also focus on street paving for the upcoming year. Also, the right of way renewal program will help them address areas in need of repair. A liquid treatment mix for the streets will be looked into for the winter season. There are no funds allocated for salary and benefits in the streets department.

Regarding Sanitation and Recycling, the purchase of tippers for each solid waste truck and town issued solid waste containers will be considered as part of this proposal. From a health standpoint, this will help our employees where they do not have to lift bags out of the cart. They will be offering small, medium, and large containers. Mr. Kanipe indicated staff would also review bear proof containers. The approximate cost for these items is \$55,000. This would be done through the General Fund. It will help from an employee health perspective.

The Water Fund's projected increase is 2.5% and the proposed sewer increase is 2.75%. Both the City of Asheville and the Metropolitan Sewerage District increased their amounts by this percentage as well. This will help us to offset some of the equipment repairs and water line repair work that needs to be done.

The Beacon warranty for the AMI cellular endpoints on the water meters \$20,000. These were originally purchased in 2017 for approximately \$159,000. Having a warranty through 2046 makes sense. They would be able to purchase a new F-350 work truck and an all-purpose utility vehicle. The Board did not offer any questions regarding the proposed budget and thanked Mr. Kanipe for his work on this year's budget.

Mr. Kanipe then discussed the proposed Resolution Opposing HB 401/SB 349. The North Carolina Legislature is currently considering a bill in both the House and Senate that would “mandate local governments to allow all middle housing types, defined to include residential duplexes, triplexes, quadplexes, and townhouses, in areas zoned for residential use, specifically including zoned areas that allow for the development of detached single-family dwellings.”(UNC School of Government)

The North Carolina League of Municipalities, of which the Town is a member, and many other local government jurisdictions have voiced extreme displeasure with these proposals. The bills usurp local control and eliminate the ability of Biltmore Forest residents, through their elected officials, to determine land use controls are applicable and necessary within the Town.

A motion was made by Commissioner Cogburn to approve the Resolution. Commissioner Loomis seconded the motion. The motion was unanimously approved. Roll call was taken by the Clerk.

Mr. Kanipe discussed a proposed Resolution Opposing HB 496. The North Carolina Legislature is currently considering House Bill 496 that would eliminate the ability of local governments to establish tree protection ordinances and vacate any existing ordinances that were not established under a local act by the General Assembly. The Town's existing Tree Protection Ordinance would be repealed under this proposal.

A motion was made by Commissioner Cogburn, Commissioner Loomis seconded the motions and was unanimously approved. Roll call was taken by the Clerk.

A Consideration of Resolution of Appreciation was said for Ms. Helen Stephens. Mayor Goosmann read the Resolution.

Commissioner Loomis made a motion to approve the Resolution. Commissioner Cogburn seconded the motion and was unanimously approved. Roll call was taken by the Clerk.

Mayor Goosmann then offered a resolution of appreciation for former Design Review Board member Fred Groce.

Commissioner Cogburn made a motion to approve the Resolution, Commissioner Loomis seconded the motion. The motion was unanimously approved. Roll call was taken by the Clerk.

Mr. William Morrison was appointed by the Board as a regular member of the Planning Commission in November 2020. Mr. Morrison is unfortunately able to continue in this role. As such, the Town will move first alternate, Dawn Grohs, into a full-time position on the Planning Commission.

Dr. Kenny Hornowski has agreed to serve as a second alternate member for the Planning Commission. A motion was made by Commissioner Cogburn, seconded by Commissioner Kelly and unanimously approved. Roll call was taken by the Clerk.

Commissioner Kelly asked Lieutenant Mark Allen about the Police Department's policy for activation of body cameras. Lieutenant Allen said there are a few ways car cameras are activated; one being the Officer initiates a traffic stop or anything else that requires turning on of the blue lights. A weapon release button inside the car will also activate the car cameras. They also have it set at a threshold speed activation. Lieutenant Allen was unsure of what that is. It is GPS controlled and the GPS knows the posted speed limit. If one crosses over that threshold, it will activate the cameras.

Lieutenant Allen said the body cameras operate a couple of different ways; there is a standby mode which patrol officers keep them in standby mode and if any blue lights from any

vehicle around them are activated, it will activate all the body cameras for all of the police officers. Both body cameras and vehicle cameras can also be activated manually. Lieutenant Allen said the Police Department has a body camera policy. The only clause that would allow an officer to turn it off would be in a medical situation. Commissioner Kelly thanked Lieutenant Allen.

Public Comment

Mr. Drew Stephens thanked the Board of Adjustment for approving the solar panels on his neighbor's house at 9 Hilltop Road.

Mayor Goosmann adjourned the meeting at 5:48 p.m. The next meeting is scheduled for Tuesday, June 8, 2021 at 4:30 pm.

ATTEST:

\_\_\_\_\_  
Ms. Laura Jacobs  
Town Clerk

\_\_\_\_\_  
George F. Goosmann, III  
Mayor

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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

A handwritten signature in black ink, appearing to read "HBB", positioned to the right of the "From:" line.

Re: Public Works Department May 2021 Monthly Report

Date: June 4, 2021

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### **Recurring Activities:**

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

- Collected 28.74 tons of garbage.
- Diverted 15.28 tons of recycled goods from garbage.
- Picked up 20 loads of brush (approximately 600 cubic yards) over 10 days.
- Responded to 46 total utility locate requests, comprised of 32 new requests, 6 updates, and 3 emergency requests.
- Visited 10 residences for Tree Inspections, approving the removal of 40 trees, and requiring the installation of 50 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests as well as two disinfection byproduct quarterly 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.
- Routine brush pickup continued on the normal schedule, with South pick-up beginning on May 3, and North pick-up on May 17. This schedule will continue until adjustments are needed, or November 1, 2021.

### **Coronavirus (COVID-19) Related Activities:**

- All of the Town's facilities are now open to the public.

## **Miscellaneous Activities in May**

- We had two Public Works employees out with injuries during the month of May. Both employees are out indefinitely while they are rehabilitating. We have reassigned all tasks to the remaining Public Works team members and all essential services are being covered.
- We have identified a temporary summer employee to assist with the meter system upgrades. He is anticipated to start on July 6<sup>th</sup> and is available for about 6 weeks.
- I am happy to report that we have made significant progress in increasing the reliability of our automatic reading water meters. There are some that are still not reliably reporting, however, the base technical issues have been resolved.
- Mr. Dale, Mr. Anderson, and Mr. Bartlett all sat for their C-Water Distribution operator's exam on May 27<sup>th</sup>, and I sat for the Backflow and Cross Connection Control ORC State certification exam on the same day. Results of the exams are anticipated to be received in the second week of June.
- I continue to encourage staff to obtain as many relevant certifications as possible.
- I concluded my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government on May 13, and received my certificate of completion last week. I want to express my gratitude to the Board and Manager Kanipe for supporting and encouraging my attendance at this excellent course.
- After receiving feedback, we have decided to relocate the two new dog clean-up stations that were installed last month. We are removing them from the bus stops and will be installing them on stand-alone posts in other locations. The plan right now is to place one in the vicinity of Brookside Park, and one in the vicinity of Town Hall. While both of the old locations were heavily used by residents, the feedback we received expressed concerns with the proximity of the stations to the bust stops.
- The pavement repair work adjoining the sinkhole repair project was completed on May 25<sup>th</sup>. While the contractor was on-site we also repaired two damaged sections of stand-up asphalt curb, and repaired about four (4) small potholes in Town.
- We have completed the roadside ditch stabilization project along Arboretum Road.
- We are in the process of a significant shoulder cleaning project along the east side of Brookside Road, and are approximately 50% complete. Work is anticipated to be complete in June, and the next phase is scheduled for Southwood Road.
- We are continuing to plan for the Police Department kitchen remodel, to include new countertops, painting, and lighting improvements. New appliances are not scheduled to be received until late June or early July. The entire project is scheduled to be completed by early July.
- We completed some significant repairs to both the Ford F-150 and the Ford F-350 service vehicles.
- We have sent our back-up recycling truck to the shop for a thorough check-up and repairs to the transmission and PTO. We are awaiting completion of the repairs.
- The second salt and sand truck is still at Jim Campen having repairs made to the spreader unit. We anticipate receiving it back at any time.

## **Larger/Capital Projects Updates**

### **Greenwood Park Stream Restoration**

We have received an updated schedule for the Greenwood Park project as follows:

- Advertise for Bids: 6/24/2021
- Receive/Open Bids 7/27/2021
- Submit Bid Information, and Receive Authority To Award from NCDWI: 8/6/2021
- Execute contract (with NCDWI approval): 8/26/2021

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

- Work is anticipated to begin on this project in the next budget year. We have identified a temporary summer employee to assist with this project. He is anticipated to start on July 6<sup>th</sup> and is available for about 6 weeks.

### **Cedar Hill Road / Area 4 Stream Restoration**

- Work is complete as of 5/25/2021.

## **Upcoming in June**

- Regular mowing activities at all parks and road shoulders is underway. With our staff being reduced due to injury, this will remain our primary focus in June (along with Garbage and Recycling).
- We will be advertising for an additional Public Services Worker in June, and hope to have someone on-board in July.
- We have two (2) water service installations scheduled for June.
- Perform the bi-monthly water billing including performing necessary manual reads.
- Work will begin in earnest on the refresh of the Police Department break room and kitchen.
- We are trying to schedule the repair of a failed storm drain segment under Fairway Place at #3. Our on-call contractor is quite busy right now and we are actively working to get on their schedule.
- We will begin additional right-of-way clearing to assist walkers along Southwood Road.
- Repairs to the low road shoulder along Vanderbilt Road between Biltmore Village and I-40 is scheduled for this month.
- We anticipate continuing work on the Busbee Wye beautification project.
- Right-of way trimming along Vanderbilt Road from Biltmore Village and I-40 is scheduled for June.

As always, the Department requests direct Board feedback on general appearance and maintenance items throughout the Town. I welcome any contact from you identifying areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.

# **BILTMORE FOREST POLICE DEPARTMENT**

## **Department Head Report**

June 8th, 2021 Board of Commissioners Meeting

*Chris Beddingfield, Police Chief*

### **Police Dept. Monthly Report 05/01/21-05/31/21**

#### **Calls for Service:788**

#### **Officers responded to the following calls for service:**

Accident - 2	Accident - PI - 0
Alarm - 25	Animal Carcass - 0
Assist EOC -5	Assist Motorist - 6
Assist Other Agency - 10	Assist Resident - 11
Bear Report - 0	Business Check - 209
Busy - 3	Crime Prev. - 7
Chase- 0	Direct Traffic - 3
Distressed Animal - 0	Disturbance - 1
Dog Complaint - 12	Domestic disturbance-3
Fire - 1	Fight- 0
Hit and Run - 0	House Check - 115
Improper Parking- 2	Incomplete 911- 0
Investigation - 5	Intoxicated Driver- 0
Mental Patient - 0	Missing Person - 0
Noise Disturbance - 5	Ordinance Violation - 9
Out of Service - 1	Out of Town - 1
Person Down - 0	Power Outage - 0
Radar Operation - 6	Road Blocked - 6

Service of Car - 7	Sign Ord Violation - 1
Special Assignment – 4	Special Check - 30
Speed/Reckless Driving- 3	Suspicious Person - 15
Suspicious Vehicle – 18	Vandalism - 0
Vehicle Stop – 22	Well-being Check – 5

### **Total Number Of Calls:788**

#### **Arrests:**

0-Felony Arrest-

0-Misdemeanor Arrests-

3 Citations-One Trespassing, One Red Light, One Revoked License

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

##### Approximations

Business Checks- 8 hours

House Checks- 4 hours

Radar Operation- 9 hours

Vehicle Crash Investigation- 2 hour

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

Several Scrap Metal Thefts-Happening all over Western North Carolina (well-publicized in the news)

Metal Yard Ornaments-Forest Rd

Catalytic Converters at MAHEC

Work Van at Double Tree (Tools)

Landscape Fraud Case (warrants obtained but suspect still at large)

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item C-4**

**Town Manager's Monthly Report**

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**Covid-19 Restrictions and Additional Updates**

Last month, Governor Cooper largely lifted the social distancing requirements and mask mandate for the State of North Carolina. This easing of restrictions led the Town to eliminate the mask mandate for all persons in public buildings. We are still asking individuals to follow the State and CDC guidelines that require face coverings for those who are not vaccinated for Covid-19. Certainly, anyone who prefers may still wear a face covering inside any Town building as well. With restrictions lifted, the Town is now able to engage in several activities that were not considered doable just over a month ago. Several of those events are described in detail throughout this report.

**Board Meetings**

In accordance with state and CDC guidelines, the Town will return to holding all meetings in-person. These meetings will take place in the larger social room for the time being and the Town will utilize a microphone and speaker system to assist with hearing difficulties in this room. It is possible that Zoom or another streaming service may be utilized for some meetings, and if that is the case, it will be advertised as such.

**4<sup>th</sup> of July Festival and Picnic**

Staff is working diligently to plan a 4<sup>th</sup> of July festival similar in nature to the traditional event. The band and some vendors are not available this year, but everything is being done to afford some semblance of normalcy with this event. We ask for patience as the event is being planned and hope for good weather. This year's event will take place Saturday, July 3<sup>rd</sup>.

**Previously Scheduled Zoom Talks**

The Town's previously scheduled Zoom lecture on June 30<sup>th</sup>, featuring Dr. Jennifer Mullendore, will still place via Zoom. This method is preferable as it allows greater flexibility for participation and presentations.

**Continuing Cleaning and Sanitizing Measures**

Over the course of the past year, the Town has taken great measures to ensure the health and safety of staff and visitors. We are hopeful citizens take comfort in knowing that facilities are cleaned and sanitized each week; workstations are cleaned daily; and health grade air purifiers work throughout each building. This will continue to be standard process.

### **Greenwood Park Stream Restoration Project**

The Town's stream restoration project *should* begin in earnest next month. The current approved schedule for the project is below. Staff will continue to update the Board as we near the beginning of this project.

Advertise Bid: 6/24/2021

Receive/Open Bids (7/27/2021), Submit Bid Information, and Receive Authority to Award from NCDWI: 8/6/2021

Board of Commissioners Review & Consideration of Bid: 8/10/21

Execute contract (with NCDWI approval): 8/26/2021

### **Rosebank Park Tree Removal**

As discussed earlier this year, Town staff has identified several dead, diseased, or hazardous trees within Rosebank Park. We evaluated these trees and had an additional review performed in conjunction with plans for removal. Certainly, we do not take any tree removal lightly but these trees are no longer safe to be within a public space. These trees will be removed sometime before the end of June, with replanting scheduled for this fall. The Town is working through our Public Works Supervisor (and licensed Landscape Architect) Mike Dale to assist with this replanting plan.

### **Friday Night Food Truck Events**

The Town's first Friday night food truck event was a huge success. The Root Down food truck served over 100 tickets, most with multiple orders, and the Town received great feedback from the event. There was some constructive advice as well, and we are planning to incorporate these suggestions into the next three food truck events we have in June, July, and August.

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 05/31/2021

FY 2020-2021

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)	2,670,639.00	2,670,639.12	2,670,639.12	0.00	-0.12	100
10-3010-0100 AD VALOREM TAXES (DMV)	101,460.00	86,079.70	86,079.70	0.00	15,380.30	85
10-3010-0200 TAX INTEREST & PENALTIES	13,200.00	14,358.31	14,358.31	0.00	-1,158.31	109
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$2,785,299.00</b>	<b>\$2,771,077.13</b>	<b>\$2,771,077.13</b>	<b>\$0.00</b>	<b>\$14,221.87</b>	<b>99</b>
<b>Revenue Subtotal</b>	<b>\$2,785,299.00</b>	<b>\$2,771,077.13</b>	<b>\$2,771,077.13</b>	<b>\$0.00</b>	<b>\$14,221.87</b>	<b>99</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$2,785,299.00</b>	<b>\$2,771,077.13</b>	<b>\$2,771,077.13</b>	<b>\$0.00</b>	<b>99</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	177,778.00	147,959.71	147,959.71	0.00	29,818.29	83
10-3020-0100 ALCOHOL BEVERAGE TAX	6,000.00	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	502,415.00	384,208.23	384,208.23	0.00	118,206.77	76
10-3020-0300 1/2 CENT SALES TAX A.40	211,021.00	167,958.66	167,958.66	0.00	43,062.34	80
10-3020-0400 1/2 CENT SALES TAX A.42	262,705.00	203,147.11	203,147.11	0.00	59,557.89	77
10-3020-0600 SALES TAX REFUND	10,000.00	58,022.42	58,022.42	0.00	-48,022.42	580
10-3020-0700 GASOLINE TAX REFUND	3,000.00	4,049.94	4,049.94	0.00	-1,049.94	135
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,172,919.00</b>	<b>\$965,346.07</b>	<b>\$965,346.07</b>	<b>\$0.00</b>	<b>\$207,572.93</b>	<b>82</b>
<b>Revenue Subtotal</b>	<b>\$1,172,919.00</b>	<b>\$965,346.07</b>	<b>\$965,346.07</b>	<b>\$0.00</b>	<b>\$207,572.93</b>	<b>82</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,172,919.00</b>	<b>\$965,346.07</b>	<b>\$965,346.07</b>	<b>\$0.00</b>	<b>82</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	950.00	754.93	754.93	0.00	195.07	79
10-3030-0100 POWELL BILL	56,404.00	56,403.28	56,403.28	0.00	0.72	100
10-3030-0300 COVID REIMBURSEMENTS	79,867.00	49,332.71	49,332.71	0.00	30,534.29	62
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$137,221.00</b>	<b>\$106,490.92</b>	<b>\$106,490.92</b>	<b>\$0.00</b>	<b>\$30,730.08</b>	<b>78</b>
<b>Revenue Subtotal</b>	<b>\$137,221.00</b>	<b>\$106,490.92</b>	<b>\$106,490.92</b>	<b>\$0.00</b>	<b>\$30,730.08</b>	<b>78</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$137,221.00</b>	<b>\$106,490.92</b>	<b>\$106,490.92</b>	<b>\$0.00</b>	<b>78</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 BUILDING PERMITS	35,000.00	28,747.00	28,747.00	0.00	6,253.00	82
10-3040-0100 DOG LICENSE FEE	1,400.00	1,335.10	1,335.10	0.00	64.90	95
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$36,400.00</b>	<b>\$30,082.10</b>	<b>\$30,082.10</b>	<b>\$0.00</b>	<b>\$6,317.90</b>	<b>83</b>
<b>Revenue Subtotal</b>	<b>\$36,400.00</b>	<b>\$30,082.10</b>	<b>\$30,082.10</b>	<b>\$0.00</b>	<b>\$6,317.90</b>	<b>83</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$36,400.00</b>	<b>\$30,082.10</b>	<b>\$30,082.10</b>	<b>\$0.00</b>	<b>83</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	1,000.00	766.32	766.32	0.00	233.68	77

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<b>3050 Investment Earnings Subtotal</b>	<b>\$1,000.00</b>	<b>\$766.32</b>	<b>\$766.32</b>	<b>\$0.00</b>	<b>\$233.68</b>	<b>77</b>
<b>Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$766.32</b>	<b>\$766.32</b>	<b>\$0.00</b>	<b>\$233.68</b>	<b>77</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$766.32</b>	<b>\$766.32</b>	<b>\$0.00</b>	<b>77</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	37,645.00	29,219.61	29,219.61	0.00	8,425.39	78
10-3060-0200 MISCELLANEOUS	15,000.00	21,643.53	21,643.53	0.00	-6,643.53	144
<b>3060 Miscellaneous Subtotal</b>	<b>\$52,645.00</b>	<b>\$50,863.14</b>	<b>\$50,863.14</b>	<b>\$0.00</b>	<b>\$1,781.86</b>	<b>97</b>
<b>Revenue Subtotal</b>	<b>\$52,645.00</b>	<b>\$50,863.14</b>	<b>\$50,863.14</b>	<b>\$0.00</b>	<b>\$1,781.86</b>	<b>97</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$52,645.00</b>	<b>\$50,863.14</b>	<b>\$50,863.14</b>	<b>\$0.00</b>	<b>97</b>
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	20.00	13.60	13.60	0.00	6.40	68
<b>3290 Subtotal</b>	<b>\$20.00</b>	<b>\$13.60</b>	<b>\$13.60</b>	<b>\$0.00</b>	<b>\$6.40</b>	<b>68</b>
<b>Revenue Subtotal</b>	<b>\$20.00</b>	<b>\$13.60</b>	<b>\$13.60</b>	<b>\$0.00</b>	<b>\$6.40</b>	<b>68</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$20.00</b>	<b>\$13.60</b>	<b>\$13.60</b>	<b>\$0.00</b>	<b>68</b>
<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	6,510.85	6,510.85	0.00	1,489.15	81
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>\$1,489.15</b>	<b>81</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>\$1,489.15</b>	<b>81</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>81</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	15,000.00	6,238.00	6,238.00	0.00	8,762.00	42
10-3500-0300 TRANSFER FROM FUND BALANCE	88,429.00	0.00	0.00	0.00	88,429.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	300,000.00	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>\$397,191.00</b>	<b>2</b>
<b>Other Financing Source Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>\$397,191.00</b>	<b>2</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>2</b>
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	434,271.00	326,239.00	326,239.00	0.00	108,032.00	75
30-3710-0100 MSD CHARGES	343,446.00	275,209.90	275,209.90	0.00	68,236.10	80
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	6,917.08	6,917.08	0.00	782.92	90
<b>3710 Water Sales Subtotal</b>	<b>\$785,417.00</b>	<b>\$608,365.98</b>	<b>\$608,365.98</b>	<b>\$0.00</b>	<b>\$177,051.02</b>	<b>77</b>
<b>Revenue Subtotal</b>	<b>\$785,417.00</b>	<b>\$608,365.98</b>	<b>\$608,365.98</b>	<b>\$0.00</b>	<b>\$177,051.02</b>	<b>77</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$785,417.00</b>	<b>\$608,365.98</b>	<b>\$608,365.98</b>	<b>\$0.00</b>	<b>77</b>

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<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	9,000.00	7,230.00	7,230.00	0.00	1,770.00	80
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$9,000.00</b>	<b>\$7,230.00</b>	<b>\$7,230.00</b>	<b>\$0.00</b>	<b>\$1,770.00</b>	<b>80</b>
<b>Revenue Subtotal</b>	<b>\$9,000.00</b>	<b>\$7,230.00</b>	<b>\$7,230.00</b>	<b>\$0.00</b>	<b>\$1,770.00</b>	<b>80</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$9,000.00</b>	<b>\$7,230.00</b>	<b>\$7,230.00</b>	<b>\$0.00</b>	<b>80</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	218,357.00	232,105.41	232,105.41	0.00	-13,748.41	106
10-4200-0300 OVERTIME	5,000.00	3,457.83	3,457.83	0.00	1,542.17	69
10-4200-0500 FICA	16,704.00	18,013.16	18,013.16	0.00	-1,309.16	108
10-4200-0600 HEALTH INSURANCE (MEDICAL)	27,145.00	29,346.74	29,346.74	0.00	-2,201.74	108
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,470.00	4,866.96	4,866.96	0.00	-396.96	109
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	4,375.00	4,375.00	0.00	-625.00	117
10-4200-0700 LGERS RETIREMENT	36,457.00	41,118.23	41,118.23	0.00	-4,661.23	113
10-4200-0800 401K SUPP RETIREMENT	10,918.00	12,147.53	12,147.53	0.00	-1,229.53	111
10-4200-1000 ACCOUNTING & TAXES	45,000.00	40,624.49	40,624.49	0.00	4,375.51	90
10-4200-1200 POSTAGE, PRINTING, STATIONARY	6,000.00	4,206.77	4,206.77	0.00	1,793.23	70
10-4200-1400 MILEAGE & BOARD SALARY	22,000.00	19,800.00	19,800.00	0.00	2,200.00	90
10-4200-3300 SUPPLIES AND EQUIPMENT	7,000.00	8,010.45	8,010.45	0.00	-1,010.45	114
10-4200-5300 DUES & FEES	4,500.00	1,719.08	1,996.58	277.50	2,503.42	44
10-4200-5700 MISCELLANEOUS	1,000.00	718.29	718.29	0.00	281.71	72
10-4200-6500 STAFF DEVELOPMENT	10,750.00	3,728.83	6,461.33	2,732.50	4,288.67	60
<b>4200 Administration Subtotal</b>	<b>\$419,051.00</b>	<b>\$424,238.77</b>	<b>\$427,248.77</b>	<b>\$3,010.00</b>	<b>-\$8,197.77</b>	<b>102</b>
<b>Expenditure Subtotal</b>	<b>\$419,051.00</b>	<b>\$424,238.77</b>	<b>\$427,248.77</b>	<b>\$3,010.00</b>	<b>-\$8,197.77</b>	<b>102</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$419,051.00</b>	<b>-\$424,238.77</b>	<b>-\$424,238.77</b>	<b>-\$3,010.00</b>	<b>101</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$419,051.00</b>	<b>-\$424,238.77</b>	<b>-\$424,238.77</b>	<b>-\$3,010.00</b>	<b>101</b>
<b>4300</b>						
<b>Expenditure</b>						
<b>4300</b>						
10-4300-3300 SUPPLIES & EQUIPMENT	0.00	915.89	980.00	64.11	-980.00	0
<b>4300 Subtotal</b>	<b>\$0.00</b>	<b>\$915.89</b>	<b>\$980.00</b>	<b>\$64.11</b>	<b>-\$980.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$915.89</b>	<b>\$980.00</b>	<b>\$64.11</b>	<b>-\$980.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$915.89</b>	<b>-\$915.89</b>	<b>-\$64.11</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$915.89</b>	<b>-\$915.89</b>	<b>-\$64.11</b>	<b>0</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	837,914.00	820,205.17	820,205.17	0.00	17,708.83	98
10-5100-0300 OVERTIME	42,000.00	25,544.30	25,544.30	0.00	16,455.70	61
10-5100-0400 SEPARATION ALLOWANCE	30,617.00	28,262.16	28,262.16	0.00	2,354.84	92

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10-5100-0500 FICA	67,313.00	66,963.33	66,963.33	0.00	349.67	99
10-5100-0550 UNEMPLOYMENT INSURANCE	450.00	437.16	437.16	0.00	12.84	97
10-5100-0600 HEALTH INSURANCE (MEDICAL)	141,349.00	139,860.36	139,860.36	0.00	1,488.64	99
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	18,892.00	18,055.12	18,055.12	0.00	836.88	96
10-5100-0675 HRA HEALTH REIMB ACCT	24,000.00	24,375.00	24,375.00	0.00	-375.00	102
10-5100-0700 LGERS RETIREMENT	146,508.00	147,052.87	147,052.87	0.00	-544.87	100
10-5100-0800 401K SUPP RETIREMENT	42,721.00	42,577.22	42,577.22	0.00	143.78	100
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	30,000.00	24,038.80	33,316.97	9,278.17	-3,316.97	111
10-5100-1600 MAINT/REPAIR - EQUIPMENT	2,162.00	1,738.92	2,030.67	291.75	131.33	94
10-5100-1700 MAINT/REPAIR - VEHICLES	13,000.00	9,380.89	10,830.56	1,449.67	2,169.44	83
10-5100-3100 MOTOR FUELS	13,650.00	11,375.50	11,375.50	0.00	2,274.50	83
10-5100-3300 SUPPLIES	10,000.00	8,033.07	11,341.47	3,308.40	-1,341.47	113
10-5100-3600 UNIFORMS	6,250.00	4,102.94	5,757.46	1,654.52	492.54	92
10-5100-3700 SOFTWARE	14,000.00	10,442.41	17,948.85	7,506.44	-3,948.85	128
10-5100-3800 TECHNOLOGY	47,925.00	59,773.33	62,317.70	2,544.37	-14,392.70	130
10-5100-5700 MISCELLANEOUS	7,500.00	6,527.87	6,527.87	0.00	972.13	87
10-5100-5800 PHYSICAL EXAMS	3,500.00	1,950.78	3,523.68	1,572.90	-23.68	101
10-5100-6500 STAFF DEVELOPMENT	3,000.00	1,963.22	2,391.22	428.00	608.78	80
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	110,000.00	96,421.77	98,160.51	1,738.74	11,839.49	89
<b>5100 Police Department Subtotal</b>	<b>\$1,612,751.00</b>	<b>\$1,549,082.19</b>	<b>\$1,578,855.15</b>	<b>\$29,772.96</b>	<b>\$33,895.85</b>	<b>98</b>
<b>Expenditure Subtotal</b>	<b>\$1,612,751.00</b>	<b>\$1,549,082.19</b>	<b>\$1,578,855.15</b>	<b>\$29,772.96</b>	<b>\$33,895.85</b>	<b>98</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,612,751.00</b>	<b>-\$1,549,082.19</b>	<b>-\$1,549,082.19</b>	<b>-\$29,772.96</b>	<b>96</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,612,751.00</b>	<b>-\$1,549,082.19</b>	<b>-\$1,549,082.19</b>	<b>-\$29,772.96</b>	<b>96</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	318,750.00	318,750.00	0.00	106,250.00	75
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$318,750.00</b>	<b>\$318,750.00</b>	<b>\$0.00</b>	<b>\$106,250.00</b>	<b>75</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$318,750.00</b>	<b>\$318,750.00</b>	<b>\$0.00</b>	<b>\$106,250.00</b>	<b>75</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$318,750.00</b>	<b>-\$318,750.00</b>	<b>\$0.00</b>	<b>75</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$318,750.00</b>	<b>-\$318,750.00</b>	<b>\$0.00</b>	<b>75</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	256,719.00	243,952.59	243,952.59	0.00	12,766.41	95
10-5600-0300 OVERTIME	10,000.00	5,189.85	5,189.85	0.00	4,810.15	52
10-5600-0500 FICA	20,404.00	19,502.41	19,502.41	0.00	901.59	96
10-5600-0550 UNEMPLOYMENT INSURANCE	450.00	437.15	437.15	0.00	12.85	97
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	37,159.00	37,597.64	37,597.64	0.00	-438.64	101
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	5,616.00	5,676.04	5,676.04	0.00	-60.04	101
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	7,375.00	7,375.00	0.00	125.00	98
10-5600-0700 LGERS RETIREMENT	44,329.00	43,940.59	43,940.59	0.00	388.41	99
10-5600-0800 401K SUPP RETIREMENT	13,336.00	13,033.08	13,033.08	0.00	302.92	98

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10-5600-1000 OUTSIDE SERVICES	6,000.00	7,542.16	7,542.16	0.00	-1,542.16	126
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	5,972.35	5,972.35	0.00	1,027.65	85
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	8,000.00	9,418.15	13,205.29	3,787.14	-5,205.29	165
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	10,000.00	628.36	628.36	0.00	9,371.64	6
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	4,290.96	7,598.77	3,307.81	2,401.23	76
10-5600-3100 MOTOR FUELS	11,250.00	8,816.28	8,816.28	0.00	2,433.72	78
10-5600-3300 SUPPLIES	10,000.00	8,380.17	8,842.70	462.53	1,157.30	88
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	368.98	614.01	245.03	385.99	61
10-5600-3600 UNIFORMS	10,000.00	4,924.00	8,310.93	3,386.93	1,689.07	83
10-5600-3800 TECHNOLOGY	9,000.00	6,020.30	6,319.89	299.59	2,680.11	70
10-5600-5200 PARKS	15,000.00	3,240.71	5,082.17	1,841.46	9,917.83	34
10-5600-5202 GREENWOOD PARK STREAM RESTORA	300,000.00	35,485.00	35,485.00	0.00	264,515.00	12
10-5600-5800 PHYSICAL EXAMS	250.00	130.00	130.00	0.00	120.00	52
10-5600-5900 MISCELLANEOUS	1,000.00	745.33	745.33	0.00	254.67	75
10-5600-6000 CAPITAL OUTLAY	8,250.00	0.00	0.00	0.00	8,250.00	0
10-5600-6500 STAFF DEVELOPMENT	5,000.00	4,868.87	4,868.87	0.00	131.13	97
<b>5600 Public Works Subtotal</b>	<b>\$807,263.00</b>	<b>\$477,535.97</b>	<b>\$490,866.46</b>	<b>\$13,330.49</b>	<b>\$316,396.54</b>	<b>61</b>
<b>Expenditure Subtotal</b>	<b>\$807,263.00</b>	<b>\$477,535.97</b>	<b>\$490,866.46</b>	<b>\$13,330.49</b>	<b>\$316,396.54</b>	<b>61</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$807,263.00</b>	<b>-\$477,535.97</b>	<b>-\$477,535.97</b>	<b>-\$13,330.49</b>	<b>59</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$807,263.00</b>	<b>-\$477,535.97</b>	<b>-\$477,535.97</b>	<b>-\$13,330.49</b>	<b>59</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-0200 SALARIES	50,533.00	32,243.77	32,243.77	0.00	18,289.23	64
10-5700-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	3,866.00	2,466.82	2,466.82	0.00	1,399.18	64
10-5700-0600 HEALTH INSURANCE (MEDICAL)	7,440.00	4,638.08	4,638.08	0.00	2,801.92	62
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	681.00	442.56	442.56	0.00	238.44	65
10-5700-0675 HRA HEALTH REIMB ACCT	1,500.00	1,000.00	1,000.00	0.00	500.00	67
10-5700-0700 LGERS RETIREMENT	8,399.00	5,371.82	5,371.82	0.00	3,027.18	64
10-5700-0800 401K SUPP RETIREMENT	2,527.00	1,612.20	1,612.20	0.00	914.80	64
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	6,750.00	2,987.53	3,699.06	711.53	3,050.94	55
10-5700-2200 CONTRACTS- PAVING & STRIPING	35,000.00	10,600.00	28,453.00	17,853.00	6,547.00	81
10-5700-2300 SUPPLIES	10,250.00	8,786.23	9,651.54	865.31	598.46	94
10-5700-2400 TRAFFIC SIGNS	2,000.00	4.14	4.14	0.00	1,995.86	0
10-5700-2500 STORM WATER DRAINAGE	160,000.00	147,919.84	148,149.89	230.05	11,850.11	93
10-5700-3800 TECHNOLOGY	5,000.00	2,175.13	2,175.13	0.00	2,824.87	44
10-5700-6500 STAFF DEVELOPMENT	1,000.00	220.00	220.00	0.00	780.00	22
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	8,000.00	1,460.00	1,460.00	0.00	6,540.00	18
10-5700-7500 ENGINEERING	65,000.00	62,633.01	62,633.01	0.00	2,366.99	96
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$372,946.00</b>	<b>\$284,561.13</b>	<b>\$304,221.02</b>	<b>\$19,659.89</b>	<b>\$68,724.98</b>	<b>82</b>
<b>Expenditure Subtotal</b>	<b>\$372,946.00</b>	<b>\$284,561.13</b>	<b>\$304,221.02</b>	<b>\$19,659.89</b>	<b>\$68,724.98</b>	<b>82</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$372,946.00</b>	<b>-\$284,561.13</b>	<b>-\$284,561.13</b>	<b>-\$19,659.89</b>	<b>76</b>

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 05/31/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$372,946.00</b>	<b>-\$284,561.13</b>	<b>-\$284,561.13</b>	<b>-\$19,659.89</b>	<b>76</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	118,318.00	102,618.75	102,618.75	0.00	15,699.25	87
10-5800-0300 OVERTIME	10,000.00	759.73	759.73	0.00	9,240.27	8
10-5800-0500 FICA	9,815.00	8,144.81	8,144.81	0.00	1,670.19	83
10-5800-0600 HEALTH INSURANCE (MEDICAL)	32,762.00	20,777.76	20,777.76	0.00	11,984.24	63
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	4,170.00	1,786.58	1,786.58	0.00	2,383.42	43
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	4,500.00	4,500.00	0.00	0.00	100
10-5800-0700 LGERS RETIREMENT	21,326.00	17,794.76	17,794.76	0.00	3,531.24	83
10-5800-0800 401K SUPP RETIREMENT	6,416.00	5,420.17	5,420.17	0.00	995.83	84
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	0.00	33.12	33.12	0.00	-33.12	0
10-5800-1700 MAINT/REPAIRS - VEHICLES	13,000.00	19,379.31	26,691.11	7,311.80	-13,691.11	205
10-5800-3100 MOTOR FUELS	13,125.00	11,334.44	11,334.44	0.00	1,790.56	86
10-5800-3300 SUPPLIES	1,500.00	809.79	809.79	0.00	690.21	54
10-5800-3600 UNIFORMS	500.00	340.90	340.90	0.00	159.10	68
10-5800-3800 TECHNOLOGY	1,000.00	485.70	485.70	0.00	514.30	49
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	49,500.00	43,248.62	43,248.62	0.00	6,251.38	87
10-5800-8100 RECYCLING	11,250.00	7,785.08	7,785.08	0.00	3,464.92	69
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$297,182.00</b>	<b>\$245,219.52</b>	<b>\$252,531.32</b>	<b>\$7,311.80</b>	<b>\$44,650.68</b>	<b>85</b>
<b>Expenditure Subtotal</b>	<b>\$297,182.00</b>	<b>\$245,219.52</b>	<b>\$252,531.32</b>	<b>\$7,311.80</b>	<b>\$44,650.68</b>	<b>85</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$297,182.00</b>	<b>-\$245,219.52</b>	<b>-\$245,219.52</b>	<b>-\$7,311.80</b>	<b>83</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$297,182.00</b>	<b>-\$245,219.52</b>	<b>-\$245,219.52</b>	<b>-\$7,311.80</b>	<b>83</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	35,000.00	25,996.30	25,996.30	0.00	9,003.70	74
10-6600-0402 ARCHITECTURAL SERVICES	-5,000.00	0.00	0.00	0.00	-5,000.00	0
10-6600-1100 TECHNOLOGY	90,000.00	65,516.46	65,516.46	0.00	24,483.54	73
10-6600-1300 MUNICIPAL UTILITIES	18,569.00	14,837.19	14,837.19	0.00	3,731.81	80
10-6600-1500 GE. REPS. AND MAINT.	25,000.00	20,764.51	25,094.17	4,329.66	-94.17	100
10-6600-2800 ELECTIONS	6,000.00	150.33	150.33	0.00	5,849.67	3
10-6600-3300 SUPPLIES & EQUIPMENT	30.00	25.27	25.27	0.00	4.73	84
10-6600-5400 INSURANCE	90,000.00	78,134.32	78,134.32	0.00	11,865.68	87
10-6600-6000 CONTINGENCY	2,222.00	0.00	0.00	0.00	2,222.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	3,515.45	3,515.45	0.00	1,484.55	70
10-6600-6201 COVID EXPENDITURES	79,867.00	44,414.18	45,469.86	1,055.68	34,397.14	57
10-6600-6301 4TH OF JULY	7,500.00	0.00	0.00	0.00	7,500.00	0
10-6600-6302 NATIONAL NIGHT OUT	2,500.00	196.01	509.02	313.01	1,990.98	20
10-6600-6303 HOLIDAY LIGHTING	14,402.00	12,700.44	12,700.44	0.00	1,701.56	88
10-6600-6400 WILDLIFE MANAGEMENT	500.00	446.46	446.46	0.00	53.54	89
10-6600-6500 FOREST MANAGEMENT	60,000.00	16,506.00	16,506.00	0.00	43,494.00	28

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 05/31/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>6600 General Government Subtotal</b>	<b>\$431,590.00</b>	<b>\$283,202.92</b>	<b>\$288,901.27</b>	<b>\$5,698.35</b>	<b>\$142,688.73</b>	<b>67</b>
<b>Expenditure Subtotal</b>	<b>\$431,590.00</b>	<b>\$283,202.92</b>	<b>\$288,901.27</b>	<b>\$5,698.35</b>	<b>\$142,688.73</b>	<b>67</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$431,590.00</b>	<b>-\$283,202.92</b>	<b>-\$283,202.92</b>	<b>-\$5,698.35</b>	<b>66</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$431,590.00</b>	<b>-\$283,202.92</b>	<b>-\$283,202.92</b>	<b>-\$5,698.35</b>	<b>66</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	23,333.32	23,333.32	0.00	0.68	100
10-6700-0200 Street Improvements-Principal	6,667.00	6,666.68	6,666.68	0.00	0.32	100
10-6700-0400 2017 Garbage Truck-Principal	34,327.00	34,327.22	34,327.22	0.00	-0.22	100
10-6700-0500 Public Works Building-Principal	84,211.00	84,210.52	84,210.52	0.00	0.48	100
10-6700-0600 2020 POLICE CARS-PRINCIPAL	29,506.00	28,326.38	28,326.38	0.00	1,179.62	96
10-6700-1100 Police Dept Renovations-Interest	3,223.00	3,222.63	3,222.63	0.00	0.37	100
10-6700-1200 Street Improvements-Interest	921.00	920.74	920.74	0.00	0.26	100
10-6700-1400 2017 Garbage Truck-Interest	1,626.00	1,625.30	1,625.30	0.00	0.70	100
10-6700-1500 Public Works Building-Interest	23,343.00	23,343.16	23,343.16	0.00	-0.16	100
10-6700-1600 2020 POLICE CARS-INTEREST	1,600.00	1,579.38	1,579.38	0.00	20.62	99
<b>6700 Debt Service Subtotal</b>	<b>\$208,758.00</b>	<b>\$207,555.33</b>	<b>\$207,555.33</b>	<b>\$0.00</b>	<b>\$1,202.67</b>	<b>99</b>
<b>Expenditure Subtotal</b>	<b>\$208,758.00</b>	<b>\$207,555.33</b>	<b>\$207,555.33</b>	<b>\$0.00</b>	<b>\$1,202.67</b>	<b>99</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$208,758.00</b>	<b>-\$207,555.33</b>	<b>-\$207,555.33</b>	<b>\$0.00</b>	<b>99</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$208,758.00</b>	<b>-\$207,555.33</b>	<b>-\$207,555.33</b>	<b>\$0.00</b>	<b>99</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	68,050.00	0.00	0.00	0.00	68,050.00	0
30-8100-0400 PROFESSIONAL SERVICES	10,000.00	4,987.50	6,307.50	1,320.00	3,692.50	63
30-8100-0500 FICA	5,206.00	0.00	0.00	0.00	5,206.00	0
30-8100-0600 HEALTH INSURANCE (MEDICAL)	17,477.00	0.00	0.00	0.00	17,477.00	0
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	2,718.00	0.00	0.00	0.00	2,718.00	0
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	2,250.00	0.00	0.00	0.00	2,250.00	0
30-8100-0700 LGERS RETIREMENT	11,310.00	0.00	0.00	0.00	11,310.00	0
30-8100-0800 401K SUPP RETIREMENT	3,403.00	0.00	0.00	0.00	3,403.00	0
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	5,000.00	1,788.23	1,788.23	0.00	3,211.77	36
30-8100-1500 GENERAL REPAIRS	8,687.00	2,002.62	3,789.89	1,787.27	4,897.11	44
30-8100-3300 SUPPLIES & EQUIPMENT	20,000.00	9,178.90	9,372.62	193.72	10,627.38	47
30-8100-3800 TECHNOLOGY	5,000.00	2,175.13	2,175.13	0.00	2,824.87	44
30-8100-4800 WATER PURCHASES	237,275.00	132,028.13	132,028.13	0.00	105,246.87	56
30-8100-4900 SEWER PURCHASES	344,823.00	274,445.89	274,445.89	0.00	70,377.11	80
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	6,581.55	6,581.55	0.00	1,118.45	85
30-8100-5700 MISCELLANEOUS	500.00	376.02	376.02	0.00	123.98	75
30-8100-6500 STAFF DEVELOPMENT	5,000.00	4,113.68	6,537.04	2,423.36	-1,537.04	131
30-8100-7400 CAPITAL IMPROVEMENT	50,000.00	0.00	0.00	0.00	50,000.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$804,399.00</b>	<b>\$437,677.65</b>	<b>\$443,402.00</b>	<b>\$5,724.35</b>	<b>\$360,997.00</b>	<b>55</b>

**REVENUE & EXPENDITURE STATEMENT**

Town of Biltmore Forest

07/01/2020 To 05/31/2021

FY 2020-2021

<b>Account</b>	<b>Budget (\$)</b>	<b>Current Period (\$)</b>	<b>YTD With Encumbrance (\$)</b>	<b>Encumbrance (\$)</b>	<b>Remaining Balance (\$)</b>	<b>% Used</b>
<b>Expenditure Subtotal</b>	<b>\$804,399.00</b>	<b>\$437,677.65</b>	<b>\$443,402.00</b>	<b>\$5,724.35</b>	<b>\$360,997.00</b>	<b>55</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$804,399.00</b>	<b>-\$437,677.65</b>	<b>-\$437,677.65</b>	<b>-\$5,724.35</b>	<b>54</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$804,399.00</b>	<b>-\$437,677.65</b>	<b>-\$437,677.65</b>	<b>-\$5,724.35</b>	<b>54</b>

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item D**

**Public Hearing**  
**FY 21-22 Annual Budget**

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Background

The North Carolina Local Government Budget and Fiscal Control Act requires the Town to hold a public hearing before considering adoption of the budget. The Town appropriately notified the public of this hearing, including publication in the Asheville Citizen-Times (affidavit attached). The proposed budget was also available for public inspection on both the Town's website and in the Town Hall.

*NCGS §159-12. Filing and publication of the budget; budget hearings.*

*(a) On the same day that he submits the budget to the governing board, the budget officer shall file a copy of it in the office of the clerk to the board where it shall remain available for public inspection until the budget ordinance is adopted. The clerk shall make a copy of the budget available to all news media in the county. He shall also publish a statement that the budget has been submitted to the governing board, and is available for public inspection in the office of the clerk to the board. The statement shall also give notice of the time and place of the budget hearing required by subsection (b) of this section.*

*(b) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.*

Last year, the Town was not allowed to hold the public hearing and consideration of the budget during the same meeting since meetings were not open to the public. Because meetings are now fully open to the public, the Town is authorized to hold the vote for the budget during the same meeting as the public hearing.

# CITIZEN-TIMES

PART OF THE USA TODAY NETWORK

## Classified Ad Receipt (For Info Only - NOT A BILL)

**Customer:** TOWN OF BILTMORE FOREST  
**Address:** 355 VANDERBILT RD  
ASHEVILLE NC 28803  
USA

**Ad No.:** 0004734007  
**Pymt Method** Invoice  
**Net Amt:** \$82.08

**Run Times:** 1

**No. of Affidavits:** 1

**Run Dates:** 05/23/21

### Text of Ad:

**NOTICE OF PUBLIC HEARING  
CONCERNING TOWN OF BILTMORE  
FOREST FY 21-22 BUDGET**

The Fiscal Year 2021-2022 proposed budget was submitted to the Board of Commissioners for the Town of Biltmore Forest on Tuesday, May 11, 2021. This proposed budget is available for public inspection in the office of the Town Clerk at Town Hall and online at [www.biltmoreforest.org](http://www.biltmoreforest.org). A public hearing on the proposed budget will be held on Tuesday, June 8, 2021 at 4:30 pm, or as soon thereafter as the Board can reach the matter, in the Community Room located at Town Hall at 355 Vanderbilt Road, Biltmore Forest, NC. Persons wishing to be heard on this matter may appear at said time and place or may submit written comments to the address below.

Town of Biltmore Forest  
ATTN: FY21-22 Budget Hearing  
PO Box 5352  
Biltmore Forest, NC 28813  
May 23, 2021  
0004734007

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item F-1**

**Consideration of Fiscal Year 2021-2022 Annual Budget**

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Background

North Carolina state law requires the Board of Commissioners hold a public hearing prior to adoption or amendment of any land use or development regulation. This publication must be made in the newspaper once a week for two successive weeks.

§ 160D-601. Procedure for adopting, amending, or repealing development regulations.  
(a) Hearing with Published Notice. – Before adopting, amending, or repealing any ordinance or development regulation authorized by this Chapter, the governing board shall hold a legislative hearing. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published the first time not less than 10 days nor more than 25 days before the date scheduled for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

The Town appropriately noticed the information for the public hearing (attached) and posted this information on the website. This public hearing is required before the Board considers an amendment to the Town's Zoning Ordinance.

# CITIZEN-TIMES

PART OF THE USA TODAY NETWORK

## Classified Ad Receipt (For Info Only - NOT A BILL)

**Customer:** TOWN OF BILTMORE FOREST  
**Address:** 355 VANDERBILT RD  
ASHEVILLE NC 28803  
USA

**Ad No.:** 0004757703  
**Pymt Method** Invoice  
**Net Amt:** \$152.16

**Run Times:** 2

**No. of Affidavits:** 1

**Run Dates:** 05/29/21, 06/05/21

### Text of Ad:

NOTICE  
PUBLIC HEARING  
TOWN OF BILTMORE FOREST  
The Town Board of Commissioners will hold a Public Hearing on Tuesday, June 8, 2021 at 4:30pm regarding amendments to the Town Zoning Ordinance. The public is invited to view or request a copy of the proposed changes to the Zoning Ordinance at the Biltmore Forest Town Hall, or alternatively can review the full draft amendments on the Town's website at <http://www.biltmoreforest.org>  
The proposed changes are a result of the General Assembly's consolidation of land use planning and development regulations under a new chapter. The state changes require the Town to update its Zoning Ordinance in order to be fully compliant.  
The public is invited to attend and make comment.  
Laura Jacobs  
Town Clerk  
5/29, 6/2/2021  
0004757703

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item F-1**

**Consideration of FY 21-22 Annual Budget**

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Background

The Board of Commissioners received the budget proposal last month during the regular monthly meeting. State law requires budget proposal be submitted no later than May 31 and adopted by June 30. A public hearing must be held to receive public comment on the proposed budget.

Changes from May Proposal

Since the meeting in May, there has been one change to the proposed budget. Previously, the American Recovery Plan funding allocated to the Town (\$410,000) was incorporated into the FY22 budget. However, after attending multiple information sessions regarding funding provisions, it is recommended that funding not be allocated within any regular budget at this time. Once funds are received by the Town, a budget amendment will be proposed showing a separate and distinct fund for this money. The Board will then make a determination as to how best to utilize these funds in accordance with federal and state regulations. Additional guidance and rules are being developed that will provide clarity regarding the usage of these funds.

Tax Rate and Utility Rates

The budget proposed for FY22 keeps the tax rate at 34.5 cents per \$100 valuation. The revenue neutral rate for FY22 is 32.5 cents per \$100 valuation. This budget incorporates a 2.5 percent fee increase for water and sewer charges in accordance with fees increased by the City of Asheville and Metropolitan Sewerage District of Buncombe County, respectively.

Recommendation

Staff recommends approval of the proposed budget for FY21-22.

**BUDGET ORDINANCE****BUDGET ORDINANCE FOR THE TOWN OF BILTMORE FOREST  
NORTH CAROLINA FOR THE FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that in accordance with NCGS 159-13(b)(16) the 2021-2022 Budget be approved as follows:

**SECTION 1. GENERAL FUND REVENUES**

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Ad Valorem	\$	2,949,428
Unrestricted Intergovernmental	\$	1,275,298
Restricted Intergovernmental	\$	56,455
Permits & Fees	\$	31,300
Investment Earnings	\$	1,000
Miscellaneous	\$	48,000
Other Financing Source	\$	315,000
<b>TOTAL General Fund Revenues</b>	<b>\$</b>	<b>4,676,481</b>

**SECTION 2. GENERAL FUND APPROPRIATIONS**

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in accordance with the chart of accounts heretofore established for this Town on June 8, 2021:

Administration	\$	427,354
Police Department	\$	1,766,093
Fire Contract	\$	425,000
Public Works	\$	843,462
Streets & Transportation	\$	279,407
Sanitation & Recycling	\$	362,100
General Government	\$	405,431
Debt Service	\$	167,634
<b>TOTAL General Fund Expenditures</b>	<b>\$</b>	<b>4,676,481</b>

**SECTION 3. WATER FUND REVENUES**

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Interest Earned	\$	50
Commissions (Sewer Collection Fee)	\$	8,000
Water Charges	\$	442,800
Sewer Charges	\$	338,789
AMI Transmitter Charges	\$	7,700
Water Tap & Connection Fees	\$	6,000
<b>TOTAL</b>	<b>\$</b>	<b>803,339</b>

#### SECTION 4. WATER FUND APPROPRIATIONS

The following amounts are appropriated in the Water Fund for the operation of the enterprise fund and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Salaries	\$	142,619
Professional Services	\$	10,000
FICA	\$	10,910
Medical Insurance	\$	18,351
Dental, Vision, Life Insurance	\$	2,718
Health Reimbursement Account	\$	2,250
LGERS Retirement	\$	25,714
401K Supplemental Retirement	\$	7,131
Postage, Printing & Stationary	\$	5,000
General Repairs	\$	10,000
Supplies & Equipment	\$	15,000
Technology	\$	5,000
Water Purchases	\$	146,066
Sewer Purchases	\$	275,595
AMI Transmitter Fees	\$	7,700
Miscellaneous	\$	14,284
Staff Development	\$	5,000
Capital Improvement	\$	100,000
<b>TOTAL</b>	<b>\$</b>	<b>803,339</b>

#### SECTION 5. LEVY OF TAXES

There is hereby levied a tax at the rate of \$0.345 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, as listed as "Ad Valorem Taxes" in the General Fund section 1 of this ordinance. The rate is based on an estimated valuation of \$824,570,446 and an estimated rate of collection of 99.66%.

Pursuant to NCGS § 159-11 (e), the Budget Officer shall provide a revenue neutral tax rate due to Buncombe County performing a property tax reappraisal that is effective January 1, 2021. The revenue neutral tax rate for FY21-22 is \$0.325 per one hundred dollars (\$100) valuation of property.

**SECTION 6. FEES & CHARGES**

There is hereby established, for fiscal year 2021-2022, various fees and charges as contained in the Schedule of Fees attachment to this document.

**SECTION 7. SPECIAL AUTHORIZATION OF THE BUDGET OFFICER**

The Budget Officer is authorized to transfer appropriations of up to \$5,000 between line items within the same department. Reallocations of appropriations transferred shall be reported to the Town Board monthly.

**SECTION 8. CLASSIFICATION & PAY PLAN**

The Cost of Living Adjustment (COLA) for all Town employees shall be 3.00% and shall begin the first payroll in the new fiscal year. A merit based increase is also included for each department, with funding not to exceed 2.00% of each departmental salary line item.

**SECTION 9. RE-APPROPRIATION OF ENCUMBERED FUNDS**

Operating funds encumbered on the financial records as of June 30, 2021 are hereby re-appropriated to fiscal year 2020-21.

**SECTION 10. COPIES OF THIS BUDGET ORDINANCE**

Copies of this Budget Ordinance shall be furnished to the Finance Director of the Town of Biltmore Forest to be kept on file for the disbursement of funds.

Adopted this 8th day of June, 2021.

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George F. Goosmann, III  
Mayor

ATTEST:

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Laura Jacobs  
Town Clerk

**GENERAL FUND REVENUES**

REVENUES		2017-18	2018-19	2019-20	2020-21	2021-2022
		ACTUAL	BUDGET	BUDGET	BUDGET ACTUAL	ESTIMATED
10-3010-0000	Ad Valorem Taxes (Property)	2,458,457	2,447,140	2,635,641	2,670,639	2,835,096
10-3010-0100	Ad Valorem Taxes (DMV)	90,676	105,634	101,548	101,460	104,332
10-3010-0200	Tax Interest & Penalties	4,387	2,500	2,500	13,200	10,000
10-3010-0300	Tax Collection Prior Years	-	-	-	-	-
<b>Total Ad Valorem</b>		<b>2,553,520</b>	<b>2,555,274</b>	<b>2,739,689</b>	<b>2,785,299</b>	<b>2,949,428</b>
10-3020-0000	Franchise & Utilities Tax	218,157	168,794	215,488	177,778	205,227
10-3020-0100	Alcohol Beverage Tax	6,130	5,996	6,000	6,000	6,000
10-3020-0200	Sales Tax-Article 39	560,776	568,397	597,047	502,415	540,724
10-3020-0300	Sales Tax-Article 40	225,999	228,879	232,530	211,021	227,111
10-3020-0400	Sales Tax-Article 42	294,803	298,053	312,187	262,705	282,736
10-3020-0600	Sales Tax Refund	1	-	-	10,000	10,000
10-3020-0700	Gasoline Tax Refund	4,193	3,500	4,000	3,000	3,500
<b>Total Unrestricted Intergovernmental</b>		<b>1,310,058</b>	<b>1,273,619</b>	<b>1,367,252</b>	<b>1,172,918</b>	<b>1,275,298</b>
10-3030-0000	Solid Waste Disposal Tax	966	970	950	950	950
10-3030-0100	Powell Bill	63,787	63,500	62,500	56,404	55,505
10-3030-0200	Illicit Substance Tax	-	-	-	-	-
<b>Total Restricted Intergovernmental</b>		<b>64,753</b>	<b>64,470</b>	<b>63,450</b>	<b>57,354</b>	<b>56,455</b>
10-3040-0000	Zoning Permits	22,826	25,000	25,000	35,000	30,000
10-3040-0100	Dog License Fee	1,965	1,600	1,500	1,400	1,300
<b>Total Permits &amp; Fees</b>		<b>24,791</b>	<b>26,600</b>	<b>26,500</b>	<b>36,400</b>	<b>31,300</b>
10-3050-0000	Interest Earned	39,630	15,000	59,953	1,000	1,000
<b>Total Investment Earnings</b>		<b>39,630</b>	<b>15,000</b>	<b>59,953</b>	<b>1,000</b>	<b>1,000</b>
10-3060-0000	Rental - Community Hall	900	-	-	-	-
10-3060-0100	American Tower Agreement	27,176	27,664	28,000	37,645	38,000
10-3060-0200	Miscellaneous-Other	15,305	15,000	15,000	15,000	10,000
<b>Total Miscellaneous</b>		<b>43,381</b>	<b>42,664</b>	<b>43,000</b>	<b>52,645</b>	<b>48,000</b>
10-3500-0000	Sale of Property	10,907	10,000	15,000	15,888	15,000
10-3500-0200	Installment Agreement	103,000	-	85,000	-	-
10-3500-0300	Transfer from Fund Balance	-	-	357,200	88,429	-
10-3500-0500	Grant (Governmental Funds)	-	-	181,000	-	-
10-3500-066	Donation (Land)	-	-	80,000	-	-
10-3500-0700	Intergovernmental Loan	-	-	300,000	300,000	300,000
<b>Total Other Financing Source</b>		<b>113,907</b>	<b>10,000</b>	<b>1,018,200</b>	<b>404,317</b>	<b>315,000</b>
<b>TOTAL General Fund Revenues</b>		<b>4,150,040</b>	<b>3,987,627</b>	<b>5,318,044</b>	<b>4,509,933</b>	<b>4,676,481</b>

**GENERAL FUND EXPENDITURES (Administration, Planning & General Government)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-2022
ADMINISTRATION		ACTUAL	BUDGET	BUDGET	BUDGET ACTUAL	PROPOSED
10-4200-0200	Salaries	107,757	228,184	215,249	218,357	214,530
10-4200-0300	Overtime	-	-	3,000	5,000	5,000
10-4200-0500	FICA	7,521	17,265	16,543	16,704	16,794
10-4200-0550	Unemployment Insurance	-	-	-	-	-
10-4200-0600	Health Insurance	10,395	24,621	25,852	27,145	28,502
10-4200-0650	Dental, Vision, Life Insurance	1,820	4,153	4,361	4,470	4,470
10-4200-0675	Health Reimbursement Acct	1,500	3,750	3,750	3,750	3,750
10-4200-0700	LGERS Retirement	13,874	32,074	33,299	36,457	39,581
10-4200-0800	401k Supplemental Retirement	5,121	11,284	10,762	10,918	10,976
10-4200-1000	Accounting & Taxes	39,269	35,000	45,000	45,000	45,000
10-4200-1200	Postage, Printing & Stationary	6,187	8,000	5,000	6,000	6,000
10-4200-1400	Board Mileage	21,600	22,000	22,000	22,000	22,000
10-4200-3300	Supplies & Equipment	4,530	5,000	7,000	7,000	8,750
10-4200-5300	Dues & Fees	3,627	5,000	5,000	4,500	5,000
10-4200-5700	Miscellaneous	1,092	5,000	1,000	1,000	1,000
10-4200-6500	Training & Education	5,161	16,000	15,000	10,750	16,000
10-4200-6600	Capital Improvements	-	-	20,000	-	-
<b>TOTAL</b>		<b>229,454</b>	<b>417,331</b>	<b>432,816</b>	<b>419,051</b>	<b>427,354</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
GENERAL GOVERNMENT		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
10-6600-0400	Outside Professional Services	129,952	100,000	-	-	-
10-6600-0401	Legal Services	-	-	40,000	35,000	35,000
10-6600-0402	Architectural Services	-	-	-	-	-
10-6600-1100	Technology	71,196	72,061	90,000	90,000	95,000
10-6600-1300	Municipal Utilities	16,809	16,000	18,569	18,569	20,000
10-6600-1500	General Maintenance	25,634	20,000	25,000	25,000	25,000
10-6600-2800	Elections	103	6,000	-	6,000	-
10-6600-3300	Supplies & Equipment	-	2,000	-	30	-
10-6600-5400	Insurance	63,131	77,000	90,000	90,000	90,000
10-6600-6000	Contingency	1,442	2,022	2,222	2,222	48,931
10-6600-6100	Miscellaneous	5,096	10,000	5,000	5,000	5,000
10-6600-6201	Covid Expenditures	-	-	-	79,867	-
10-6600-6300	Community Events	9,227	20,000	-	-	-
10-6600-6301	4th of July	-	-	7,500	7,500	7,500
10-6600-6302	National Night Out	-	-	2,500	2500	2,000
10-6600-6303	Holiday Lighting	-	-	11,500	14,402	14,000
10-6600-6304	Arbor Day Event	-	-	3,000	-	2,000
10-6600-6400	Wildlife Management	2,041	5,000	5,000	500	1,000
10-6600-6500	Forest Management	-	-	60,000	60,000	60,000
<b>TOTAL</b>		<b>324,631</b>	<b>330,083</b>	<b>360,291</b>	<b>436,590</b>	<b>405,431</b>

**GENERAL FUND EXPENDITURES (Police Department & Fire Contract)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
POLICE DEPARTMENT		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
10-5100-0200	Salaries	738,896	806,975	838,265	837,914	908,986
10-5100-0300	Overtime	59,940	15,000	42,000	42,000	26,000
10-5100-0400	Separation Allowance	30,617	30,617	65,022	30,617	30,617
10-5100-0500	FICA	61,244	60,433	69,100	67,313	71,526
10-5100-0550	Unemployment Insurance	-	500	500	450	-
10-5100-0600	Medical Insurance	115,532	126,684	139,380	141,349	148,416
10-5100-0650	Dental, Vision, Life Insurance	17,628	18,333	19,358	18,892	18,892
10-5100-0675	Health Reimbursement Account	20,750	21,000	24,000	24,000	25,500
10-5100-0700	LGERS Retirement	110,774	114,593	141,112	146,508	168,681
10-5100-0800	401K Supplemental Retirement	38,648	39,499	43,888	42,721	45,474
10-5100-0900	Short Term Disability	-	5,000	-	-	-
10-5100-1500	Maint/Repair -Building & Grounds	-	10,000	50,000	30,000	20,000
10-5100-1600	Maint/Repair - Equipment	1,694	12,000	15,000	2,162	2,000
10-5100-1700	Maint/Repair - Vehicles	11,354	22,500	20,000	13,000	12,000
10-5100-3100	Motor Fuels	13,682	16,000	13,000	13,650	13,000
10-5100-3300	Supplies	9,737	10,000	10,000	10,000	10,000
10-5100-3600	Uniforms	16,599	10,000	22,500	6,250	7,500
10-5100-3700	Software	22,620	15,000	15,000	14,000	50,000
10-5100-3800	Technology	-	-	55,000	47,925	60,000
10-5100-5700	Miscellaneous	6,660	8,000	10,000	7,500	7,500
10-5100-5800	Physical Exams	230	1,500	2,500	3,500	5,000
10-5100-6500	Staff Development	737	15,000	15,000	3,000	10,000
10-5100-7400	Equipment Purchases	60,880	55,000	335,000	110,000	125,000
<b>TOTAL</b>		<b>1,338,222</b>	<b>1,413,634</b>	<b>1,945,625</b>	<b>1,612,751</b>	<b>1,766,093</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
FIRE CONTRACT		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
10-5200-0000	Fire Contract	425,000	425,000	425,000	425,000	425,000
<b>TOTAL</b>		<b>425,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>

**GENERAL FUND EXPENDITURES (Public Works)**

GENERAL FUND EXPENDITURES PUBLIC WORKS		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET	2021-22 PROPOSED
10-5600-0200	Salaries	368,476	319,598	293,310	256,719	239,707
10-5600-0300	Overtime	-	-	15,000	10,000	15,000
10-5600-0500	FICA	27,692	24,449	23,203	20,404	19,485
10-5600-0500	Unemployment Insurance	-	-	-	450	500
10-5600-0600	Medical Insurance	44,100	37,741	39,628	37,159	46,872
10-5600-0650	Dental, Vision, Life Insurance	6,651	5,218	5,479	5,616	6,739
10-5600-0675	Health Reimbursement Account	9,250	7,500	7,500	7,500	9,000
10-5600-0700	LGERS Retirement	50,290	44,105	46,922	44,329	45,924
10-5600-0800	401K Supplemental Retirement	18,210	15,980	15,165	13,336	12,735
10-5600-1000	Outside Services	25,420	11,000	10,000	6,000	10,000
10-5600-1300	Streetlights Electric	6,818	7,000	7,000	7,000	7,000
10-5600-1500	Maint/Repair-Building & Grounds	2,148	5,000	10,000	8,000	10,000
10-5600-1600	Maint/Repair - Streetlights	1,786	10,000	10,000	10,000	10,000
10-5600-1700	Maint/Repair-Vehicles	14,786	23,000	30,000	10,000	10,000
10-5600-3100	Motor Fuels	10,343	15,000	15,000	11,250	12,000
10-5600-3300	Supplies	7,404	8,000	10,000	10,000	10,000
10-5600-3400	Street Signs & Numbers	752	1,000	1,000	1,000	1,000
10-5600-3600	Uniforms	5,610	9,000	10,000	10,000	8,000
10-5600-3800	Technology	-	-	-	9,000	10,000
10-5600-5200	Parks	12,886	37,500	30,000	15,000	50,000
10-5600-5202	Greenwood Park Stream Restoration	-	-	-	300,000	300,000
10-5600-5800	Physical Exams	-	-	-	250	500
10-5600-5900	Miscellaneous	4,322	3,000	5,000	1,000	1,000
10-5600-6000	Capital Outlay	-	-	85,000	8,250	-
10-5600-6500	Staff Development	60	5,000	5,000	5,000	8,000
<b>TOTAL</b>		<b>617,004</b>	<b>589,091</b>	<b>674,207</b>	<b>807,263</b>	<b>843,462</b>

**GENERAL FUND EXPENDITURES (Streets & Transportation and Sanitation & Recycling)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
STREETS & TRANSPORTATION		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
10-5700-0200	Salaries	44,410	47,516	49,898	50,533	-
10-5700-0300	Overtime	-	-	5,000	5,000	-
10-5700-0500	FICA	3,393	3,635	3,817	3,866	-
10-5700-0550	Unemployment Insurance	-	-	-	-	-
10-5700-0600	Medical Insurance	6,259	6,749	7,086	7,440	-
10-5700-0650	Dental, Vision, Life Insurance	606	632	664	681	-
10-5700-0675	Health Reimbursement Account	1,500	1,500	1,500	1,500	-
10-5700-0700	LGERS Retirement	5,995	6,557	7,718	8,399	-
10-5700-0800	401K Supplemental Retirement	2,212	2,376	2,495	2,527	-
10-5700-1700	Maint/Repair - Vehicles	1,903	12,500	25,000	6,750	5,000
10-5700-2200	Contracts-Paving & Striping	41,875	83,344	80,000	35,000	77,907
10-5700-2300	Supplies	15,452	22,500	20,500	10,250	10,000
10-5700-2400	Traffic Signs	-	1,000	5,000	2,000	500
10-5700-2500	Storm Water Drainage Repairs	3,500	75,000	100,000	160,000	100,000
10-5700-3800	Technology	-	-	-	5,000	5,000
10-5700-6500	Staff Development	-	1,000	1,000	1,000	1,000
10-5700-7400	Equipment Purchases	-	20,000	30,000	8,000	5,000
10-5700-7500	Engineering	62,553	75,000	50,000	65,000	75,000
<b>TOTAL</b>		<b>189,658</b>	<b>359,309</b>	<b>389,678</b>	<b>372,946</b>	<b>279,407</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
SANITATION & RECYCLING		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
10-5800-0200	Salaries	110,690	121,891	105,855	118,318	121,642
10-5800-0300	Overtime	-	-	10,000	10,000	10,000
10-5800-0500	FICA	8,231	9,325	8,863	9,815	10,071
10-5800-0550	Unemployment Insurance	-	-	-	-	-
10-5800-0600	Medical Insurance	21,386	29,716	31,202	32,762	34,400
10-5800-0650	Dental, Vision, Life Insurance	3,505	3,874	4,068	4,170	4,170
10-5800-0675	Health Reimbursement Account	4,000	4,500	4,500	4,500	4,500
10-5800-0700	LGERS Retirement	14,976	16,821	17,923	21,326	23,735
10-5800-0800	401K Supplemental Retirement	5,936	6,095	5,793	6,416	6,582
10-5800-1700	Maint/Repair - Vehicles	6,391	10,000	22,500	13,000	13,000
10-5800-3100	Motor Fuels	15,028	15,000	17,500	13,125	12,000
10-5800-3300	Supplies	52	2,000	1,000	1,500	1,500
10-5800-3600	Uniforms	-	100	-	500	1,000
10-5800-3800	Technology	-	-	-	1,000	1,000
10-5800-5800	Physical Exams	-	-	-	-	500
10-5800-5900	Miscellaneous	526	1,000	1,000	-	1,000
10-5800-6000	Capital Outlay	107,640	19,900	-	-	55,000
10-5800-8000	Tipping Fees & Brush Removal	51,975	55,000	55,000	49,500	50,000
10-5800-8100	Recycling	11,061	15,000	15,000	11,250	12,000
<b>TOTAL</b>		<b>361,397</b>	<b>310,222</b>	<b>300,204</b>	<b>297,182</b>	<b>362,100</b>

**GENERAL FUND EXPENDITURES (Debt Service)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
DEBT SERVICE		BUDGET	BUDGET	BUDGET	BUDGET	PROPOSED
10-6700-0100	Principal Police Dept Renovations	23,334	23,334	23,334	23,334	23,334
10-6700-0200	Principal Street Improvements	6,667	6,667	6,667	6,667	6,667
10-6700-0500	Principal Public Works Bldg	-	-	84,211	84,211	84,211
10-6700-0600	Principal 2020 Police Cars	-	-	-	29,506	28,327
10-6700-1100	Interest Police Dept Renovations	5,890	5,001	4,112	3,223	2,334
10-6700-1200	Interest Street Improvements	1,683	1,429	1,175	921	667
10-6700-1500	Interest Public Works Bldg	-	-	39,986	23,343	20,514
10-6700-1600	Interest 2020 Police Cars	-	-	-	2,338	1,580
<b>TOTAL</b>		<b>37,574</b>	<b>36,431</b>	<b>159,485</b>	<b>173,543</b>	<b>167,634</b>

**WATER FUND**

WATER FUND REVENUE		2017-18	2018-19	2019-20	2020-21	2021-22
		ACTUAL	ACTUAL	BUDGET	BUDGET	PROPOSED
30-3290-0000	Interest Earned	1,105	1,000	1,500	20	50
30-3350-0000	Commissions (Sewer Collection Fee)	9,205	6,000	8,000	8,000	8,000
30-3710-0000	Water Charges	410,152	415,000	384,355	434,271	442,800
30-3710-0100	Sewer Charges	330,852	280,000	306,849	346,446	338,789
30-3710-0200	AMI Transmitter Charges	6,931	7,000	7,700	7,700	7,700
30-3730-0000	Water Tap & Connection Fees	15,080	18,000	6,000	9,000	6,000
<b>TOTAL</b>		<b>773,325</b>	<b>727,000</b>	<b>714,404</b>	<b>805,437</b>	<b>803,339</b>
30-3710-0000	Transfers from General Fund	-	-	-	-	-
<b>TOTAL</b>		<b>773,325</b>	<b>727,000</b>	<b>714,404</b>	<b>805,437</b>	<b>803,339</b>

WATER FUND EXPENDITURES		2017-18	2018-19	2019-20	2020-21	2021-22
		ACTUAL	ACTUAL	BUDGET	BUDGET	PROPOSED
30-8100-0200	Salaries	49,770	29,371	26,363	68,050	142,619
30-8100-0300	Overtime	-	2,247	1,200	-	-
30-8100-0400	Professional Services	3,809	2,247	4,000	10,000	10,000
30-8100-0500	FICA	3,671	-	92	5,206	10,910
30-8100-0550	Unemployment Insurance	-	-	-	-	-
30-8100-0600	Medical Insurance	10,395	5,435	5,707	17,477	18,351
30-8100-0650	Dental, Vision, Life Insurance	1,674	750	884	2,718	2,718
30-8100-0675	Health Reimbursement Account	1,500	750	750	2,250	2,250
30-8100-0700	LGERS Retirement	11,151	1,469	4,078	11,310	25,714
30-8100-0800	401K Supplemental Retirement	2,601	14,600	1,318	3,403	7,131
30-8100-1200	Postage, Printing & Stationary	2,882	5,000	5,000	5,000	5,000
30-8100-1500	General Repairs	1,758	20,000	10,000	8,687	10,000
30-8100-3300	Supplies & Equipment	14,045	20,000	10,000	20,000	15,000
30-8100-3800	Technology	-	-	-	5,000	5,000
30-8100-4800	Water Purchases	203,040	232,656	239,636	237,275	146,066
30-8100-4900	Sewer Purchases	329,577	280,000	309,259	344,823	275,595
30-8100-5000	AMI Transmitter Fees	6,463	7,000	7,700	7,700	7,700
30-8100-5700	Miscellaneous	1,124	1,500	1,500	500	14,284
30-8100-6500	Staff Development	660	5,000	5,000	5,000	5,000
30-8100-7400	Capital Improvement	8,604	97,081	81,917	50,000	100,000
<b>TOTAL</b>		<b>652,724</b>	<b>725,106</b>	<b>714,404</b>	<b>804,399</b>	<b>803,339</b>

## 2021-2022 BUDGET SUMMARY

GENERAL FUND REVENUE	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET	2021-22 PROPOSED
Ad Valorem	2,553,520	2,555,274	2,739,689	2,785,299	2,949,428
Unrestricted Intergovernmental	1,310,058	1,273,619	1,367,252	1,172,919	1,275,298
Restricted Intergovernmental	64,753	64,470	63,450	137,221	56,455
Permits & Fees	24,791	26,600	26,500	36,400	31,300
Investment Earnings	39,630	15,000	59,953	1,000	1,000
Miscellaneous	43,381	42,664	43,000	52,645	48,000
Other Financing Source	113,907	10,000	1,018,200	403,429	315,000
<b>TOTAL General Fund Revenues</b>	<b>4,150,040</b>	<b>3,987,627</b>	<b>5,318,044</b>	<b>4,588,913</b>	<b>4,676,481</b>

GENERAL FUND EXPENDITURES	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET	2021-22 PROPOSED
Administration	229,454	417,331	432,816	419,051	427,354
Planning	-	37,228	36,728	-	-
Police Department	1,338,222	1,413,634	1,945,625	1,612,751	1,766,093
Fire Contract	425,000	425,000	425,000	425,000	425,000
Public Works	617,004	589,091	674,207	807,263	843,462
Streets & Transportation	189,658	359,309	389,678	372,946	279,407
Sanitation & Recycling	361,397	310,222	300,204	297,182	362,100
General Government	324,631	330,083	368,400	431,590	405,431
Debt Service	112,227	105,729	195,436	208,758	167,634
<b>TOTAL General Fund Expenditures</b>	<b>3,597,593</b>	<b>3,987,627</b>	<b>4,768,094</b>	<b>4,574,541</b>	<b>4,676,481</b>

<b>GENERAL FUND REVENUES</b>	<b>4,676,481</b>
<b>GENERAL FUND EXPENDITURES</b>	<b>4,676,481</b>

WATER FUND REVENUE	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET	2021-22 PROPOSED
Operating Revenues	773,325	727,000	714,404	804,399	803,339

WATER FUND EXPENDITURES	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET	2021-22 PROPOSED
Operating Expenditures	652,724	725,106	714,404	804,399	803,339

<b>WATER FUND REVENUES</b>	<b>803,339</b>
<b>WATER FUND EXPENDITURES</b>	<b>803,339</b>

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



Agenda Item F-2

Consideration of FY 21-22 Fee Schedule

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Background

The Board of Commissioners sets a schedule of fees prior to the beginning of each fiscal year. The proposed schedule of fees for FY22 is attached to this memorandum for the Board's review and consideration.

Town of Biltmore Forest  
 FY2021-22 Schedule of Fees

Effective July 1, 2021

Amounts due are based upon the Schedule of Fees in effect at the time payment is due. It is the Town Board of Commissioners' intention that the Schedule of Fees be revised as needed by July 1 of each year. However, some fees may be adjusted during the year as circumstances change.

ADMINISTRATIVE	
Ad valorem tax	\$0.345 per \$100 assessed valuation
Dog License Fee	\$5 sterile; \$10 fertile
Return Check/Draft Charge	\$25.00

PLANNING AND ZONING	
Zoning Permit	\$25 first \$1,000 of construction value plus \$2 for each additional \$1,000 of construction value
Special Use Permit	\$100 due with application
Variance	\$300 due with application
Demolition Permit	\$100 due with application
Non-permitted Construction	Double the Zoning Permit fee

WATER & SEWER CHARGES	
New/Transfer Account	\$30.00
AMI Transmitter Fee	\$1.78 per bill
Meter Rental Fee	
5/8" Meter	\$1.10 per bill
1" meter	\$1.18 per bill
1 1/2" Meter	\$1.50 per bill
2" meter	\$1.65 per bill
Water Charges	
Base rate (no consumption)	\$28.85
1-2,250 gallons	\$9.49 per 1,000 gallons
2,251-60,000 gallons	\$5.97 per 1,000 gallons
60,001-100,000 gallons	\$5.54 per 1,000 gallons
100,001+ gallons	\$3.43 per 1,000 gallons
Sewer Charges (as set by Metropolitan Sewerage District of Buncombe County)	
Base Rate	
5/8" Meter	\$17.47 per bill
1" meter	\$41.12 per bill
1 1/2" Meter	\$90.86 per bill
2" meter	\$158.73 per bill
Treatment Fee	\$6.47 per 1,000 gallons

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item F-3**

**Consideration of Zoning Text Amendment 2021-01**

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Background

For many months, we have discussed the mandatory changes to the Town's Zoning Ordinance required by NCGS 160D. NCGS 160D refers broadly to the updating of NC General Statutes that contain rules for how local jurisdictions (both municipalities and counties) regulate development through areas such as zoning and subdivisions. Chapter 160D and various related provisions were established under Session Law 2019-111, enacted in July 2019.

Previously, land development statutes were divided into two sections - Chapter 153A contained rules for counties and Chapter 160A addressed towns and cities. The General Assembly consolidated these statutes under a new chapter to organize rules for local jurisdictions in a more logical and coherent manner. Chapter 160D also clarifies areas of authority for local governments and modernizes the state rules for planning and development. These modernizations and changes in the location of the land development statutes require the Town to update our Zoning Ordinance. The Town must update our Zoning Ordinance by June 30, 2021 to remain in compliance with state land development regulations.

This is all performed under Part 1 of the NCGS 160D requirements. The Town is required to create a Comprehensive Plan as part of NCGS 160D. The comprehensive plan process will begin in August or September with an aim of receiving Board approval no later than July 1, 2022.

Review Process

The Town's Planning Commission met three times beginning in March 2021 to discuss the potential changes. These changes include both the mandated changes by state law, as well as clerical and grammatical changes where appropriate. These changes incorporate the mandatory ordinance changes and make the Zoning Ordinance more clear and understandable. The Planning Commission identified several substantive areas for discussion. These areas will provide a beginning point for comprehensive plan discussions this fall.

During the meeting on May 27, 2021, the Planning Commission unanimously voted to recommend approval of the proposed changes to the Board of Commissioners. This recommendation followed discussion of the mandatory changes. Staff also recommends approval of this amendment.

Attachments

A copy of the revised Zoning Ordinance is attached as "Attachment A" to ZTA 2021-01.

**Town of Biltmore Forest  
Ordinance 2021-01**

**Zoning Text Amendment 2021-01**

**AN ORDINANCE TO AMEND THE TOWN OF BILTMORE FOREST  
ZONING ORDINANCE**

WHEREAS, the Town of Biltmore Forest has adopted a Zoning Ordinance which regulates the use of land within its corporate limits; and

WHEREAS, the Town of Biltmore Forest Zoning was and is authorized to adopt zoning and land use ordinances pursuant to NCGS § 160D-201(a) *et seq.* and its predecessor statutes; and

WHEREAS, the North Carolina General Assembly adopted S.L. 2019-111 in July 2019, requiring all municipalities and counties that enforce zoning or land use regulations to revise existing land development ordinances to ensure compliance with new consolidated land use statutes effective July 1, 2021; and

WHEREAS, the Town of Biltmore Forest desires to revise its existing zoning ordinance so that it is in compliance with North Carolina law;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BILTMORE FOREST THAT:

Section 1. The attachment to this ordinance, titled “Attachment A” is hereby adopted and shall replace the Town’s existing Zoning Ordinance in its entirety.

Section 2. If any section, subsection, sentence, clause, or phrase of this ordinance amendment is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this section, subsection, sentence, clause, or phrase thereof.

Section 3. All ordinances and clauses of ordinances of the Town of Biltmore Forest in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This ordinance amendment shall take effect on July 1, 2021.

Read, approved and adopted this the 8th day June, 2021.

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Mayor George F. Goosmann, III

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Town Clerk Laura Jacobs

ATTACHMENT A – ZONING TEXT AMENDMENT 2021-01

## CHAPTER 153: ZONING

### Section

#### General Provisions

- 153.001 Title
- 153.002 Authority and enactment
- 153.003 Jurisdiction
- 153.004 Interpretations and definitions
- 153.005 Establishment of zoning districts and map
- 153.006 Permitted use table
- 153.007 Dimensional requirements
- 153.008 Special uses
- 153.009 Exceptions and modifications
- 153.010 Amendments
- 153.011 Violations and remedies
- 153.012 Legal status provisions
- 153.013 Conflicts of Interest

#### General Regulations

- 153.025 Effect on every building and lot
- 153.026 Relationship of building to lot
- 153.027 Lot frontage
- 153.028 Required yards and other spaces
- 153.029 Accessory structures and buildings
- 153.030 Home occupations
- 153.031 Visibility at intersection
- 153.032 Vacant structures and lots
- 153.033 Signs in residential districts, R-1, R-2, R-3, R-4, and R-5
- 153.034 Land disturbance and sedimentation control
- 153.035 Buffer strip required
- 153.036 Nonconforming land uses, or structures
- 153.037 Accessory structures of buildings utilized as dwellings
- 153.038 Off-street parking
- 153.039 Off-street loading and unloading space
- 153.040 No lot subdivision of platted and recorded lots
- 153.041 Minimum dwelling unit size
- 153.042 Subdivision of tracts of land
- 153.043 Maximum roof coverage
- 153.044 Material and color requirements for residential dwelling units
- 153.045 Site design and building form and mass for residential dwelling units
- 153.046 Material and color requirements from commercial buildings
- 153.047 Site design and building form and mass commercial buildings

- 153.048 Impervious surface coverage
- 153.049 Fence, gate and wall regulations
- Buffers, Screening, and Landscape
  - 153.060 Purpose and intent
  - 153.061 General information
  - 153.062 Existing vegetation
  - 153.063 Buffer strip and screen requirements
  - 153.064 Parking lot landscaping requirements
  - 153.065 Screening of dumpsters, loading docks, outdoor storage areas, and utility structures
  - 153.066 Street trees
  - 153.067 Certification of completion
  - 153.068 Maintenance
  - 153.069 Residential screening of utility structures
  - 153.070 Plant specifications
  - 153.071 Recreational and commercial vehicle storage
- Administration, Enforcement, and Appeals
  - 153.085 General process; Duties of the Zoning Administrator, Board of Adjustment, Planning Commission, Board of Commissioners, and courts on matters of administration
  - 153.086 Zoning Administrator
  - 153.087 Certificate of zoning compliance required
  - 153.088 Requirements prior to issuance of a building permit
  - 153.089 Building permit required
  - 153.090 Certificate of occupancy required
  - 153.091 Construction of progress
  - 153.092 Construction completion
  - 153.093 Compliance
  - 153.094 Notice of Violations and Inspections
  - 153.095 Appeal from the Zoning Administrator
- Board of Adjustment
  - 153.105 Establishment of Board of Adjustment
  - 153.106 Selection of alternate members
  - 153.107 Rules of conduct for members
  - 153.108 General proceedings of the Board of Adjustment
  - 153.109 Meetings
  - 153.110 Powers and duties of the Board of Adjustment
  - 153.111 Appeals and applications
  - 153.112 Appeals from the Board of Adjustment
- Design Review Board
  - 153.125 Purpose and intent
  - 153.126 Composition of Design Review Board and meeting procedure
  - 153.127 Development subject to design review

- 153.128 Application required to be filed
- 153.129 Duties and powers of the Design Review Board
- 153.130 Submittal requirements
- 153.131 Development Agreements
- 153.132 Development Agreement Vesting
- 153.133 Development Agreement Breach and Cure
- 153.134 Development Agreement Amendments
- 153.135 Development Agreement Change of Jurisdiction
  
- 153.999 Penalty

Editor’s note:

Legislative history for the sections in this zoning chapter include the initial zoning ordinance, passed 10-19-1983 and the latest amendment, passed 8-12-2013. The following is a list of all zoning amendments: Ord. passed 10-19-1983; Ord. passed 2-25-1986; Ord. passed 11-29-1994; Ord. passed 12-14-1999; Ord. passed 1-9-2001; Ord. passed 10-9-2001; Ord. passed 7-9-2002; Ord. passed 3-7-2003; Ord. passed 11-9-2004; Ord. passed 12-14-2004; Ord. passed 7-12-2005; Ord. passed 9-12-2006; Ord. passed 1-9-2007; Ord. passed 12-11-2007; Ord. passed 6-10-2008; Ord. passed 9-16-2008; Ord. passed 2-8-2011; Ord. passed 9-13-2011; Ord. passed 12-13-2011; Ord. passed 4-17-2012; Ord. passed 4-9-2013; Ord. passed 7-9-2013; and Ord. passed 8-12-2013; and Ord. passed XXXXXXXXXX

## GENERAL PROVISIONS

### § 153.001 TITLE.

This chapter shall be known as the “Zoning Ordinance of the Town of Biltmore Forest, North Carolina”.  
 (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.002 AUTHORITY AND ENACTMENT.

The Town Board of Commissioners, pursuant to the authority granted by G.S. § 160D, hereby ordains and enacts into law the following articles and sections for the purpose of promoting the health, safety, morals, and general welfare of the community.  
 (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.003 JURISDICTION.

The provisions of this chapter shall be applicable to all land within the corporate limits of town, as established on the map entitled “Official Zoning Map, Town of Biltmore Forest” with the exception of land owned by the town and land used by the town or entities contractually obligated to the town to provide fire protection and emergency medical services, but only during the period of time that such parties are contractually required to provide those services to the town.  
 (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

Editor’s note:

This amendatory language was passed during a Board meeting, July 9, 2013

§ 153.004 INTERPRETATIONS AND DEFINITIONS.

(A) Tense; singular and plural. Words used in the present tense include the future tense. Words used in the singular include the plural, and words used in the plural include the singular.

(B) Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ACCESSORY STRUCTURE.** A structure incidental and subordinate to the principal use or building on the lot and located on the same lot with such principal use or building. **ACCESSORY STRUCTURES** include, but are not limited to, fences, walls, curbs, pools, play sets, statues, water features, playhouses, decorative walls, sculptures, solar collectors, residential street lamps, rock and stone moved from its original location to any other location on the property, and the like.

**ALLEY.** A public way that affords only a secondary means of access to abutting property and not intended for general traffic circulation.

**APARTMENT.** A part of a building consisting of a room or rooms intended, designed, or used as a residence by an individual or a single-family.

**APARTMENT, GARAGE.** A part of a garage consisting of a room or rooms intended, designed, or used as a residence by an individual or a single-family.

**BOARD OF ADJUSTMENT.** The Town of Biltmore Forest Board of Adjustment, and shall include both regular and alternate members.

**BOARD OF COMMISSIONERS.** The Town of Biltmore Forest Board of Commissioners.

**BONA FIDE FARM.** All land on which agricultural operations are conducted as the principal use, including the cultivation of crops, the husbandry of livestock and timber resources, and the management of open pasture land.

**BUFFER STRIP.** A buffer strip is a strip of land together with some form of screening such as existing vegetation, planted vegetation, a landscaped earth berm or grade change, or combination of the above. The purpose of the **BUFFER STRIP** is to minimize the potential conflicts between adjoining land uses.

**BUILDING.** Any structure having a roof supported by columns or by walls, and intended for shelter, housing, or enclosure of persons, animals, or property. Two structures shall be deemed a single building only if connected by heated and enclosed living space.

**BUILDING, ACCESSORY.** A detached building subordinate to the main building on a lot and used for purposes customarily incidental to the main or principal building and located on the same lot.

**BUILDING HEIGHT.** The distance measured from the average ground level at the building foundation to the highest point of the roof, but in no event above 40 feet from the highest point in the foundation. A chimney that complies with the minimum the State Building Code requirements for height of a chimney shall not be included in the calculations for height of the building; provided, that the chimney shall not extend more than five feet above the immediately adjoining ridgeline of the roof.

**BUILDING, PRINCIPAL.** A building used for the same purpose as the principal use of the lot.

**BUILDING SETBACK LINE.** A line delineating the minimum allowable distance between the property line and a building on a lot, within which no building or other structure shall be placed except as otherwise provided. Front setback lines shall be measured from the street line.

**CARETAKER.** A person that maintains grounds or structures on a lot or cares for the well-being of person(s) residing in the principal dwelling on a lot, and resides on the premises without being charged a rental fee.

**CLOTHING AND JEWELRY SALE.** The sale to the public of clothes and jewelry that have been brought to the home for that purpose.

**CLUSTERED HOUSING DEVELOPMENT.** Grouping or concentration of housing units on lots smaller than permitted by the existing zoning to preserve open space without increasing the allowable density of the development.

**COMMERCIAL SERVICE or PROFESSIONAL SERVICE.** Establishments or professions charging a fee for providing a service to the public.

**SPECIAL USE.** A use permitted in specified zoning districts only after review by the Board of Adjustment and found to meet specific conditions and procedures as set forth in this chapter to maintain the safety and general welfare and orderly development of the community.

**CONSUMER SERVICES.** Businesses providing services to the public for profit, including dining and restaurant services (not to include fast food service restaurants), lodging and motel services, financial, real estate and insurance services, and other personal services. In addition to the above, CONSUMER SERVICES shall not include filling and gasoline service stations or auto repair shops as defined by this chapter.

**DAY NURSERY and PRIVATE KINDERGARTEN.** A use of land and buildings to provide group care for children.

**DISTRICT.** A section of the Town of Biltmore Forest in which zoning regulations are uniform.

**DWELLING.** Any building, structure, manufactured home, or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith. For the purposes of NCGS 160D, Article 12, the term does not include any manufactured home, mobile home, or recreational vehicle, if used solely for a seasonal vacation purpose.

**DWELLING, MULTI-FAMILY.** A building or portion thereof used or designed as a residence for two or more families living independently.

**DWELLING, SINGLE-FAMILY.** A building arranged or designed to be occupied by one family.

**DWELLING UNIT.** A building, or portion thereof, providing complete and permanent living facilities for one family.

**EASEMENT.** A grant by a property owner of a strip of land for specified purpose and use by the public, a corporation, or persons.

**ESTATE/AUCTION SALE.** The one-time sale to the public of goods that is held at the home. The goods and items offered for sale at said auction must be personal property that has been owned by the resident(s) of said home. No goods or items to be sold shall be shipped or transported to the home from any other location. The sale shall be limited to no more than two consecutive days and the hours for said sale shall be between 10:00 a.m. and 8:00 p.m.

**FAMILY.** One or more persons occupying a single-dwelling unit; provided, that unless all members are related by blood or marriage or adoption, no such family shall contain over three persons, but further; provided, that domestic servants, caretakers, and security personnel employed

or living on the premises may be housed on the premises without being counted as a FAMILY or FAMILIES.

**GARAGE/YARD SALE.** The sale to the public of typical household items that is held at the residence. The household items to be sold shall be items from the residence where the sale is to occur. Each residence is limited to one such sale per year. The sale shall not begin before 8:00 a.m. and shall end by 5:00 p.m.

**GASOLINE SERVICE STATION/AUTO REPAIR SHOP.** Buildings and premises where gasoline, automotive fuel, oil, grease, batteries, tires, and automobile accessories may be supplied and dispensed at retail, and where in addition the following services may be rendered and sales made and no other. Sales and servicing as follows: spark plugs, batteries, and distributors and distributor parts; tire servicing and repair, but not recapping or regrooving; replacement of mufflers and tail pipes, water hoses, fan belts, brake fluid, light bulbs, fuses, floor mats, seat covers, windshield wipers and wiper blades, grease retainers, wheel bearings, mirrors, and the like; radiator cleaning and flushing; washing and polishing, the sale of automotive washing and polishing materials; greasing and lubrication; providing and repairing fuel pumps, oil pumps, and lines; minor servicing and repair of carburetors; emergency wiring repairs; adjusting and repairing brakes, wheel balancing and alignment, minor motor adjustments not involving removal of the head or crankcase or racing the motor; sale of cold drinks, packaged foods, tobacco, and similar convenience goods for filling station customers, as accessory and incidental to principal operation; automobile body repair services; provision of road maps and other informational materials to customers; provision of restroom facilities.

**GRADING.** Any land-disturbing activity where the ground cover on or above the soil surface is removed and reconfigured, including trees, grasses, or pavements or other surfaces either natural or human-made.

**HOME BUSINESS ACTIVITY.** A business conducted from the home such as Internet enterprise, professional office, or the making of crafts or items where no one is employed that does not live in the home and no one comes to the home for a business transaction as part of the activity.

**HOME OCCUPATION.** An occupation providing a service carried on by the occupants of a dwelling; provided, that certain conditions are met as listed in § 153.008(C)(5).

**HOME STAY.** Rental of a part of a dwelling unit or accessory structure for consideration, including in kind compensation, to a transient person or persons for a period of less than 90 days. Advertising and renting a room or rooms in a dwelling unit or accessory structure on Airbnb or similar internet web sites would be an example of a HOME STAY. HOME STAYS are not allowed in any zoning district in Biltmore Forest.

**IMPERVIOUS SURFACE.** Any paved, hardened, or structural surface, including, but not limited to, buildings, driveways, walkways, parking areas, patios, decks, streets, swimming pools, tennis courts, and other structures and surfaces, that substantially reduces or prevents the infiltration of stormwater into the ground.

**INCOMPATIBLE LAND USE.** A land use requiring a special use permit from the Board of Adjustment in property zoned R-4 or R-5 adjacent to land zoned R-1, R-2, R-3, Public Service, or land zoned R-4 or R-5 in residential use.

**INDIVIDUAL SEWER SYSTEM.** Any septic tank, ground absorption system, privy, or other facility serving a single source or connection and approved by the County Sanitarian.

**INDIVIDUAL WATER SYSTEM.** Any well, spring, stream, or other source used to supply a single connection.

**LEGISLATIVE DECISION.** The adoption, amendment, or repeal of a regulation under this Chapter or an applicable local act. The term also includes the decision to approve, amend, or rescind a development agreement consistent with the provisions of Article 10 of NCGS Chapter 160D. Legislative decisions for development regulations shall be approved on first reading by simple majority vote.

**LEGISLATIVE HEARING.** A hearing to solicit public comment on a proposed legislative decision.

**LIVING AREA.** Includes the area inside the dwelling walls of each particular floor, but shall not include basements, utility rooms, laundry rooms, storage rooms (other than closets), pantries, garages, and attics. LIVING AREA shall, however, include living rooms, dens, studies, kitchens, bedrooms, breakfast rooms, bathrooms, and closets in any of said rooms, foyers, entrance ways, and hallways connecting any of these rooms.

**LOT.** A parcel of land occupied or capable of being occupied by a building or group of buildings devoted to a common use, together with the customary accessories and open spaces belonging to the same. Includes the words PLOT or PARCEL.

**LOT DEPTH.** The mean horizontal distance between front and rear lot lines.

**LOT OF RECORD.** Any lot for which a plat has been recorded in the Register of Deeds Office of Buncombe County, or described by metes and bounds, the description of which has been so recorded.

**LOT WIDTH.** The distance between side lot lines measured at the front building line.

**MAY.** The word MAY is permissive.

**MOBILE HOME.** A factory assembled, movable dwelling designed and constructed to be towed on its own chassis, comprised of frame and wheels, to be used without permanent foundation and distinguishable from other types of dwellings in that the standards to which it is built include provisions for its mobility on that chassis as a vehicle.

**NONCONFORMING USE.** Any parcel of land, use of land, building, or structure existing at the time of adoption of this chapter, or any amendment thereto, that does not conform to the use or dimensional requirements of the district in which it is located.

**ORDINANCE.** The Zoning Ordinance of the Town of Biltmore Forest.

**PARKING SPACE.** An area for parking a vehicle, plus the necessary access space. PARKING SPACE(S) shall always be located outside the dedicated street right-of-way and shall be provided with vehicular access to a street or alley.

**PARKS.** Includes those areas developed either for passive or active recreational activities. The development may include, but shall not be limited to, walkways, benches, open fields, multi-use courts, swimming and wading pools, amphitheaters, and the like. The term PARK shall not include zoos, travel trailer parks, amusement parks, or vehicle, equestrian, or dog racing facilities.

**PERSON or APPLICANT.** Includes a firm, association, organization, partnership, corporation, company, trust, and an individual or governmental unit.

**PLANNED UNIT DEVELOPMENT.** A development where more than one principal building is proposed to be constructed on a single tract or a clustered housing development or any residential complex containing at least six or more units or any building with a gross floor area of 50,000 square feet or more, shall be deemed a PLANNED UNIT DEVELOPMENT (PUD). Multi-family structures shall have no less than three dwelling units per structure. Residential units within a planned unit development may include single-family detached or attached units, townhouse

developments, condominiums, and other multi-family type residential units, excluding time sharing units, mobile homes, and mobile home parks.

PLANNING COMMISSION. The Town of Biltmore Forest Planning Commission.

PROTECTIVE BARRIER. A protective barrier is either:

(a) A temporary fence which is at least three feet high and constructed in a post and rail configuration, using two by four posts and one by four rails;

(b) A temporary fence with two by four posts placed no farther than ten feet apart covered with a four-foot orange polyethylene laminar safety fencing; or

(c) A temporary fence using an equivalent material.

PUBLIC SEWER SYSTEM. Any sewer system owned and operated by a local government in Buncombe County, or other sewage treatment facility serving two or more connections, or any wastewater treatment system having a discharge to surface waters when approved by the Division of Environmental Management of the Department of Natural Resources and Community Development, or a ground absorption system serving two or more connections when approved by the County Sanitarian.

PUBLIC WATER SYSTEM. Water systems serving 15 or more residential connections or serving more than 25 year-round residents are classified as public water supplies, and plans and specifications must be approved by the State Department of Human Resources, Division of Health Services. Also, water supply systems serving from two to 14 connections shall be regulated by the County Board of Health and plans shall be approved by the Buncombe County Health Department, Environmental Health Section.

RECREATION USER NONPROFIT. An indoor or outdoor recreation facility operated on a nonprofit basis, according to the laws of North Carolina.

RECREATION USER PROFIT. An indoor or outdoor recreation facility operated on a profit basis.

RESIDENTIAL DENSITY. The number of dwelling units per acre devoted to residential buildings, accessory uses, and open spaces within the site, but excluding land for streets and street right-of-ways. RESIDENTIAL DENSITY shall be calculated by first subtracting the land area required for streets and rights-of-way from the total or gross land area of the tract to derive a net land area, and then dividing the number of dwelling units proposed to be built by the net land area.

RETAIL BUSINESS. Establishments selling commodities directly to the consumer. Fast food service restaurants, gasoline service stations/auto repair, or the dispensation of gasoline as an ancillary service to a retail use shall be prohibited.

ROOF COVERAGE. For the purposes of building construction and the calculation of maximum roof coverage pursuant to §§ 153.029(B)(1)(b) and 153.043 (and any other section of this chapter dealing with roof coverage), ROOF COVERAGE shall be the area contained under the roof of the primary building or any accessory structure/building and shall also include any impervious deck surface or any other above-grade impervious surface extending from or being attached to any primary building or accessory structure/building. Both heated and unheated enclosed spaces or any open space within, under or covered by the roof of the primary building or accessory structure/building or by any above- grade impervious surface (such as a deck, and the like), extending from the primary building or accessory structure/building shall be included in the calculation of ROOF COVERAGE.

ROOT PROTECTIVE ZONE. A circle encompassing an area around an existing tree or shrub that is the greater of the following two distances:

- (a) A one-foot radius for every one inch of tree or shrub trunk caliper (diameter); or
- (b) A measurement of the furthest or most outward branch or limb from the main trunk when that distance is then drawn as a circle around the remaining portion of the tree or shrub, commonly referred to as the 'drip line'. The minimum ROOT PROTECTION ZONE in any case is a radius of eight feet measured from the tree trunk.

SHALL. The word SHALL is mandatory.

SHORT TERM RENTAL. Rental of a dwelling unit or accessory structure for consideration, including in kind compensation, for a period of less than 90 days. SHORT TERM RENTALS are not allowed in any zoning district in Biltmore Forest.

STREET (ROAD). A right-of-way for vehicular traffic which affords the principal means of access to abutting properties. STREET also includes the words ROAD and HIGHWAY.

STREET LINE. The edge of the roadway pavement.

STRUCTURE. Anything constructed or erected, including, but not limited to, buildings, which requires location on the land or attachment to something having permanent location on the land.

SUBSTANTIAL COMPLETION. For the purpose of building construction; the completion of all exterior work on the building; the completion of all plumbing, electrical, and HVAC work; the completion of all window installation; the completion of all interior and exterior door installation, the completion of all wall construction, painting, and/or covering, the completion of all floor installation and/or covering; and the completion of all other work necessary to receive a certificate of occupancy from the Buncombe County Inspections Department. Minor work typically noted on a punch list may be incomplete and the structure shall be deemed to be substantially completed.

SUBSTANTIAL PROGRESS. For the purpose of building construction, it is expected that construction of the building is continuous and that progress is obvious and observable with inspections as required under the State Building Code occurring on a regular basis.

VARIANCE. As defined in G.S. §160D-705(d) together with any amendments thereto.

WHOLESALE BUSINESS. The sale of goods in large quantities usually for resale.

YARD. A space on the same lot with a principal building, open, unoccupied, and unobstructed by buildings or structures from ground to sky except where encroachments and accessory buildings are expressly permitted.

YARD, FRONT. An open, unoccupied space on the same lot with a principal building, extending the full width of the lot, and situated between the street or property line and the front line of the building, projected to the side lot lines of the lot. Driveways, to the extent possible, shall enter the property through the front yard. In the case of a lot with frontage on more than one street, the side of the lot with the most street frontage shall be considered the FRONT YARD, however, in the consideration and determination of applications for special use or variance on such a lot, the Board of Adjustment shall take into account and consider the visibility of both the FRONT and SIDE YARDS to the street and adjoining properties in any determination.

YARD, REAR. An open, unoccupied space on the same lot with a principal building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the building projected to the sidelines of the lot.

YARD, SIDE. An open, unoccupied space on the same lot with a principal building extending the full width of the lot and being situated between the building and the side lot line and extending from the rear line of the front yard to the front line of the rear yard. Notwithstanding the above definition, for the purposes of determining compliance with minimum yard setback of § 153.007,

the SIDE YARD shall be the entire length of each side lot line extending from the front lot line to the rear lot line and shall equally apply to lots with a principal building, lots without a principal building and vacant lots. Driveways shall not be located in the side yard setback.

ZONING ADMINISTRATOR. An official or designated person of the Town of Biltmore Forest charged with enforcing and administering the zoning ordinance.

ZONING MAP or BILTMORE FOREST ZONING MAP. The official zoning map of the Town of Biltmore Forest.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013; Ord. 2015-01, passed 8-11-2015)

#### § 153.005 ESTABLISHMENT OF ZONING DISTRICTS AND MAP.

(A) Use districts. For the purpose of this chapter, the town is hereby divided into the following use districts:

- (1) R-1 Residential District;
- (2) R-2 Residential District;
- (3) R-3 Residential District;
- (4) R-4 Residential District;
- (5) R-5 Residential District; and
- (6) P-S Public Service District.

(B) Establishment of district boundaries. The boundaries of these districts are hereby established as shown on the official zoning map of the town.

(C) Establishment of zoning map. A zoning map, entitled the “Official Zoning Map of the Town of Biltmore Forest,” depicts all approved use districts and their respective boundaries. Such map is hereby made a part of this chapter and shall be maintained by the Town Zoning Administrator and updated to reflect changes and amendments to this zoning ordinance. This map shall be available for inspection by interested persons during normal business hours of the Town Zoning Administrator. It shall be the duty of the Town Zoning Administrator to maintain the said map in paper or digital format and post any changes thereto as they may be made.

(D) Rules governing district boundaries. Where uncertainty exists with respect to the boundaries of any of the aforesaid districts as shown on the zoning map, the following shall apply:

(1) Boundaries indicated as approximately following the centerlines of streets, highways, alleys, streams, rivers, or other bodies of water, shall be construed to follow such lines;

(2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;

(3) Boundaries indicated as approximately following town limit lines shall be construed as following such town limit lines;

(4) Where district boundaries are so indicated that they are approximately parallel to the centerlines of streets, highways or railroads, or rights-of-way of same, such district boundaries shall be construed as being parallel thereto and at such distance therefore as indicated on the zoning map. If no distance is given on the map, such dimension shall be determined by the use of the scale shown on said zoning map; and

(5) Where physical features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by divisions (D)(1) through (D)(4) above, the Board of Adjustment shall interpret the district boundaries.

(E) Statement of district intents.

(1) R-1 Residential District.

(a) The R-1 Residential District encompasses most of the town's developed residential areas and contains residential structures of historical and architectural significance in a most unique residential environment. The intent of the R-1 District is to preserve and enhance the character of existing neighborhoods and generally to provide a pleasant living environment. These neighborhoods consist of single-family owner occupied detached dwelling units placed on relatively large lots with considerable open spaces between structures, thus creating a low-density residential environment.

(b) Nonresidential uses, including home occupations, have been limited in this District as a means of maintaining the character of these neighborhoods. Likewise, dimensional requirements pertaining to lot size, building setbacks, yard requirements, and height limitations have been established to promote the general welfare and preservation of the community.

(c) Future construction and alteration of existing structures should be oriented at maintaining and enhancing the existing character of the residential neighborhoods. Therefore, structures should be compatible in materials, height, siting, color, texture, scale, and proportion to the other structures in the neighborhood. The R-1 District also contains undeveloped areas to provide locations for future single-family subdivisions.

(d) Consistent with, and to protect the existing character of the neighborhoods in this District, home stays and short term rentals are not allowed.

(2) R-2 Residential District.

(a) The R-2 Residential District is established to protect and maintain existing neighborhoods, which are characterized by single-family residences with smaller lots, and thus greater residential densities than found in the R-1 District.

(b) As in the R-1, nonresidential uses, including home occupations, have been limited in this District as a means of assuring a pleasant residential atmosphere.

(c) Consistent with and to protect and preserve the character of the neighborhoods in this District, home stays and short term rentals are not allowed.

(3) R-3 Residential District.

(a) The R-3 Residential District is intended to provide locations that will accommodate future residential growth south of the Blue Ridge Parkway. This District is intended to provide locations for future subdivisions and for planned unit residential developments as special uses when design plans show that such developments will be compatible with the surrounding development and available public services.

(b) This District is primarily a low-density residential district; however, to accommodate contemporary design and building practices, it includes residential planned unit developments as a special use at a maximum density of eight dwelling units per acre. Nonresidential uses, including home occupations will also be limited in the R-3 District in order to maintain the same quiet and pleasant living environment as found in the R-1 and R-2 Districts.

(c) Consistent with and to protect and preserve the character of the neighborhoods in this District, home stays and short term rentals are not allowed.

(4) R-4 Residential District.

(a) The R-4 Residential District provides areas for residential uses, and as special uses, professional offices and commercial services. Urban sprawl, strip commercial development, and congestion will be discouraged by promoting good design and clustered development. These areas

should provide sufficient space for ample off-street parking and well designed entrances and exits to avoid traffic congestion and safety hazards.

(b) Land uses in this District, other than single-family detached dwelling units, will require a special use permit as a means of assuring and promoting safety and good design. The integrity of residential uses in this zone will be preserved by requiring a 20-foot wide buffer strip between residential and nonresidential uses.

(c) Consistent with and to protect and preserve the character of the neighborhoods in this District, home stays and short term rentals are not allowed.

(5) R-5 Residential District.

(a) The medium-density district is established as a district where both residential and business uses are accommodated. In addition, a wide range of community facilities and services are also available. It is intended that nonresidential uses, including business uses, shall be compatible with and exist in harmony with the community in which they are located and that adequate standards will be maintained pertaining to the public health, safety, and welfare.

(b) In addition, these areas should provide sufficient space for ample off-street parking and well designed entrances and exits to avoid congestion and safety hazards. Most land use in this District will require a special use permit as a means of assuring and promoting safety and good design.

(c) Consistent with and to protect and preserve the character of the neighborhoods in this District, home stays and short term rentals are not allowed.

(6) P-S Public Service District.

(a) This District is designed to provide for open green spaces, including forestation and other natural vegetation throughout the jurisdiction.

(b) It is to be used to protect the ambiance of the community by providing a series of natural buffers between residential and nonresidential development.

(c) It is expressly intended that any structures and/or buildings shall be prohibited except as associated with a public park or recreational area. Any land-disturbing activity such as driveway connections or landscaping shall be approved by the Board of Adjustment.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013; Ord. 2015-01, passed 8-11-2015)

§ 153.006 PERMITTED USE TABLE.

(A) Table. The following tables show the land uses permitted in each zoning district and the dimensional requirements for each zoning district, including minimum lot sizes, minimum lot widths, and minimum setback requirements.

<b>Zoning Districts</b>					
<b>USE</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>R-4</b>	<b>R-5</b>
Accessory buildings, structures, and uses (does not include rental units by other than a family member)	S	S	S	S	S
Banks				S	S
Bona fide farms	S		S	S	P
Business or special schools (art, craft, dance, and the like)				S	S
Churches/religious assembly				S	S
Clothing & Jewelry sales	P	P	P	P	P
Country, athletic, and social clubs	S	S	S	S	S
Commercial business					S
Commercial services (excludes retail trade)				S	S
Day nurseries/day care				S	S
Estate auction sale	P	P	P	P	P
Fundraising events for nonprofits or political campaigns	P	P	P	P	P
Garage/yard sales	P	P	P	P	P
Home business activity	P	P	P	P	P
Home occupations				S	S
Libraries				S	S
Medical and dental services				S	S
Planned unit development			S	S	S
Professional and business offices				S	S
Public recreation facilities – nonprofit (parks, playgrounds, scenic parkways and open space)	P	P	P	P	P
Public utility station and substations	S	S	S	S	S
Retail Businesses					S
Schools, public & private	S	S	S	S	S
Single-family residential dwelling unit	P	P	P	P	P
P=permitted S=allowed as a special use (approval required by Board of Adjustment) Blank space = not permitted Use not listed = not permitted within zoning districts					

(B) General provisions.

The following are general provisions applicable to the table in division (A).

(1) Only two clothing or jewelry sales maybe held per year at each dwelling, not to exceed five consecutive days for each sale. Property owners are required to contact the Zoning Administrator prior to holding the sale so that the date of the sale may be noted. See § 153.004.

(2) Only one estate auction sale may be held during a resident’s ownership of the property. Property owners are required to contact the Zoning Administrator prior to holding the estate/auction sale so that the date of the sale may be noted. See § 153.004 for additional limitations.

(3) Only one garage/yard sale may be held per year at each dwelling. Property owners are required to contact the Zoning Administrator prior to holding the sale so that the date of the sale may be noted. See § 153.004.

(4) Only four fundraising events may be held per year at each dwelling. No such event shall last longer than five hours in a single day and any such event must end by 11:00 p.m. There shall be no sales of goods or services at any such event. Parking for such an event must not impede the normal flow of traffic and must not be upon any other property without permission from the other property owners

(5) No home business activity shall employ any person who does not live in the home. No person shall come to the home for a business transaction of any nature as part of the home business activity, including, but not limited to, retail or commercial sales or fee for service transactions. See § 153.004.

(6) Where there is proposed more than one principal building per lot or where there is proposed any building with a gross floor area of 50,000 square feet or more, a planned unit development must be sought. See § 153.004 for additional requirements.

(7) Home stays and short term rentals are not allowed in any district. There may be only two rentals of a dwelling unit or accessory structure in any calendar year.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013; Ord. 2015-01, passed 8-11-2015)

§ 153.007 DIMENSIONAL REQUIREMENTS.

Districts	Minimum Lot Area (in Square Feet)	PUD Residential Density Max. Number of Dwellings per Acre	Minimum Requirement (in Feet)					Yard	Setback
			Minimum Lot Width at Building Line	Front (From Edge)	Yard Street	Side Yard	Rear Yard	Maximum Height	
			Feet					In Feet	
R-1	43,560	0	150	60	20	25	40		
R-2	20,000	0	100	50	15	20	40		
R-3	20,000	8	100	50	15	20	40		
R-4	20,000	2	100	50	15	20	40		
R-5	Footnote #6	8	100	50	15	20	40		
PS	No Min.	0	No Min.	No Min.	No Min.	No Min.	No Min.	N/A	

(B) General provisions. The following are footnotes applicable to the table in division (A).

(1) Footnote 1. The minimum lot area for lots not served by public water and/or sewer shall be subject to approval by the County Health Department to ensure the proper operation of septic tanks and wells. In no case, however, shall minimum lot area be less than those specified in the table in division (A).

(2) Footnote 2. The minimum lot width at the street line shall be 125 feet in the R-1 District, and 80 feet in the R-2, R-3, and R-4 Districts.

(3) Footnote 3. On all corner lots, a 30-foot side yard setback is required.

(4) Footnote 4. Accessory structures, including driveways, shall meet all setback requirements. Notwithstanding the foregoing, setback requirements for driveway entrance columns or driveway entrance walls may be waived or modified by the Board of Adjustment with the granting of a special use permit in accordance with § 153.110(C), without the need for a variance pursuant to § 153.110(D).

(5) Footnote 5. Height requirements may be varied upon approval of the Board of Adjustment.

(6) Footnote 6. Whichever is greater, 20,000 square feet, or twice the gross floor area of the building.

(7) Footnote 7. An increase in the side and rear yard setbacks is required for homes (structures) that exceed 25 feet in height. Homes (structures) greater than 25 feet in height shall be setback from the side and rear property lines an additional one and one-half feet for each one foot, or portion thereof, that the home (structure) exceeds 25 feet in height.

(8) Footnote 8. Structures exceeding a roof coverage area of 7,000 square feet shall be setback from side and rear property lines an additional 20% of the required setback for each 500 square feet, or increment thereof, that the roof coverage areas exceeds 7,000 square feet.

Example: The rear setback for a single story 8,200 square foot house in the R-1 District would be calculated as follows:

$$8,200 - 7,000 = 1,200$$

$$1,200/500 = 2.4 \text{ (round to 3 to account for increment of change)}$$

$$3 \times 20\% = 60\%$$

$$60\% \times 20 = 12$$

$$25 + 12 = 37$$

Rear setback will be 37 feet

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.008 SPECIAL USES.

(A) Purpose. The following special uses might not be appropriate without specific standards and requirements to assure that such uses are compatible with the other uses permitted in the designated districts. Such uses may be permitted in a zoning district as special uses if the provisions of this and all other sections of this chapter have been met.

(B) Development plan/site plan requirement.

(1) All applications for special use permits shall include a development plan or site plan.

(2) If the special use request is for a subdivision or planned unit development, the development plan shall contain a map or maps drawn to scale, with the date of preparation, and shall contain, where applicable, the following information:

(a) Existing site conditions, including contours, watercourses, identified flood hazard areas, any unique natural or human-made features;

(b) Boundary lines of the proposed development, proposed lot lines, and plot designs;

(c) Proposed location and use of all existing and proposed structures;

(d) Location and size of all areas to be conveyed dedicated or reserved as common open space, parks, recreational areas, school sites, and similar public or semi-public uses;

(e) The existing and proposed street system, including location and number of off-street parking spaces, service areas, loading areas, and major points of access to public right-of-way. Notations of proposed ownership of the street system (public or private);

(f) Approximate location of proposed utility systems, including documentation approving the proposed water and sewer systems from the appropriate local and state agencies. Documentation of an approved Sedimentation and Erosion Control Plan shall also be submitted where required. Provisions for stormwater drainage shall be shown;

(g) Location and/or notation of existing and proposed easements and rights-of-way;

(h) The proposed treatment of the perimeter of the development, including materials and/or techniques such as screens, fences, and walls;

(i) Information on adjacent land areas, including land use, zoning classifications, public facilities, and any unique natural features;

(j) Where applicable, the following written documentation shall be submitted:

1. A legal description of the total site proposed for development, including a statement of present and proposed ownership;

2. The zoning district or districts in which the project is located;

3. A development schedule indicating approximate beginning and completion dates of the development, including any proposed stages;

4. A statement of the applicant's intentions with regard to the future selling and/or leasing of all or portions of the development;

5. Quantitative data for the following: proposed total number and type of residential dwelling units; parcel size; residential densities (dwelling units/acre); and total amount of open space; and

6. Plan for maintenance of common areas, recreation areas, open spaces, streets, and utilities.

(k) Any additional information required by the Board of Adjustment in order to evaluate the impact of the proposed development. The Board of Adjustment may waive a particular requirement if, in its opinion, the inclusion is not essential to a proper decision of the project.

(C) Special use standards.

(1) Generally, the following standards are applied to specific special uses. Before issuing a special use permit, the Board of Adjustment shall find that all standards for specific uses listed in these sections as well as all standards or requirements listed in division (B) above and §153.110(C)(1) have been met.

(2) Planned unit developments.

(a) Purpose. The purpose of this section is to encourage and provide for flexibility and innovation in the design and location of structures and land development, to provide for mixtures of housing types, to provide for the most efficient use of land resources, and to provide an opportunity to develop land areas in a manner different from the standard arrangement of one principal building on one lot. Residential densities are calculated on a project basis, thus allowing the clustering of buildings in each proposed planned unit development project in order to create useful open spaces and preserve natural site features. It is further intended that a planned unit development will be in harmony with the character of the district in which it is located.

(b) Planned unit development defined. In this chapter, a PLANNED UNIT DEVELOPMENT MEANS a development where more than one principal building is proposed to be constructed on a single tract or a clustered housing development or any residential complex containing at least six or more units or any building with a gross floor area of 50,000 square feet or more, shall be deemed a planned unit development (PUD). Multi-family structures shall have no less than three dwelling units per structure. Residential units within a planned unit development may include single-family detached or attached units, townhouse developments, condominiums, and other multi-family type residential units, excluding time sharing units, mobile homes, and mobile home parks.

(c) Land development standards.

1. The following land development standards shall apply for all planned unit developments.

2. These planned unit developments may be located only in certain specified districts as special uses, subject to a finding by the Board of Adjustment that the following conditions be met.

a. Ownership control. The land in a planned unit development shall be under single ownership or management by the applicant before final approval and/or construction, or proper assurances (legal title or execution of a binding sales agreement) shall be provided that the development can be successfully completed by the applicant.

b. Land uses permitted and location of PUDs. The uses permitted within a planned unit development are limited to residential uses, including multi-family residential units, and those land uses normally allowed (as either permitted or special) in the zoning district within which the PUD is located. PUDs shall be permitted in the R-3, R-4, and R-5 Districts. All PUDs must be compatible with and not violate the intent of the zoning districts.

c. Density requirements. The proposed residential density of a planned unit development (dwelling units per acre as shown in § 153.007) shall conform to that permitted in the district in which the development is located. If the planned unit development lies in more than one district, the number of allowable dwelling units must be separately calculated for each portion of the planned unit development that is in a separate district and must be combined to determine the number of dwelling units allowable in the entire planned unit development.

d. Frontage requirements. Planned unit developments shall have access to a highway or road suitable for the scale and density of development being proposed.

e. Minimum requirements.

i. Waiver. The normal minimum lot size, setbacks, and frontage requirements are hereby waived for the planned unit development; provided, that the spirit and intent of this section are complied with in the total development plan, as determined by the Board of Adjustment. The Board of Adjustment shall exercise ultimate discretion as to whether the total development plan does comply with the spirit and intent of this section.

ii. Height limitations. No building or structure shall exceed the height limitations of the district in which it is located, except as approved by the Board of Adjustment.

iii. Required distance between buildings. The minimum distance between buildings shall be 20 feet or as otherwise specified by the Board of Adjustment to ensure adequate air, light, privacy, and space for emergency vehicles.

iv. Streets. Every dwelling unit shall have access to a public or private street, walkway, or other area dedicated to common use, and there shall be provision for adequate vehicular circulation to all development properties, in order to ensure acceptable levels of access for emergency vehicles.

f. Privacy. Each development shall provide reasonable visual and acoustical privacy for all dwelling units. Fences, insulation, walls, barriers, and landscaping shall be used, as appropriate, for the protection and aesthetic enhancement of property and the privacy of its occupants and adjacent properties for screening of objectionable views or uses, and for reduction of noise. Multi-level buildings shall be located in such a way as to dissipate any adverse impact on adjoining low-rise buildings and shall not invade the privacy of the occupants of such low-rise buildings.

g. Perimeter requirements.

i. Structures located on the perimeter of the development must be set back from property lines and right-of-way of abutting streets in accordance with the provisions of the zoning ordinance controlling the district within which the property is situated.

ii. Structures other than single-family detached units, located on the perimeter of the development, may require buffer strip or screening in a manner which is approved by the Board of Adjustment.

h. Plans and documentation. Plans and accompanying documentation shall ensure that the water and sewer systems proposed for the planned unit development have been approved by the appropriate local and state agencies, and submitted as part of the application.

i. Preliminary plans. Preliminary plans shall include parking provisions for all proposed uses within the planned unit development in accordance with § 153.038.

j. Pedestrian and bicycle path circulation system. Any pedestrian and bicycle path circulation system and its related walkways shall be designed to minimize conflicts between vehicle and pedestrian traffic.

k. Parking areas, service areas, and the like. Layout of parking areas, service areas, entrances, exits, yards, courts, and landscaping, and control of signs, lighting, noise, or other potentially adverse influences shall be such as to protect the character of the district and desirable character in any adjoining district.

l. Open spaces, recreational areas, and the like. Where applicable, conveyance and maintenance of open space, recreational areas, and communally owned facilities shall be in accordance with the Unit Ownership Act (G.S. Ch. 47A) and/or any other appropriate mechanisms acceptable to the Board of Adjustment.

(3) Country, athletic and social clubs.

(a) Off-street parking shall be sufficient to meet the requirements found in § 153.038.

(b) The Board of Adjustment may require buffering along the side and rear lot lines that meet the requirements as outlined in § 153.063, "buffer strip and screen requirements". This planting requirement may be modified by the Board of Adjustment where adequate buffering exists in the form of vegetation and/or terrain.

(c) The proposed hours of operation shall not be detrimental to the surrounding property due to noise, lights, traffic, and the like.

(d) All developments shall be compatible with surrounding residential uses, therefore, no signs with flashing lights shall be allowed. The design of all proposed signs shall be submitted with the site plan, and all non-flashing illuminated signs shall be so placed so as not to cast light on nearby residential uses.

(4) Public utility stations and substations.

(a) Structures shall be enclosed by a woven wire fence at least eight feet high.

(b) The lot shall be suitably landscaped along the side and rear property lines with vegetation that meets the requirements as outlined in § 153.063, "buffer strip and screen requirements". This planting requirement may be modified by the Board of Adjustment where adequate buffering exists in the form of vegetation and/or terrain.

(c) Entrances and exits shall be designated and designed accordingly to promote public safety.

(5) Home occupation. An occupation providing a service carried on by the occupants of a dwelling; provided, that:

(a) The occupation is conducted entirely within the dwelling and not in an accessory building or out of doors;

(b) The use of the dwelling unit for the home occupation shall be clearly incidental and secondary to the use of the dwelling for residential purposes;

(c) There shall be no display, no outside storage, no change in outside appearance of the building or premises, or other visible evidence of the conduct of such home occupations;

(d) Any need for parking generated by the conduct of such home occupation shall be met off the street and not in the front yard;

(e) No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses;

(f) In the case of electrical interference, no equipment or process shall be used which creates a visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises; and

(g) No retail sales shall be conducted as part of the home occupation.

(6) All commercial services, professional office uses, consumer services, and retail businesses.

(a) Off-street parking shall be sufficient to meet the requirements found in § 153.038.

(b) A driveway permit as required by the State Department of Transportation shall be submitted along with the site plan, where applicable.

(c) Front setbacks along Hendersonville Road shall be considered on a case-by-case basis by the Board of Adjustment with input from the Zoning Administrator. The Board of Adjustment shall determine the setback upon consideration of the most suitable location for parking. Required parking shall be provided at either the side, rear, or front of the proposed development, based upon the location of adjacent and/or nearby residential dwellings, topography, existing or proposed screening, or other factors that may include noise or glare. When parking is designated to be at the rear of the proposed building, the front setback shall be determined on a case-by-case basis by the Board of Adjustment; when parking is designated to be at the front of the proposed building, then the front setback shall be 50 feet.

(7) Libraries, schools, and churches. Libraries, schools and churches shall provide a buffer that meets the requirements as outlined in § 153.063, “buffer strip and screen requirements”.

(8) Accessory buildings.

(a) All accessory buildings shall meet the standards of the State Building Code where applicable.

(b) All accessory buildings shall be of a design compatible with the principal building on the lot and with the structures in the neighborhood.

(c) An additional parking space shall be required when an accessory building is permitted for use as a dwelling by a family member.

(d) Accessory buildings shall comply with the district’s setback requirements.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.009 EXCEPTIONS AND MODIFICATIONS.

(A) Compliance. Compliance with the requirements of this chapter is mandatory; however, under the specific conditions enumerated in the following sections, the requirements may be waived or modified as so stated.

(B) Front yard setback for dwellings. The front yard setback requirements of this chapter for dwellings shall not apply on any lot where the average front yard setback of existing buildings located within 100 feet on each side of such lot is less than the minimum required front yard setback. In such cases, the setback may be less than the required setback, but not less than the average of the setback of the aforementioned existing buildings.

(C) Completion of buildings under construction. Nothing in this chapter shall require any change in the plans, construction, or designated use of a building under construction at the date of the passage of this chapter; provided that construction of such building is diligently pursued and the entire building is completed within 18 months from the date of passage of this chapter. A building shall be deemed to be under construction upon the effective date of this chapter if a building permit has been issued.

(D) Temporary uses. Temporary uses, such as real estate sales field offices or shelter for materials and equipment being used in the construction of a permanent structure, may be permitted by the Zoning Administrator, provided, they do not create health, safety, or nuisance hazards.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.010 AMENDMENTS.

(A) Generally. This chapter, including the zoning map, may be amended by the Town Board of Commissioners in accordance with the provisions of this subchapter.

(B) Initiation of amendments. Proposed changes or amendments may be initiated by the Town Board of Commissioners, the Planning Commission, the Board of Adjustment, or one or more owners of property within the area proposed to be changed or affected. All proposed amendments shall be referred to the Planning Commission for their review and recommendation to the Town Board of Commissioners.

(C) Application. Before any action on a proposed change or amendment, an application shall be submitted to the office of the Zoning Administrator at least ten days prior to the Planning Commission’s meeting at which the application is to be considered. The application shall contain the name(s) and address(es) of the owner(s) of the property in question, the location of the property,

and a description and/or statement of the present and proposed zoning regulation or district. All applications requesting a change in the zoning map shall include a description of the property in question. The Planning Commission and the Board of Commissioners will not consider an application for property denied within the preceding 12 months by the Board of Commissioners.

(D) Application fee. A fee, in an amount as set by the Board of Commissioners from time to time, shall be paid to the town for each application for an amendment to cover costs of advertising and other administrative expenses.

(E) Planning Commission action. Before taking any action on a proposed amendment to the ordinance, the Board of Commissioners shall consider the Planning Commission's recommendations on each proposed amendment. The Planning Commission shall have 32 days after the first consideration of the application within which to submit its recommendations to the Board of Commissioners. Failure of the Planning Commission to submit recommendations within the 32-day period shall constitute a favorable recommendation.

(F) Public hearing.

(1) Before enacting any amendment to this chapter, the Board of Commissioners shall hold a public hearing. A notice of such public hearing shall be published in a newspaper of general circulation in the county once a week for two successive weeks, the first publication shall not appear less than ten days or more than 25 days prior to the date fixed for the public hearing. In computing such period, the day of publication is not to be included, but the day of the hearing shall be included. The notice shall include the time, place, and date of the hearing and include a description of the property or the nature of the change or amendment to the ordinance and/or map.

(2) (a) Whenever there is a zoning classification action involving a parcel of land, the owner of that parcel of land as shown on the county tax listing, and the owners of all parcels of land abutting that parcel of land (including parcels abutting the subject property by street, railroad, or other transportation corridor) as shown on the county tax listing, shall be mailed a notice by the Zoning Administrator of the proposed classification by first class mail at the last address listed for such owners on the county tax abstracts. The Town may require the applicant to provide a fee equivalent to the cost of producing and mailing notifications to owners as specified above.

(b) The person mailing such notices shall certify to the Town Board of Commissioners that fact, and such certificate shall be deemed conclusive in the absence of fraud. This provision shall apply only when tax maps are available for the area to be zoned.

(G) Decision.

(1) The Town Board of Commissioners shall make a decision on the proposed amendment to this chapter initiated by owners of private property within the town within 60 days after the public hearing.

(2) There shall be no time limit after a public hearing for Board action concerning all proposed amendments initiated by the Town Board of Commissioners, the Planning Commission, or the Board of Adjustment.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

## § 153.011 VIOLATIONS AND REMEDIES.

(A) Violations.

(1) Whenever, by the provisions of this chapter, the performance of any act is prohibited, or whenever any regulation, dimension, or limitation is imposed on the use of any land, or on the erection or alterations, or the use or change of use of a structure, or the uses within such structure,

a failure to comply with such provisions of this chapter shall constitute a separate violation and a separate offense.

(2) Each day of violation and noncompliance shall be considered a separate offense.

(B) Remedies. If a building or structure is erected, constructed, reconstructed, altered, repaired, converted, moved, or maintained, or any building, structure, or land is used in violation of this chapter, the Zoning Administrator, in addition to other remedies, may institute any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, moving, maintenance, or use, to restrain, correct, or abate the violation, to prevent occupancy of the building, structure, or land, or to prevent any illegal act, conduct of business, or use in or about the premises.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013) Penalty, see § 153.999

#### § 153.012 LEGAL STATUS PROVISIONS.

(A) Conflict with other laws.

(1) When provisions of this chapter require a greater width or size of yards, or require a lower height of a building, or require a greater percentage of a lot to be left unoccupied, or impose other higher standards than are required in any other statute or local ordinance or regulation, provisions of this chapter shall govern.

(2) When the provisions of any other statute or local ordinance or regulation require a greater width or size of yards, or require a lower height of a building, or require a greater percentage of a lot to be left unoccupied, or impose other higher standards than are required by the provisions made by this chapter, the provisions of that statute or local ordinance or regulation shall govern.

(B) Effective date. This chapter shall take effect and be in force on October 18, 1983.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.013 CONFLICTS OF INTEREST.

Pursuant to §160D-109, the following regulations are set forth regarding conflicts of interest for legislative decisions regarding a development regulation adopted pursuant to this Chapter as follows.

(a) Governing Board. - A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(b) Appointed Boards. - Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(c) Administrative Staff. - No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a

direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(d) Quasi-Judicial Decisions. A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(e) Resolution of Objection. - If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

(f) Familial Relationship. - For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

## GENERAL REGULATIONS

### § 153.025 EFFECT ON EVERY BUILDING AND LOT.

No building or land shall hereafter be used, and no building or part thereof shall be erected, moved, or altered except in conformity with the regulations herein specified for the district in which it is located, except as provided in this chapter.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013) Penalty, see § 153.999

### § 153.026 RELATIONSHIP OF BUILDING TO LOT.

Every building hereafter erected, moved, or structurally altered shall be located on a single lot and in no case, shall there be more than one principal building and its customary accessory building on the lot, except in the case of a designed planned unit development.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.027 LOT FRONTAGE.

All lots shall front on a public street. It is suggested, but not required, that garage doors not face or be visible from the public street, that garage doors not be more than ten feet wide, and if there are multiple garage doors, that there be at least 18 inches of separation between them.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.028 REQUIRED YARDS AND OTHER SPACES.

No part of a yard or open space, or off-street parking or loading space required in §§ 153.038 and 153.039, or required in connection with any building for the purpose of complying with this chapter, shall be included as a part of a yard, open space, or off-street parking, or loading space similarly required for any other building.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.029 ACCESSORY STRUCTURES AND BUILDINGS.

(A) Accessory structures and/or accessory buildings shall not detract from nor interfere with adjacent properties. No accessory structure or building shall be constructed, erected, or located within any front yard or within any side yard or rear yard setback.

(B) (1) In addition, the following standards are established for accessory buildings:

(a) The maximum number of accessory buildings permitted on a lot shall be one;

(b) The maximum roof coverage area for accessory buildings shall be 750 square feet;

(c) The maximum height for accessory buildings shall be 25 feet;

(d) The accessory building must be screened by vegetation or other buffer as set forth in § 153.008;

(e) The accessory building must be located behind a line parallel to the rear of the principal structure on the lot;

(f) The accessory building must be designed in the same architectural style as the principal structure;

(g) Any accessory structure and/or accessory building shall be included in the calculation of allowable roof coverage and allowable impervious surface coverage on the lot pursuant to §§ 153.043 and 153.048; and

(h) Solar collectors shall be regulated in accordance with G.S. § 160D-914.

(2) For all satellite dishes less than 24 inches in diameter, an application for a zoning compliance certificate shall be made directly to the Zoning Administrator; the Zoning Administrator shall issue a zoning compliance certificate.

(3) Fences, gates, and walls shall be regulated in accordance with § 153.049 of this Zoning Ordinance.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013; Ord. passed -- ; Ord, passed 2-11-2020)

Editor's note:

This amendatory language was passed during a Board meeting, July 9, 2013

§ 153.030 HOME OCCUPATIONS.

Standards pertaining to home occupations are contained within the special use standards, specifically § 153.008(C)(5).

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.031 VISIBILITY AT INTERSECTION AND OBSTRUCTIONS WITHIN TOWN RIGHT OF WAYS.

Sight distances at intersections must meet the standards for secondary roads established by the State Department of Transportation. On corner lots, no planting, structure, sign, fence, wall, or

other obstruction shall be erected to interfere with said sight distance. In accordance with §91.02 (C)(2), the construction of curbing or obstructions across the Town right of way is prohibited. (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.032 VACANT STRUCTURES AND LOTS.

Vacant structures, lots, and open spaces shall be maintained consistent with the surrounding neighborhood. All structures shall remain structurally sound. Vegetation shall be neatly trimmed and the accumulation of unsightly debris shall be prohibited. (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.033 SIGNS IN RESIDENTIAL DISTRICTS, R-1, R-2, R-3, R-4, AND R-5.

(A) A small sign showing the name of the owner or occupant or the street number of a lot shall be permitted on any lot. Additional sign requirements, including real estate and construction company signs, are found in §93.02 of the Town Code.

(B) The design or layout of signs proposed for any special use shall be presented along with the development plan as specified in § 153.008(B). (Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.034 LAND DISTURBANCE AND SEDIMENTATION CONTROL.

(A) Land disturbance becoming landscaping. Any land-disturbing activity, such as grading projects or removal of natural vegetation, that involves the disturbance of 20 % or more of the land area of any lot, shall submit a landscaping and grading plan for such activity to the Board of Adjustment for review and approval. Prior to commencing such activity in a public service district, any land-disturbing activity such as grading projects or removal of natural vegetation other than routine maintenance shall be subject to approval by the Town Board of Adjustment regardless of the area to be disturbed.

(B) Maintain as natural open space areas. The intent of this requirement is to ensure that these areas are to be maintained as natural open space areas, and that any disturbance such as the building of roads, public utilities, and other such activities be designed and constructed so as to maintain the natural scenic character of these districts. A landscape plan shall be submitted and approved by the Board of Adjustment prior to any land-disturbing activity.

(C) Compliance with G.S. § 113A-54. Where applicable, all proposed development projects or land-disturbing activities shall comply with G.S. § 113A-54, and Rules and Regulations for Erosion and Sediment Control as established by the State Sedimentation Control Commission, State Department of Natural Resources and Community Development.

(D) Landscaping plans. A specific landscaping plan prepared by an appropriate professional shall be submitted to the Board of Adjustment which shall detail all plantings or reforestation to take place as part of the land-disturbing activity.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.035 BUFFER STRIP REQUIRED.

From the time of the adoption of this chapter, all special use development projects in the R-4 District that abut a residential lot or the other residential districts, shall provide a buffer strip that meets the requirements as outlined in § 153.063, "buffer strip and screen requirements".

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.036 NONCONFORMING LAND USES, OR STRUCTURES.

Any parcel of land, use of land, building, or structure existing at the time of the adoption of this chapter, or any amendment thereto, that does not conform to the use or dimensional requirements of the district in which it is located, may be continued and maintained subject to the following provisions.

(A) Nonconforming vacant lots.

(1) This category of nonconformance consists of vacant lots for which plats or deeds have been recorded in the County Register of Deeds office, which at the time of adoption of this chapter or any amendment thereto fail to comply with the minimum area and width requirements of the districts in which they are located.

(2) Any such nonconforming lot may be used for any of the uses permitted in the district in which it is located; provided, that:

(a) Where the lot area is not more than 20% below the minimum specified in this chapter, and other dimensional requirements are otherwise complied with, the Zoning Administrator is authorized to issue a zoning compliance permit; and

(b) Where the lot area is more than 20% below the minimum specified in this chapter or other dimensional requirements cannot be met, the Board of Adjustment is authorized to approve as a variance such dimensions as shall conform as closely as possible to the required dimensions.

(B) Nonconforming occupied lots. This category of nonconformance consists of lots, occupied by buildings or structures at the time of the adoption of this chapter or any amendment thereto, that fail to comply with the minimum requirements for area, width, yard, and setbacks for the district in which they are located. These lots may continue to be used.

(C) Nonconforming uses or structures.

(1) This category of nonconformance consists of buildings or structures used at the time of enactment of this chapter or any amendment thereto for purposes of use not permitted in the district in which they are located, or structures on conforming lots that do not comply with the dimensional requirements of this chapter such as size and height restrictions.

(2) Such uses except as provided in division (E) below may be continued as follows:

(a) 1. An existing nonconforming use may be changed to another nonconforming use of the same or higher use; provided, that the other conditions in this section are complied with.

2. For the purpose of this chapter, the rank order of uses from higher to lower shall be:

a. Residential;

b. Public; and

c. Commercial services.

(b) When a nonconforming use has been changed to a conforming use, it shall not thereafter be used for any nonconforming use.

(c) A nonconforming use may not be extended or enlarged, nor shall a nonconforming structure be altered except as follows:

1. Structural alterations as required by law or ordinance to secure the safety of the structure are permissible;

2. Maintenance and repair necessary to keep a nonconforming structure in sound condition are permissible;

3. At the time of adoption of this chapter, if an expansion of a nonconforming use is in progress, that is, if at least a building permit for the expansion has been issued, then such expansion may be completed as specified in the building permit; and

4. When any nonconforming use of a building or structure is discontinued for a period in excess of 60 days, the building or structure shall not thereafter be used except in conformance with the regulations of the district in which it is located.

(D) Reconstruction of damaged buildings or structures. Any nonconforming use of a structure or nonconforming structure that has been damaged by fire, wind, flood, or other causes, may be repaired and used as before provided:

(1) Repairs are initiated within 12 months and completed within two years of such damage;

(2) The total amount of space devoted to a nonconforming use may not be increased; and

(3) Reconstructed buildings may not be more nonconforming with respect to dimensional restrictions.

(E) Nonconforming home occupation. Any property owner whose home occupation was made nonconforming by the ordinance amendment adopted on July 9, 2002, shall have until July 8, 2005 to conform to the current terms of the ordinance.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.037 ACCESSORY STRUCTURES OR BUILDINGS UTILIZED AS DWELLINGS.

(A) Upon adoption of this chapter, accessory buildings used as dwelling units and occupied by a “family” (see definition in § 153.004) member shall be a conforming use. Such units occupied by a non-family member shall be nonconforming uses.

(B) (1) The definitions and provisions of this chapter provide for this situation.

(2) Therefore, the following shall apply:

(a) An existing accessory structure occupied at the time of adoption of this chapter by a non-family member can continue to be used for such purpose. If the unit occupied by a non-family member becomes vacant for more than 60 days (see § 153.036(C)(2)(c)4.), then such unit could only be reoccupied by a family member.

(b) New accessory structures intended for use as dwellings shall only be occupied by a family member.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.038 OFF-STREET PARKING.

(A) Off-street automobile storage or parking space shall be provided on every lot on which any of the following uses are hereafter established in all districts. The number of parking spaces provided shall be at least as great as the number specified below for various uses. When application of said provision results in a fractional space requirement, the next larger requirement shall prevail.

(B) Each lot abutting a major thoroughfare shall be provided with vehicular access thereto and shall be provided with adequate space for turning so that no vehicle shall be required to back into the street. A parking space shall consist of an area not less than ten feet by 20 feet, plus the necessary access space unless otherwise authorized by the Board of Adjustment.

(1) Minimum parking requirements. The required number of off-street parking spaces specified below for each use shall be provided.

<i>Residential Uses</i>	<i>Required Parking</i>
<b><i>Business and Consumer Services of All Kinds</i></b>	
Business and special schools	1 space for each student
Clubs and lodges	1 space for each 3 members
Day nursery and private space for each kindergarten	1 space for each staff member, plus 1 space for each 5 students
<b><i>Business Uses</i></b>	
Commercial Services; retail space	1 space for each 200 square feet of gross floor
Medical and Dental offices	5 spaces per doctor or dentist
Professional and business offices	1 space for each 300 offices square feet of gross floor space
<b><i>Public and Semi-Public Uses</i></b>	
Churches	1 space for each four seats in the principal assembly room
Public building space	1 space for each 200 square feet of gross floor space
Recreational facilities	2 spaces for every tennis, squash, or racquetball court; health exercise facility – 1 space per 50 square feet; golf or country clubs – 2 spaces per tee; places of recreation and assembly shall have 1 space for each 200 square feet of gross floor space
Schools (public/private)	1 space for each classroom & administrative office, plus 1 space for each 20 seats or 1 space for each 400 square feet of area used primarily for public assembly
<b><i>Residential uses</i></b>	
Residential dwellings in a residential planned unit development	2 spaces for each dwelling unit
Residential dwellings, single-family	2 spaces for each dwelling unit

(2) On-site parking of vehicles.

(a) All motorized vehicles (including, but not limited to, cars, trucks, motorcycles, mopeds/scooters, golf carts) must be parked entirely upon a prepared driveway/parking surface (asphalt/pavement, concrete, pavers, gravel, pebbles) located on the lot or tract, or located on any adjoining lots or tracts, of the principal residence or structure. Parking on grassed areas, dirt/soil areas, mulched areas, landscaped areas, or any other natural areas of a lot or tract is expressly prohibited. This provision is applicable to all zoning districts within the town.

(b) Temporary parking (less than five hours per day) is excepted from the requirements of this section for vehicles operated by persons who are visiting the owners or occupiers of the residence.

(c) Nothing herein shall be deemed to modify or impact, in any way, the requirements found under § 153.071, “recreational and commercial vehicle storage”.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.039 OFF-STREET LOADING AND UNLOADING SPACE.

Every lot, on which a business is hereafter established, shall provide space as indicated herein for the loading and unloading of vehicles off the street. For the purpose of this section, an off-street loading space shall have the minimum dimensions of 12 feet by 40 feet, and an overhead clearance of 14 feet in height. All businesses shall have at least one such space.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.040 NO LOT SUBDIVISION OF PLATTED AND RECORDED LOTS.

(A) It is the express intention and purpose of this chapter to preserve the town as primarily a low-density residential area. To this end, subject to § 153.042, the number of lots within the town shall be limited to those lots as shown on plats recorded in the County Register of Deeds. Therefore, upon adoption of this chapter, all lots in the town that have been previously platted and recorded with the County Register of Deeds shall be deemed and established as individual lots, and shall remain individual lots, and shall not be subdivided.

(B) If an owner has acquired contiguous or adjoining lots, and the terminology of the deeds or other instruments of conveyance expresses intent that said lots shall be joined together as one residential lot, said lots shall thereafter be considered as one residential lot and shall not be subdivided into individual lots. If an owner of contiguous or adjoining lots develops said lots together, locating a residence on such lot or lots, and has landscaped the same or located other improvements, structures, or amenities on the lots so that from the standpoint of utility or appearance said lots seem to constitute one residential site, then said property shall not thereafter be subdivided, nor revert back to individual, separate lots.

(C) Nothing herein shall preclude property owners from subdividing unimproved previously platted and recorded lots, so as to enlarge existing residential lots or building sites. This subdivided lot shall not thereafter be reestablished as a separate residential lot.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.041 MINIMUM DWELLING UNIT SIZE.

(A) Each dwelling unit hereafter erected on any lot shall contain the following specified minimum living area floor space.

(B) Basement areas shall not be counted as a story and floor space contained in basement areas shall not be included in the minimum required living area floor space.

(1) Dwelling units consisting of a single or one primary story with living area as defined in this chapter shall contain a minimum of 2,250 square feet of living area.

(2) Dwelling units consisting of two or more primary stories with living area as defined in this chapter shall contain a minimum of 1,500 square feet of living area on the first story, and a minimum of 750 square feet of living area on the second story.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.042 SUBDIVISION OF TRACTS OF LAND.

(A) An owner of a tract of land which has not been subdivided and platted into residential lots, but desiring such subdivision and platting, shall prepare a plat and submit same for approval to the Planning Commission.

(B) Provisions shall be made for all utilities and access necessary to properly service said subdivision, subject to the provisions of Ch. 152. All other requirements of this chapter shall likewise be applicable to said subdivision before said owner shall be allowed to subdivide the tract of land.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.043 MAXIMUM ROOF COVERAGE.

(A) (1) (a) The MAXIMUM ROOF COVERAGE is defined as the total area(s) under roof of all structures (including detached garages and other accessory structures) on the lot.

(b) The maximum roof coverage standard assures that the size of structures is proportional to the lot size.

(2) The standards for the maximum roof coverage permitted are as follows:

<i>Lot Size</i>	<i>Max Roof Coverage</i>
Up to 0.5 acres	2,874 square feet
Up to 0.75 acres	3,520 square feet
Up to 1 acres	4,682 square feet
Up to 1.2 acres	5,060 square feet
Up to 1.5 acres	5,500 square feet
Up to 2 acres	6,100 square feet
Up to 2.5 acres	6,700 square feet
Up to 3 acres	7,500 square feet
Up to 3.5 acres	8,200 square feet
Up to 4 acres	8,700 square feet
Up to 4.5 acres	8,900 square feet
Up to 5 acres	9,100 square feet
Up to 5.5 acres	9,300 square feet
Up to 6 acres	9,647 square feet

(B) (1) Lots exceeding 6 acres in size: Multiply the lot size by 43,560; multiply this number by 3.25% (0.0325); provided, that the result is less than 9,647, structures on the lot may have maximum roof coverage of 9,647 square feet.

(2) If the result is greater than 9,647, structures on the lot may have maximum roof coverage equal to the result produced by the multiplication.

(C) All structures exceeding the maximum roof coverage for the lot on which they are located shall require approval of a variance by the Board of Adjustment in accordance with the procedures and standards set forth in § 153.110(D).

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.044 MATERIAL AND COLOR REQUIREMENTS FOR RESIDENTIAL DWELLING UNITS.

(A) The town is a unique community concerned with historic continuity. The town and its citizens are interested in the exterior appearance of residential structures, including the materials and color used in constructing and reconstructing such structures. To that end, those persons constructing new residences or renovating or expanding existing residences are encouraged to consider the provisions of this section regarding building materials.

(B) Regulation of exterior materials and colors of these structures will provide protection of the aesthetic and historic character and preserve the economic stability of the town.

(1) Materials.

(a) The intent of these provisions is to promote the exterior building materials that will blend with the majority of the existing residential structures and natural features of the town.

(b) As required in § 153.087, the application for the zoning compliance certificate shall be accompanied by the description of the materials to be used for the exterior siding and roofing materials.

1. Siding.

a. Suggested exterior siding materials. Painted or stained wood shingles or clapboards, stone and/or brick masonry, stucco, exterior insulation and finish system (EIFS), pre-painted aluminum, or heavy gauge vinyl to resemble clapboards, pre-cast concrete panels, fiber cement siding, cultured/cast stone, or as approved by the Design Review Board; and

b. The following exterior siding materials are discouraged. Exposed or painted concrete masonry units, light gauge vinyl siding, unpainted aluminum siding, exposed or painted concrete, paper or wood composition board, permastone or faux stone masonry, plywood (unless board and batten), asphalt shingles, ceramic tile (glazed wall tile, ceramic mosaic tile, natural clay tile, and the like), sheet glass, or glass block (not to include glass used for windows, sunrooms or conservatories), glazed brick.

2. Roofing visible from adjacent property.

a. Suggested roofing materials. Asphalt/fiberglass shingles, cedar shakes or shingles, clay or concrete tile, slate, copper, factory painted metal shingles or standing seam with concealed fasteners, or as approved by the Design Review Board; and

b. The following roofing materials are discouraged. Tin, unpainted aluminum, galvanized steel, asphaltic roll roofing, composition rubber, EPDM or PVC single ply roofing fabric, tar and gravel, asphalt and gravel.

(2) Color. The intent of these provisions is to promote colors that blend with the existing structures and preserve the existing visual environment. It is further the intent of these regulations to prevent exterior paints or stains that are distracting and present inappropriate color contrast to the surrounding natural and built environment.

(a) Suggested exterior colors. Natural and weathered stone and wood, earth tones (subdued colors and stains), including bleached tones and stains, or other colors which conform to the intent expressed this division (B)(2). Dwellings which are painted in colors that are considered to be nonconforming at the time of the adoption of this chapter may not be repainted the same color; and

(b) The following exterior colors are discouraged. The use of day-glow or fluorescent colors is discouraged.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.045 SITE DESIGN AND BUILDING FORM AND MASS FOR RESIDENTIAL DWELLING UNITS.

(A) (1) The town is a unique community and it is within the public interest and general welfare of the town to regulate the site design and building form and mass encompassing all residential structures.

(2) Site design shall include grading, surface water drainage, preservation and restoration of existing flora, all landscape features, including drives, walks, patios, freestanding walls, fencing, and plantings.

(B) Of particular concern is preservation of the streetscape, signs, lighting, trees, and bushes alongside the public thoroughfare. Form and mass shall refer to size and shape of the residential structures.

(1) Site materials and features. The intent of these provisions is to encourage site materials and features which blend with the existing visual environment, i.e., native flora and curvilinear roadways.

(a) Built of planted landscape elements.

1. Permitted. All native flora and materials, (i.e., trees, bushes, flowers, stone, asphalt or concrete pavement, concrete masonry paving units); and

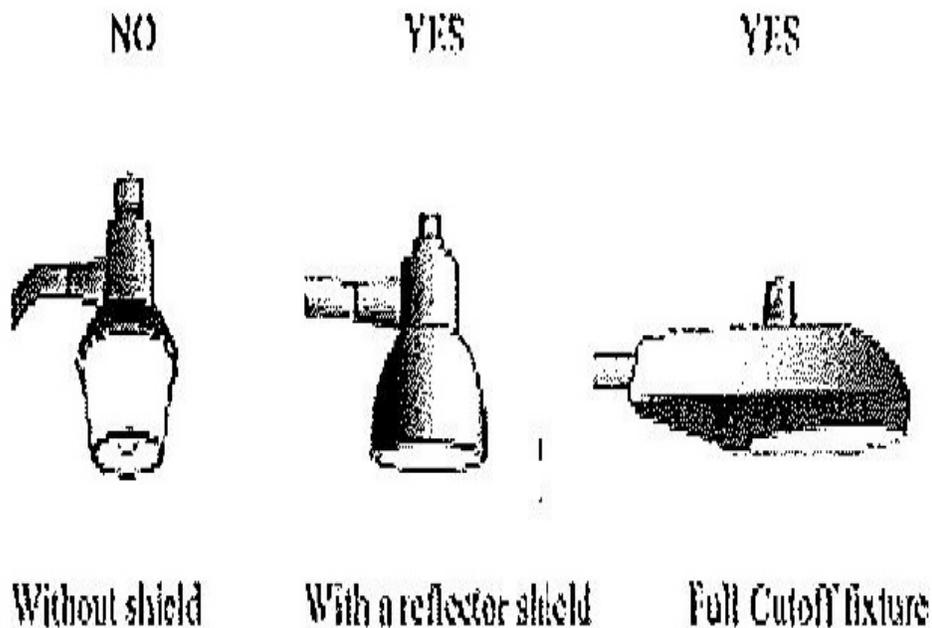
2. Prohibited. Abrupt physical configurations, (i.e., site revisions causing excessive tree removal, land slope revisions greater than natural repose).

(b) Site lighting. Permitted; low-intensity security or decorative lighting, up to two street lamps in front yards not to exceed eight-feet in height and located a minimum of ten feet from the edge of the road.

(2) Prohibited.

(a) High-intensity flood or spot lighting of either the buildings or landscape features, neon. No flickering or flashing lights and all lighting shall be shielded such that light is not directed toward adjacent residential properties; and

(b) Examples of shielding should be as follows.



(3) Building forms and mass.

(a) Intent. The intent of these provisions is to encourage exterior building forms that blend with the majority of existing residential structures and natural features of the town.

(b) Roof form.

1. The following roof forms are encouraged. Gable, mansard, hip, gambrel, shed, pyramidal, salt box, barrel, vault, and arch; and

2. The following roof forms are discouraged as inconsistent with existing structures in the town. Trapezoidal, butterfly, complex curvilinear (screw, bullet, mushroom shape), conical, polygonal (except as roof of minor tower), A-frame, Quonset huts, geodesic domes, and roundettes.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.046 MATERIAL AND COLOR REQUIREMENTS FROM COMMERCIAL BUILDINGS.

(A) The town is a unique community which is dependent on historic continuity with its past. It is within the public interest and general welfare of the town to regulate the exterior appearance of commercial structures, including the exterior materials and color used in constructing and reconstructing and painting buildings.

(B) Regulation of exterior materials and colors of these structures will provide protection of the aesthetic and historic character and preserve the economic stability of the town.

(1) Materials. The intent of these provisions is to promote the use of exterior building materials that will blend with the existing commercial structures and natural features of the town. As required in § 153.087(B)(1), the application for the zoning compliance certificate shall be accompanied by the description of the materials to be used for the exterior siding and roofing materials.

(a) Siding.

1. Permitted exterior materials. Painted or stained wood shingles or clapboards, stone and/or brick masonry, stucco, exterior insulation and finish system (EIFS), pre-painted aluminum, or heavy gauge vinyl to resemble clapboards, precast concrete panels or siding, cultured/cast stone, or as approved by the Design Review Board; and

2. Prohibited exterior materials. Exposed or painted concrete masonry units, light gauge vinyl siding, unpainted aluminum siding, exposed or painted cast-in-place concrete, paper or wood composition board, permastone or faux stone masonry, plywood, (unless board and batten), asphalt shingles, ceramic tile, (glazed wall tile, ceramic mosaic tile, natural clay tile, and the like), glazed brick, unpainted, or pre-painted ferrous or aluminum metal siding.

(b) Roofing visible from on-site location or adjacent property.

1. Permitted roofing materials. Asphalt/fiberglass shingles, cedar shakes or shingles, clay or concrete tile, slate, copper, factory painted metal shingles or standing seam with concealed fasteners or roofing as approved by the Design Review Board; and

2. Prohibited roofing materials. Tin, unpainted aluminum, galvanized steel, asphaltic roll roofing, composition rubber, EPDM or PVC single ply roofing fabric, tar and gravel, asphalt and gravel, solar panels (unless integrated into new construction). Note that for commercial buildings, flat roofs not visible from residential dwellings may use the above-mentioned roofing materials.

(2) Color. The intent of these provisions is to promote colors that blend with the existing structures and preserve the existing visual environment. It is further the intent of these regulations to prevent exterior paints or stains that are distracting and present inappropriate color contrast to the surrounding natural and built environment.

(a) Permitted exterior colors. Natural and weathered stone and wood, earth tones (subdued colors and stains), including bleached tones and stains or other colors which conform to the intent expressed in this division (B)(2).

(b) Prohibited exterior colors. Day-glow or fluorescent.

(3) Mechanical/electrical equipment.

(a) All electric service equipment and sub-panels and all mechanical equipment, including, but not limited to, air-conditioning, pool equipment, fans and vents, utility transformers (except those owned and maintained by public utility companies), and solar panels, shall be painted to match the surrounding wall or roof color or painted or screened to blend with the surrounding natural terrain. Roof-mounted equipment and vents shall be painted to match the roof and/or adjacent wall color and shall be screened or integrated into the design of the structure.

(b) Roof-mounted equipment, including ventilators and satellite dishes, shall be completely screened from view (100% opacity) or isolated so as not to be visible from any public right-of-way or residential zoning district. Roof screens when used shall be coordinated with the building to maintain a unified appearance.

(c) 1. All electrical and mechanical equipment located at ground level shall be screened from view (100% opacity) or isolated so as not to be visible from the right-of-way of an arterial street or residential zoning district. Such screens and enclosures, when used, shall be coordinated with the buildings to maintain a unified appearance.

2. Acoustical buffering is required for all emergency generators to reduce the noise level as audible from the nearest residential dwelling to that of the standard commercial air conditioning compressor.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.047 SITE DESIGN AND BUILDING FORM AND MASS COMMERCIAL BUILDINGS.

(A) The town is a unique community and it is within the public interest and general welfare of the town to regulate the site design and building form and mass encompassing all commercial structures.

(B) Site design shall include grading, surface water drainage, preservation and restoration of existing flora, all landscape features, including drives, walks, patios, freestanding walls, fencing, and plantings. Of particular concern is preservation of the streetscape; signs, lighting, trees and bushes alongside the public thoroughfare. Form and mass shall refer to size and shape of the commercial structures.

(1) Site materials and features. The intent of these provisions is to encourage site materials and features which blend with the existing visual environment, (i.e., native flora and curvilinear roadways).

(a) Built or planted landscape elements.

1. Permitted. All native flora and materials, (i.e., trees, bushes, flowers, stone, asphalt or concrete pavement, concrete or brick masonry paving units). Refer to the §§ 93.30 through 93.40 for tree removal regulations.

2. Prohibited. Final grades that result in slopes greater than 1:1; retaining walls that exceed seven feet in height for property zoned (R-4) and exceed 12 feet in height for property zoned (R-5).

(b) Site lighting/exterior lighting. With the exception of Americans with Disabilities Act, being 42 U.S.C. § 12101, lighting requirements and street lighting, the following design standards shall apply when exterior lighting is proposed and/or required:

1. Shielding.

a. Exterior lighting shall be shielded and directed downward so that the light source (the actual bulb) is not visible from beyond the property line on which the structure is located.

b. Exterior lighting shall not project above the horizontal plane of the building.

2. Color. Warm lighting colors are required.

a. The blue-white colors of florescent and mercury vapor lamps are prohibited.

b. Lamps emitting a color temperature in excess of 5,000 degrees Kelvin are prohibited.

3. Parking area lighting. In parking lots, a foot candle as approved by the town's lighting consultant at the perimeter, and between light sources, and a maximum of 5.0 foot candles under light fixtures as required.

4. Light fixtures.

a. The height of light fixtures shall be in proportion to the building mass and no more than 14 feet high.

b. When all businesses are closed, only a minimum of security lighting shall be maintained. Shielded spotlights may be used when highlighting trees, artwork, or other special landscape features. Lighting fixtures affixed to structures for the purposes of lighting parking areas shall be prohibited.

5. Advertising. The operation of searchlights or similar sources for advertising, display or any other commercial purpose is prohibited.

(2) Building forms and mass.

(a) Intent. The intent of these provisions is to encourage exterior building forms which blend with the majority of existing commercial structures and natural features of the town.

(b) Roof form.

1. Permitted. Gable, mansard, hip, gambrel, shed, pyramidal, salt box, barrel, vault, arch, and flat; and

2. Prohibited. Trapezoidal, butterfly, complex curvilinear (screw, bullet, mushroom shape), conical, polygonal (except as roof of minor tower), A-frame, Quonsct huts, geodesic domes, and roundettes.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.048 IMPERVIOUS SURFACE COVERAGE.

(A) (1) A maximum percentage of a residential lot that can be devoted to impervious surfaces, as defined in § 153.004, is established to assure that the character of the town is preserved and to control stormwater and runoff being directed to streets and adjacent properties.

(2) The percentage of residential lots that can be devoted to impervious surfaces shall be as set forth below.

Lot Size	Impervious Surface	Sample Calculations 43,560 Square Feet - 1 Acre
Up to 1 acre	27.5% x lot area	E.g., 0.85 acre x 43,560 x 27.5%= 10,182 square feet
Over 1 acre to 3 acres	11,979 square feet or 25% x lot area	11,979 square feet (The maximum from the previous grade) or the product of the lot size calculation. E.g., 1.75-acre x 43,560 x 25% = 19,058 square feet
Over 3 acres to 6 acres	32,670 square feet or 20% x lot area	32,670 square feet (The maximum from the previous grade) or the product of the lot size calculation. E.g., 4.5-acres x 43,560 x 20% = 39,204 square feet

(B) Lots on which new construction and/or development activity would cause the amount of impervious surface on the lot to exceed the percentages set forth above shall proceed with the proposed construction and/or development activity only if a variance for the increased impervious surface coverage is granted by the Board of Adjustment in accordance with the procedures set forth in § 153.110(D).

(C) The Board of Adjustment reserves the right to limit impervious surface coverage to prevent the unreasonable diversion of stormwater or surface water onto another property or properties or to the town streets.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.049 FENCE, GATE AND WALL REGULATIONS.

The Board of Commissioners for the Town of Biltmore Forest that the following amendments to the Zoning Ordinance and subsequent regulations be placed on fence, gate, and wall construction and replacement as of the effective date of this section.

(A) New fences, gates or walls may be approved by the Board of Adjustment as a special use, so long as the gate, fence or wall meets the following requirements.

(1) The fence, gate, or wall is constructed entirely within the rear yard, is not located in any side or rear yard setbacks, and is constructed of materials deemed acceptable in § 153.049(D).

(2) Mature vegetation or other buffering sufficient to screen the fence, gate, or wall from neighboring properties shall be required to the extent necessary.

(B) A driveway gate and supporting columns may be approved by the Board of Adjustment as a special use so long as it meets the following requirements:

(1) The driveway gate and columns shall not be located in the front or side yard setback of a property.

(2) The driveway gate shall not be more than eight feet in height.

(3) The driveway gate must provide access for emergency services and first responders. This may be done via a lockbox code, strobe or siren activation switch, or other method with demonstrated reliability.

(4) The driveway gate must open wide enough to provide for ingress and egress of emergency vehicles. The minimum acceptable standard is for the gate access to be 14 feet wide with a 14 foot minimum height clearance.

(C) Replacement of existing fences, gates, and walls shall be approved by the Board of Adjustment as a special use so long as the replacement fence is constructed of materials deemed acceptable in § 153.049(D) and meets the requirements below. A special use permit application to replace an existing fence, gate, or wall shall include a photograph of the existing fence or wall, specify the type of fence, gate, or wall, include a map or sketch depicting the height and length of the fence, gate, or wall and state whether or not the fence, gate, or wall is located within any setbacks.

(1) Existing chain link fences or gates shall not be replaced with new chain link fences or gates.

(2) Existing fences, gates, or walls in the front yard shall not be replaced. No new fences, gates, or walls shall be allowed in the front yard.

(3) Repair of more than half of an existing fence, gate, or wall shall be considered a replacement and shall be subject to this section.

(D) Acceptable materials and standards for fences and walls/maintenance. The following materials and standards for fences and walls shall be deemed acceptable.

(1) Wooden fencing or gates shall be of natural color or painted in a manner compatible with the residence and the lot.

(2) Non-wooden fencing and gates shall be black, dark green or brown and shall blend with surrounding trees or vegetation.

(3) No new chain link fencing or gates shall be allowed.

(4) Fences shall not exceed six feet in height except that fences designed to prevent deer or other wildlife from entering the property shall not exceed ten feet in height. Deer fences shall be constructed in accordance with North Carolina Wildlife Resources Commission standards for "Permanent Woven Wire Fencing" and "Permanent Solid-Wire Fencing." Copies of these standards are available at the Town Hall or at the following web address (<https://www.ncwildlife.org/Learning/Species/Mammals/Whitetail-Deer/Fencing-to-Exclude-Deer#42041180-permanent-fencing>).

(5) Walls should be constructed of stone or similar material, and shall be compatible with the construction materials of the house located on the same property.

(6) When a fence, gate or wall is not properly maintained or fails to comply with condition(s) imposed by the Board of Adjustment, the town shall require the property owner to repair the fence, gate, or wall, or, remove the fence, gate, or wall at the property owner's expense. If the property owner fails to repair or remove the fence, gate, or wall, the town may remove the fence, gate, or wall and recover the cost of removal, including the cost of disposal, if any, from the property owner.

(Ord. passed 2-11-2020)

## BUFFERS, SCREENING, AND LANDSCAPE

### § 153.060 PURPOSE AND INTENT.

(A) The town has an abundant and diverse tree and vegetative cover that is essential to the aesthetic value of the town and provides numerous ecological and economic benefits.

(B) The landscape and buffering standards set forth below require buffers and landscaping between dissimilar land uses, along public rights-of-way, and within parking lots, in order to:

(1) Encourage the preservation of existing trees and vegetation and replenish removed vegetation;

(2) Protect and improve the visual quality of the town and minimize the negative impacts of development such as noise, dust, litter, glare of lights, traffic, heat, overcrowding, odor, and views of unsightly parking lots, utilities, and mechanical systems and buildings;

(3) Provide environmental benefits such as climate modification, decreased energy consumption, reduced stormwater runoff, decreased erosion, improved water and air quality, and protection of wildlife habitat;

(4) Provide a transition between dissimilar land uses to protect abutting properties from potential negative impacts of neighboring development and to preserve the character and value of property and to provide a sense of privacy; and

(5) Improve standards for quantity, location, size, spacing, protection, and maintenance of plants and other screening materials to assure a high level of quality in the appearance of the town while allowing flexibility to promote well-designed and creative landscape plantings.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.061 GENERAL INFORMATION.

(A) Applicability.

(1) Buffer strip plantings, street trees, and parking lot trees and shrubs are required for developments within the town limits.

(2) The following developments shall bring the entire site into full compliance with this section:

(a) New nonresidential development, including special uses; and

(b) Renovations with a total cost exceeding 50% of the assessed value of the building, excluding single-family dwellings, according to the county tax records.

(3) New parking spaces or lots are not required to comply with the provisions of this section.

(B) Landscape and grading plan required. Applicants are advised to meet with town staff in order to review all ordinance requirements and procedures and receive a copy of the plan

checklists. As required in § 153.034, a landscape and grading plan shall be reviewed and approved by the Board of Adjustment prior to any grading.

(C) Alternative compliance.

(1) The landscape requirements are intended to set minimum standards for quality development and environmental protection and are not intended to be arbitrary or inhibit creative solutions. Site conditions or other reasons may justify the need to request an alternate method of compliance with the landscape requirements. The Board of Adjustment, in consultation with the Design Review Board, may alter the requirements of this section as long as the existing or added landscape features of the development site comply with the intent of this chapter.

(2) Requests for alternative compliance shall be accepted if one or more of the following conditions are met:

(a) Topography, geologic features, drainage channels or streams, existing natural vegetation, overhead or underground utilities, or other conditions make it unreasonable or meaningless to plant a buffer or meet other landscape requirements;

(b) Space limitations, unusually shaped lots, unique relationships to other properties, and/or prevailing practices in the surrounding neighborhood (such as use of a specific type of vegetation) may justify alternative compliance when changing the use type of an existing building in an established mature neighborhood; or

(c) An alternative compliance proposal is equal or better than normal compliance in its ability to fulfill the intent of the ordinance, and exhibits superior design quality.

(4) The property owner must submit a plan of the area for which alternative compliance is requested to the Town Manager 14 days prior to the meeting of the Design Review Board at which the request will be considered. The site plan shall show existing site features and any additional material the property owner will plant or construct to meet the intent of the buffer, street tree, and parking lot tree requirements.

(5) In addition, the applicant must submit a written statement explaining and justifying the need for alternative compliance. The Design Review Board shall make a recommendation of approval, approval with conditions, or denial within ten working days of reviewing the request for alternative compliance. The Design Review Board's recommendation shall then be considered by the Board of Adjustment. Alternative compliance shall be limited to the specific project being reviewed and shall not establish a precedent for acceptance in other cases.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.062 EXISTING VEGETATION.

(A) Preserving trees can improve the aesthetic quality of the site and improve property values, provide environmental benefits, and mitigate the impacts of development on the community. It is recommended that groups of trees be preserved, as well as individual trees. Existing trees and shrubs designated for preservation may be credited towards required buffer trees, street trees, and parking lot trees.

(B) As required in § 93.32, no person shall remove or in any way damage any protected trees without first filing an application for said removal and receiving a permit from the Town Manager. This requirement is applicable to both residential and non-residential uses within the Town

(C) Special attention shall be given to protected trees located within 20 feet of the of the rear or side property line of property meeting the definition of an incompatible land use.

(1) Credits and other incentives to preserve vegetation within non-residential land use.

- (a) Vegetation located in the buffer strip.
  - 2. One existing evergreen shrub over four feet high located in the buffer strip may be credited for two new shrubs, also on a case-by-case basis by the Board of Adjustment.
- (b) Vegetation located elsewhere on the property.
  - 1. Trees designated for preservation may be credited at the rate of the following.

2-inch to 6-inch caliper tree = 1 tree
7-inch to 12-inch caliper tree = 2 trees
13-inch to 18-inch caliper tree = 3 trees
19-inch to 24-inch caliper tree = 4 trees
25-inch and greater = 5 trees

2. One existing shrub over four feet high may be credited for two new shrubs. In order to receive credit, vegetation designated for preservation shall be in good health and condition. Trees and shrubs designated to be preserved shall be indicated on the landscape and grading plan, as well as all protective barriers. If a tree or shrub designated for preservation dies within five years of the project's completion, it must be replaced with the total number of trees or shrubs that were credited to the existing tree or shrub.

(2) Protection of existing trees and shrubs during construction.

(a) 1. No grading or other land-disturbing activity shall occur on a site with existing trees or shrubs that are designated to be preserved in order to meet the landscaping requirements until the landscape and grading plan has been approved by the Board of Adjustment and protective barriers are installed by the developer and approved by the Zoning Administrator. Trees designated for preservation that are counted toward the landscape and buffering requirements shall be protected by barriers, while trees designated for preservation which do not count toward the landscape and buffering requirements are encouraged to be protected by barriers. The diameter of the trees designated for preservation and the location of protective barriers shall be shown on the landscape and grading and site plans with the dimensions between the tree trunk and barrier indicated.

2. Protective barriers shall be placed around the root protection zone of trees designated for preservation that are within 50 feet of any grading or construction activity. Protected ground areas for shrubs shall consist of an area twice the diameter of the shrub. All protective barriers shall be maintained throughout the building construction process.

- (b) 1. All contractors shall be made aware of the areas designated for protection.
- 2. No disturbance shall occur within the protective barriers, including:
  - a. Grading;
  - b. Filling, unless an aeration system certified by a registered landscape architect, certified arborist, or state cooperative extension specialist is installed to protect the tree from suffocation;
  - c. Temporary or permanent parking;
  - d. Storage of debris or materials, including topsoil;
  - e. Disposal of hazardous wastes or concrete washout; and

f. Attaching of nails, ropes, cables, signs, or fencing to any tree designated for preservation.

3. If any area within the root protection zone will be disturbed for any reason, a registered landscape architect, certified arborist, or state cooperative extension specialist shall recommend measures to minimize any potential impact and certify that the activity will not damage the tree under normal circumstances.

4. The developer shall coordinate with the utility companies early in the design process to resolve potential conflicts about the placement of utilities and buffer and screening requirements in § 153.063(B)(5). The Zoning Administrator shall approve the placement of the utilities either outside of the root protection zone or tunneled at least two feet directly below the tree roots to minimize root damage.

5. If silt fencing is required to control sedimentation, the fencing must be placed along the uphill edge of a tree protection zone in order to prevent sediment from accumulating in the drip line area.

(c) Tree protection zone signs shall be installed on the tree protection barriers visible on all sides of the protection area (minimum one on each side and/or every 300 linear feet). The size of each sign shall be a minimum of two feet by two feet and shall contain the following language: “TREE PROTECTION ZONE, KEEP OUT” or “TREE SAVE AREA, KEEP OUT”.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.063 BUFFER STRIP AND SCREEN REQUIREMENTS.

(A) Certain land uses are defined in this chapter as being an incompatible land use when developed adjacent to other less intensive land uses. A buffer strip can serve to lessen adverse impacts when development occurs.

(B) The installation of the applicable buffer strip shall be the responsibility of the owner of the developing land use. Buffer strips shall be located on the property of the developing land use between the property line and any vehicular use areas, buildings, storage, service areas, or other area of activity. The buffer strip shall extend along the entire rear and/or side property line that abuts an incompatible land use, up to any required street tree planting strip.

(1) Use of buffer strips. Required buffers shall not be disturbed for any reason except for approved driveway openings and other passive or accessory uses compatible with the general separation of land uses and; provided, that the total number of required plantings are still met. Approval from the Town Manager is required prior to initiating any disturbance of the buffer.

(2) Placement of buffer plantings. The exact placement of the required plants shall be the decision of the developer or designer, but shall be reviewed by the Town Manager and approved by the Board of Adjustment. Plants shall be placed in a manner to serve as an effective screen year-round when viewed from any area accessible to the public or from adjacent properties. Trees or shrubs should be planted at least five feet away from the property line to ensure maintenance access and to avoid encroaching upon neighboring property.

(3) Composition of buffer plantings. A buffer consisting of two staggered rows of evergreen shrubs or sheared evergreen trees, planted 48 inches apart (as measured from the central stem) in a 20-foot wide strip shall be installed to screen the nonresidential use from neighboring residential properties. The trees or shrubs shall be between four and five feet high at time of planting. During times of extended dry weather, the applicant may petition the Board of Adjustment to reduce the required size of vegetation to be planted in order to better ensure its survival. It is suggested that a

mixture of two to three shrubs selected from the recommended species list be planted to encourage healthier plants.

(4) Coordination with stormwater drainage provisions. If the buffer strip is to be used as part of the area for required stormwater runoff absorption as outlined in Ch. 52, then the shrubs and trees within the buffer shall be water tolerant.

(5) Coordination with utility easements. In circumstances when the property to be developed is adjacent to a utility easement, the buffer requirement of division (C) above maybe altered to be only ten feet wide at the discretion of the Board of Adjustment, based on the factors of space, feasibility, and other considerations which may make it difficult to provide a 20-foot buffer.

(6) Additional buffering. The Board of Adjustment has the authority to require that a wall or fence be constructed next to property used for residential purposes when the Board determines that the buffer strip alone does not provide adequate buffering. The fence or wall shall be constructed in a durable fashion of wood, stone, masonry materials, or other materials if deemed appropriate and shall be built of material compatible with the principal building. When concrete block is utilized, it shall be finished with stucco on both sides. The materials and design shall be approved by the Board of Adjustment on a case-by-case basis. The finished side of the fence or wall shall face the abutting property. A chain link fence may not be used to satisfy the requirements of this section. Shrubs shall be planted on the applicant's side of the property at the rate of 25 per 100 linear feet; their placing and arrangement shall be the decision of the applicant.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.064 PARKING LOT LANDSCAPING REQUIREMENTS.

Trees and shrubs are required in and around parking lots with more than five spaces to provide attractive views from roads and adjacent properties, provide shade to reduce the heat generated by impervious surfaces, help absorb runoff, reduce glare from parking lots, and to help filter exhaust from vehicles.

(A) There shall be a continuously maintained growing strip planted with grass or similar low-growing vegetation, measured from the back of the curb and extending ten feet perpendicular to the road. The purpose of this growing strip is to provide a clear line of sight for motorists, pedestrians, and cyclists entering and leaving commercial properties.

(B) (1) Where parking areas with more than five spaces adjoin a public right-of-way, a landscaped planting strip ten feet wide shall be established and continuously maintained between the growing strip and parking area(s).

(2) Street trees shall be planted within the landscaped planting strip in accordance with § 153.066 and parking areas within 50 feet of the right-of-way shall have a visually modifying screen or barrier that meets one of these standards:

(a) Evergreen shrubs shall be planted 36 inches apart as measured from the center and attain a height of at least 48 inches within four years of installation;

(b) There shall be a fence or wall three feet high constructed of the same material as the principal building; or

(c) There is an earthen berm at least two feet high, with a minimum crown width of two feet and a width to height ratio of no greater than 2:1; shrubs shall be planted on top of the berm that will attain a height of at least 36 inches within four years of installation and shall be planted 36 inches apart.

(3) No screen is required at parking lot entrances or exits, and no screen shall obstruct vision within 50 feet of an entrance, exit, or intersection. The landscaped planting strip shall be covered with living material, including groundcover and/or shrubs, except for mulched areas directly around the trees, so that no soil is exposed.

(C) (1) (a) Parking areas with more than five spaces shall have at least one large-maturing deciduous tree for every three parking spaces, with some appropriate clustering of trees permitted, and six-foot by 18-foot projecting landscaped islands generally between ten and 12 parking spaces.

(b) Whenever possible, interior parking spaces should have a continuous planter strip six feet wide between rows of parking.

(2) Where appropriate, provisions shall be made to ensure that adequate pedestrian paths are provided throughout the landscaped areas. In all cases, at least one large maturing deciduous tree shall be provided for a parking lot regardless of the number of spaces provided. No parking space shall be located more than 50 feet from the trunk of a large-maturing deciduous tree. When calculating the number of trees required, the applicant shall round up to the nearest whole number.

(D) All landscaped areas shall be bordered by a concrete curb that is at least six inches above the pavement and six inches wide or a granite curb that is at least six inches above the pavement and four inches wide.

(E) To increase the parking lot landscaped area, a maximum of two feet of the parking stall depth may be landscaped with low-growth, hearty materials in lieu of asphalt, allowing a bumper overhang while maintaining the required parking dimensions.

(F) When more than the required number of parking spaces is provided, the applicant shall provide two times the required number of trees for the spaces provided above the ordinance requirement.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.065 SCREENING OF DUMPSTERS, LOADING DOCKS, OUTDOOR STORAGE AREAS, AND UTILITY STRUCTURES.

(A) All dumpsters, loading docks, outdoor storage areas, or utility structures visible from a public street or adjacent property line shall be screened unless already screened by an intervening building or buffer strip. Landscaping shall not interfere with the access and operation of any such structure or facility. Trash and storage areas shall be well maintained, including prompt repair and replacement of damaged gates, fences, and plants.

(B) Openings of trash enclosures shall be oriented away from public view or screened with sturdy gates wide enough to allow easy access for trash collection, where practical. The consolidation of trash areas between businesses and the use of modern disposal techniques is encouraged. All dumpsters shall be located a minimum of 50 feet from a residential dwelling. All unenclosed outdoor storage areas greater than 25 square feet shall also be screened from adjacent properties and streets.

(C) Screen types include:

(1) A continuous hedge of evergreen shrubs planted in a five-foot strip spaced a maximum of 36 inches apart; and

(2) A wall or fence six feet high, with the finished side of the fence or wall facing the abutting property or street. Fences longer than 25 linear feet shall be landscaped with trees and/or shrubs planted in a minimum five-foot planting area, except around access areas, spaced no farther than eight feet apart in order to screen at least 50% of the fence or wall.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.066 STREET TREES.

(A) (1) Street trees are required for all developments meeting the applicability requirements of § 153.061(A). Street trees shall be required at the rate of one large-maturing tree (over 35 feet in height) for every 40 linear feet of property abutting a street.

(2) In the event that overhead utility lines are present, then one small-maturing tree (less than 35 feet in height) may be planted for every 30 feet of property abutting a street.

(3) This does not imply that trees must be spaced exactly 30 or 40 feet apart.

(4) The exact placement of the required tree or trees may be established with input from the reviewing boards in order to fit in with sign placement and other building issues.

(B) Trees shall be planted within a landscaped planting strip adjacent to the growing strip as outlined in § 153.064(A) and according to regulations from the State Department of Transportation.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.067 CERTIFICATION OF COMPLETION.

(A) Landscaping shall be installed and inspected prior to receiving a certificate of completion. Vegetation shall be planted to ensure the best chance of survival and to reduce the potential expense of replacing damaged plant materials. If the season or weather conditions prohibit planting the materials, the developer may provide an irrevocable letter of credit, or other financial surety in an amount equal to 110% of the cost of installing the required landscaping to guarantee the completion of the required planting.

(B) Upon approval of the financial surety, the certificate of completion shall be issued. The financial surety shall be canceled and/or returned upon completion.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.068 MAINTENANCE.

(A) The owner or lessee of the property where landscaping is required shall be responsible for the maintenance and protection of all plant and screening material. Landscaped areas shall be maintained in good condition and kept free of debris. Failure to maintain or replace dead, damaged, or diseased material or to repair a broken fence or wall shall constitute a zoning violation and shall be subject to the penalty provisions in § 153.999 if not replaced within 30 days of notification.

(B) If an act of God or other catastrophic event occurs which destroys a large quantity of vegetation, the owner or lessee shall have 120 days to replant. Replaced plant material shall comply with the minimum size, spacing, and quantity standards of the ordinance requirements in effect at the time of project approval.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

§ 153.069 RESIDENTIAL SCREENING OF UTILITY STRUCTURES.

It is required that all new utility structures, whether they are part of a new dwelling or are being added to an existing dwelling, located out of doors, including, but not limited to, heat pumps, air conditioning units (with the exception of window units), and generators shall be screened on all sides except the side closest to the dwelling. The screening shall consist of evergreen shrubs

planted a maximum of 36 inches apart, with a height of 18 to 24 inches at time of planting. The shrubs may be planted three feet away from the utility structures so they do not interfere with proper functioning.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.070 PLANT SPECIFICATIONS.

(A) Recommended plant species. Plants may be chosen from the recommended plant species list available from the Town Manager. The list encourages the use of plant materials that are indigenous to this region and are readily available from local nurseries. Plant materials that are not on the list may be used following approval from the Board of Adjustment.

(B) Minimum plant size requirements.

(1) Large-maturing deciduous tree. Greater than 35 feet at maturity. Minimum size at planting shall be 12 to 14 feet in height and two inches caliper (diameter);

(2) Small-maturing deciduous tree. Smaller than 35 feet at maturity. The tree shall be at least one and one-half inch caliper and eight to ten feet high at time of planting;

(3) Evergreen tree. Minimum height of four to five feet at time of planting; and

(4) Evergreen shrub. Minimum three-gallon container or ten-inch root ball with a height of 18 to 24 inches at time of planting.

(C) Plant standards.

(1) All plants shall meet the requirements of the most recent edition of the American Standards for Nursery Stock, ANSI 260.1.

(2) Plants shall be healthy, well branched, and free of disease and insect infestation.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.071 RECREATIONAL AND COMMERCIAL VEHICLE STORAGE.

(A) (1) Commercial vehicles and recreational vehicles, including, but not limited to, motor-powered recreational vehicles, recreational trailers, campers, boats and other water craft and the trailers used to tow or transport any such boat or vehicle, shall not be parked or stored outside on any lot or tract of land.

(2) Further, nor shall any such vehicle be parked or stored in or under an open garage/carport or in or under any other type of open accessory structure/building.

(3) However, such vehicles may be parked or stored in an enclosed accessory structure/building (said accessory structure/building is to comply with all size and height requirements of this chapter) or in an enclosed garage such that the vehicle is not visible.

(B) Exceptions to this rule would be those residents who have already received certificate of zoning compliance from the Board of Adjustment.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### ADMINISTRATION, ENFORCEMENT, AND APPEALS

#### § 153.085 GENERAL PROCESS; DUTIES OF THE ZONING ADMINISTRATOR, BOARD OF ADJUSTMENT, PLANNING COMMISSION, BOARD OF COMMISSIONERS, AND COURTS ON MATTERS OF ADMINISTRATION.

(A) All questions arising in connection with this chapter shall be presented first to the Zoning Administrator, who shall be responsible for the day-to-day administration of this chapter. The Board of Adjustment shall have the authority to rule on matters of interpretation of this chapter, consider appeals from decisions of the Zoning Administrator, issue special use permits, and grant variances. Any appeal from a decision of the Board of Adjustment shall be to the courts as provided by law. The duties of the Town Board of Commissioners in connection with this chapter shall not include the hearing and passing upon of disputed questions that may arise in connection with the enforcement thereof, but the procedure for determining such questions shall be as prescribed in this chapter.

(B) The duties of the Board of Commissioners in connection with this chapter shall be the duty of considering and passing upon the initial ordinance and any proposed amendments or repeal of this chapter as provided by law. The Town Planning Commission shall serve in an advisory capacity to the Board of Commissioners and shall provide recommendations to the Board, including recommendations pertaining to zoning amendments and other matters as designated in G.S. § 160A-361.

(C) Any Board, including the Board of Commissioners, Board of Adjustment, Planning Commission, and Design Review Board, shall keep minutes of its proceedings, including the names of members present and absent, a record of the vote on every question, or abstention from voting, if any, together with records of its examinations and other official actions.

(D) Pursuant to NCGS §160D-309, all members appointed to the Board of Commissioners, Board of Adjustment, Planning Commission, and Design Review Board shall, before entering their duties, qualify by taking an oath of office.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.086 ZONING ADMINISTRATOR.

(A) The town shall appoint a Zoning Administrator. It shall be the duty of the duly appointed Zoning Administrator, or their designee, to administer and enforce the provisions of this chapter.

(B) The Zoning Administrator shall issue certificates of zoning compliance and certificates of occupancy as prescribed herein. The Zoning Administrator shall serve as clerk to the Board of Adjustment, and all applications for variances and special use permits shall first be presented to the Zoning Administrator who in turn shall refer the applications to the Board of Adjustment.

(C) (1) If the Zoning Administrator finds that any of the provisions of this chapter are being violated, the person responsible for such violation shall be notified in writing for such violation, indicating the nature of the violation and ordering the action necessary to correct it.

(2) The Zoning Administrator shall order discontinuance of the illegal use of land, buildings or structures; removal of illegal buildings or structures, or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any action authorized by this chapter to ensure compliance with or to prevent violation of its provisions. If a ruling of the Zoning Administrator is questioned, the aggrieved party or parties may appeal such ruling to the Board of Adjustment.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.087 CERTIFICATE OF ZONING COMPLIANCE REQUIRED.

(A) (1) No building or other structure shall be erected, moved, added to or structurally altered, nor shall any building permit be issued nor shall any change in the use of any building or land be made until a certificate of zoning compliance shall have been issued by the Zoning Administrator.

(2) No certification of zoning compliance shall be issued except in conformity with the provisions of this chapter.

(B) Upon approval of a special use permit or variance by the Board of Adjustment, the Zoning Administrator shall issue a certificate of zoning compliance.

(1) Applications for zoning compliance certificate.

(a) All applications for zoning compliance certificates shall be accompanied by plans drawn to scale showing the actual dimensions of the lot to be built upon, accurate dimensions and the use of the proposed building, the location on the lot of the building or structure proposed to be erected or altered, required screening of residential utility structures as outlined in §153.069 and such other information as may be necessary to provide for the enforcement of the provisions of this chapter, including the architectural or building plans of the structure proposed to be erected or altered, and the description of the materials to be used for the exterior siding and roofing materials, and the colors or stains that will be used on the residential or commercial structure.

(b) Refer to §153.130 for the complete submittal requirements. Prior to issuance of a certificate of zoning compliance, the Zoning Administrator may consult with qualified personnel for assistance to determine if the application meets the requirements of this chapter.

(2) Zoning compliance certificate fee.

(a) All applications for a certificate of zoning compliance shall be accompanied with an application fee based upon construction cost. Additional fees for special use, variance, or other land development applications may be authorized by the Board of Commissioners annually within the Fee Schedule for the Town of Biltmore Forest.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.088 REQUIREMENTS PRIOR TO ISSUANCE OF A BUILDING PERMIT.

Upon approval of a certificate of zoning compliance and prior to the issuance of a building permit, where applicable, the applicant shall obtain the following approvals.

(A) If connection is to be made to the town water or sewer systems, the applicant shall obtain approval for a tap from the town.

(B) If individual septic tanks and/or wells are to be used, the applicant shall obtain preliminary approvals from the County Health Department.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.089 BUILDING PERMIT REQUIRED.

Upon receiving a certificate of zoning compliance, a building permit shall be obtained from the County Building Inspections office for the construction or alteration of any building or structure pursuant to the procedures of the County Building Inspections office.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.090 CERTIFICATE OF OCCUPANCY REQUIRED.

(A) A certificate of occupancy issued by the Zoning Administrator is required prior to:

- (1) Occupancy or use of a building hereafter erected, altered, or moved; and
- (2) Change of use of any building or land.

(B) (1) (a) In conjunction with the final building inspection, the Zoning Administrator shall certify that all requirements of this chapter have been met.

(b) The applicant shall call for such certification coincident with the final building inspection or within ten days following completion.

(c) A certificate of occupancy, either for the whole or part of a building, shall be applied for coincident with the application for a certificate of zoning compliance and shall be issued within ten days after the erection or structural alterations or change in use of the building, or part, shall have been completed in conformity with the provisions of this chapter.

(2) (a) A certificate of occupancy shall not be issued unless the proposed use of a building or land conforms to the applicable provisions of this chapter.

(b) If the certificate of occupancy is denied, the Zoning Administrator shall state in writing the reasons for refusal and the applicant shall be notified of the refusal.

(c) A record of all certificates shall be kept on file in the office of the Zoning Administrator, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building or land involved.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.091 CONSTRUCTION PROGRESS.

If no substantial construction progress has been made within six months of the date of the issuance of the building permit, the Town shall contact the County Building Inspections and inquire as to whether the building permit is still valid. If the building permit is no longer valid, then the certificate of zoning compliance issued by the Town will be considered expired.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.092 CONSTRUCTION COMPLETION.

(A) Following approval of plans for construction of a structure or major remodeling of an existing structure and issuance of a building permit for the construction or remodeling, work on the structure shall be initiated within 60 days of issuance of the building permit.

(B) The construction or remodeling shall be substantially complete within two years of the date of issuance of the building permit for the construction.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013) Penalty, see § 153.999

#### § 153.093 COMPLIANCE.

In case any building is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or any building or land is used in violation of this chapter, the Zoning Administrator or any other appropriate town authority, or any person who would be damaged by such violation, in addition to other remedies, may institute an action for injunction, or mandamus, or other appropriate action or proceedings to prevent such violation.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.094 NOTICE OF VIOLATIONS AND INSPECTIONS.

(A) When staff determines work or activity has been undertaken in violation of a development regulation adopted pursuant to this Chapter or other local development regulation or any State law delegated to the local government for enforcement purposes in lieu of the State or in violation of the terms of a development approval, a written notice of violation may be issued. The notice of violation shall be delivered to the holder of the development approval and to the landowner of the property involved, if the landowner is not the holder of the development approval, by personal delivery, electronic delivery, or first-class mail and may be provided by similar means to the occupant of the property or the person undertaking the work or activity. The notice of violation may be posted on the property. The person providing the notice of violation shall certify to the local government that the notice was provided, and the certificate shall be deemed conclusive in the absence of fraud. Except as provided by G.S. 160D-1123 or G.S. 160D-1206 or otherwise provided by law, a notice of violation may be appealed to the Board of Adjustment pursuant to G.S. 160D-405.

(B) Administrative staff may inspect work undertaken pursuant to a development approval to assure that the work is being done in accordance with applicable State and local laws and of the terms of the approval. In exercising this power, staff are authorized to enter any premises within the jurisdiction of the local government at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials; provided, however, that the appropriate consent has been given for inspection of areas not open to the public or that an appropriate inspection warrant has been secured.

#### § 153.095 APPEAL FROM THE ZONING ADMINISTRATOR.

(A) All questions arising in connection with this chapter shall be presented first to the Zoning Administrator, and such questions shall be presented to the Board of Adjustment only on appeal from a ruling of the Zoning Administrator.

(B) Any order, requirement, decision, or determination made by the Zoning Administrator may be appealed to the Board of Adjustment pursuant to the procedure found in § 153.111.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.096. REVOCATION OF DEVELOPMENT APPROVAL.

In addition to initiation of enforcement actions under G.S. 160D-404, development approvals may be revoked by the local government issuing the development approval by notifying the holder in writing stating the reason for the revocation. The local government shall follow the same development review and approval process required for issuance of the development approval, including any required notice or hearing, in the review and approval of any revocation of that approval. Development approvals shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any applicable local development regulation or any State law delegated to the local government for enforcement purposes in lieu of the State; or for false statements or misrepresentations made in securing the approval. Any development approval mistakenly issued in violation of an applicable State or local law may also be revoked. The revocation of a development approval by a staff member may be appealed pursuant to G.S. 160D-405. If an appeal is filed regarding a development regulation adopted by a local government pursuant to this Chapter, the provisions of G.S. 160D-405(e) regarding stays apply.

## BOARD OF ADJUSTMENT

### § 153.105 ESTABLISHMENT OF BOARD OF ADJUSTMENT.

(A) A Board of Adjustment is hereby established. The Board shall consist of five members appointed by the Town Board of Commissioners. The members of the Board of Adjustment who have served as members of the Board of Adjustment under a zoning ordinance which was in effect prior to the adoption of this chapter shall serve the balance of the term to which said members were appointed.

(B) Upon completion of these terms of office, additional appointments shall be made on a staggered-term basis with one member appointed for a term of one year; two members appointed for a term of two years and two members appointed for a term of three years. All additional appointments to the Board shall be for three-year terms.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.106 SELECTION OF ALTERNATE MEMBERS.

The Board of Commissioners shall also appoint one alternate member to serve on the Board of Adjustment in the absence, for any cause, of any regular member. Such alternate member shall be appointed for a three-year term. Such alternate member, while attending any regular or special meeting of the Board and serving in the absence of any regular member, shall have and exercise all the powers and duties of such regular member so absent. The alternate member shall be subject to the provisions of § 153.107.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.107 RULES OF CONDUCT FOR MEMBERS.

(A) Members of the Board may be removed by the Board of Commissioners for cause, including violation of the rules stated below.

(B) Faithful attendance at meetings of the Board and conscientious performance of the duties required of members of the Board shall be considered a prerequisite to continuing membership on the Board.

(C) No Board member shall take part in the hearing, consideration, or determination of any case in which he or she is personally or financially interested.

(D) No Board member shall vote on any specific matter unless he or she shall have attended a majority of the hearings on that matter.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

### § 153.108 GENERAL PROCEEDINGS OF THE BOARD OF ADJUSTMENT.

The Board shall annually elect a Chairperson and a Vice-Chairperson from among its members. The Chairperson in turn will appoint a Secretary, which may be an employee of the town, and such other subordinates as may be authorized by the Town Board of Commissioners. The Chairperson, or in his or her absence the Vice-Chairperson, may administer oaths and request the attendance of witnesses in accordance with G.S. § 160D-406. The Board shall keep minutes of its proceedings, including the names of members present and absent, a record of the vote on every question, or abstention from voting, if any, together with records of its examinations and other official actions.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.109 MEETINGS.

(A) Board meetings. Meetings of the Board shall be held at the call of the Chairperson and at such other times as the Board may determine. All Board meetings are to be held in accordance with G.S. Ch. 143, Art. 33C commonly referred to as the Open Meeting Law.

(B) Quorum. A quorum shall consist of three members of the Board, but the Board shall not pass upon any questions relating to an appeal from a decision or determination of the Zoning Administrator, or an application for a variance or special use permit when there are less than four members present.

(C) Voting. All regular members may vote on any issue unless they have disqualified themselves for one or more of the reasons listed in § 153.107. The required vote to decide appeals and applications shall be as provided in § 153.111(D), and shall not be reduced by any disqualification. In all other matters, the vote of a majority of the members present and voting shall decide issues before the Board.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.110 POWERS AND DUTIES OF THE BOARD OF ADJUSTMENT.

The powers and duties of the Board of Adjustment shall be as follows:

(A) Interpretation. To interpret zoning maps and pass upon disputed questions of lot lines or district boundary lines and any other questions of interpretation that may arise in the administration of this chapter;

(B) Administrative review.

(1) The Board of Adjustment shall hear and decide requests for special use permits, variances, and appeal of decisions of the Town Manager. The term DECISION includes any final and binding order, requirement, or determination. The Board of Adjustment shall follow quasi-judicial procedures when deciding appeals and requests for special uses and variances. The Board of Adjustment may hear and decide all matters upon which it is required to pass under any statute or ordinance that regulates land use or development in the town.

(2) Notice of hearings conducted pursuant to this division (B) shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provide by the zoning or unified development ordinance. In the absence of evidence to the contrary, the town may rely on the county tax listings to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least ten days, but not more than 25 days, prior to the date of hearing. Within that same time, the town shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way. If an evidentiary hearing is set for a given date and a quorum of the board is not then present, the hearing shall be continued until the next regular board meeting without further advertisement.

(3) The Board of Adjustment shall determine contested facts and make its decision within a reasonable time. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. The Board of Adjustment must allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments. The Board may allow parties

without standing to present competent, material, and substantial evidence that is not repetitive. If an objection arises at the hearing as to the inclusion or exclusion of administrative materials, the Board Chair must rule on this objection at the hearing. An appeal of this ruling may be considered by the full Board pursuant to NCGS 160D-406(d). Each quasi-judicial decision shall be reduced to writing and reflect the Board's determination of contested facts and their application to the applicable standards. The written decision shall be signed by the Chair or other duly authorized member of the Board. A quasi-judicial decision is effective upon filing the written decision with the Town Manager. The decision shall be delivered by personal delivery, electronic mail, or by first class mail to the applicant or property owner as may be applicable, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective. The Town Manager shall certify that proper notice has been made.

(4) Every quasi-judicial decision shall be subject to review by the Superior Court by proceedings in the nature of certiorari (G.S. § 160D-406(k)). A petition for review shall be filed with the Clerk of Superior Court within the period specified by NCGS 160D-1405(d).

(5) Members of the Board of Adjustment exercising quasi-judicial functions shall not have a fixed opinion on a matter prior to hearing; shall not have undisclosed ex-parte communication with an applicant, a close familial, business, or other associational relationship with an applicant or a financial interest in the outcome. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

(6) The Chair of the Board of Adjustment or any member acting as Chair and the Town Manager are authorized to administer oaths to witnesses in any matter coming before the Board. Any person who, while under oath during a proceeding before the Board of Adjustment, willfully swears falsely is guilty of a Class I misdemeanor.

(7) The Chair of the Board of Adjustment or anyone acting as Chair, may subpoena witnesses and compel the production of evidence. Any person with standing under G.S. § 160D-406(g) may make a written request to the Chair explaining why it is necessary for certain witnesses or evidence to be compelled. The Chair or person acting as the Chair shall issue requested subpoenas he or she determines to be relevant, reasonable in nature and scope and not oppressive. The Chair shall rule on any motion to quash or modify a subpoena. Decisions regarding subpoenas made by the Chair may be appealed to the full Board of Adjustment. If a person subpoenaed fails to obey the subpoena, the Board of Adjustment or the party that requested the subpoena may apply to the General Court of Justice for an order requiring that its subpoena be obeyed.

(C) Special uses.

(1) Upon application, the Board of Adjustment may grant in particular cases and subject to appropriate conditions and safeguards, permits for special uses as authorized by this chapter, and set forth as special uses under the various use districts.

(2) A special use permit may be granted by the Board of Adjustment only after making the following findings:

(a) An application for the special use has been submitted as prescribed by this chapter;

(b) 1. If the Board of Adjustment finds, in the particular case in question, that the use, including any proposed structures:

a. Will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;

- b. Meets all required conditions and specifications of this chapter and other applicable rules, regulations, and standards;
- c. Will not substantially injure the value of adjoining or abutting property;
- d. Will be in general conformity with the plan of development of the town and its environs;
- e. Will be reasonably compatible with significant natural and topographic features on the site and within the immediate vicinity of the site given the proposed site design and structure design;
- f. Will be in harmony with scale, bulk, height, coverage, density, and character of the area or neighborhood in which it is located; or
- g. Is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar facilities, and will not cause undue traffic congestion or create a traffic hazard.

2. In granting such a permit, the Board of Adjustment may designate such conditions in connection therewith that will, in its opinion, assure the proposed use will conform to the requirements and spirit of this chapter. However, the Board of Adjustment shall not impose conditions on special use permits that the Town is not statutorily allowed to impose.

(c) Before any special use permit is issued, the Board shall make written findings certifying compliance with the specific rules governing the individual special use (see §153.008), and that satisfactory provision and arrangement has been made for at least the following, where applicable:

- 1. Satisfactory ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow, and control;
- 2. Provision of off-street parking and loading areas where required, with particular attention to the items in division (C)(2)(c)1 above, and the economic, noise, and odor effects of the special use on adjoining properties in the area;
- 3. Adequate and proper utilities, with reference to locations, availability, and compatibility;
- 4. Buffering, with reference to type, location, and dimensions;
- 5. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
- 6. Playgrounds, open spaces, yards, landscaping, access ways, pedestrian ways, with reference to location, size, and suitability;
- 7. Buildings and structures, with reference to location, size, and use;
- 8. Hours of operation, with particular reference to protecting and maintaining the character of the neighborhood;
- 9. With the exception of Americans with Disabilities Act, being 42 U.S.C. § 12101, lighting requirements and street lighting, the design standards as outlined in § 153.047, “site design and building form and mass for commercial buildings”, shall apply when exterior lighting is proposed and/or required; and
- 10. A site plan has been submitted as required in § 153.008.

11. The applicant/landowner must provide written consent to conditions placed on a special use permit by the Board of Adjustment.

(d) 1. The Zoning Administrator shall make periodic inspections during construction as well as a final inspection after construction is complete to determine whether the conditions

imposed and agreements made in the issuance of the permit have been met as well as whether all other requirements of this chapter have been met. The Zoning Administrator shall report his or her findings to the Board of Adjustment.

2. If at any time after a special use permit has been issued, the Board of Adjustment determines the conditions imposed and agreements made have not been or are not being fulfilled by the holder of a special use permit, the permit shall be terminated and the operation of such use discontinued.

3. If a special use permit is terminated for any reason, it may be reinstated only after reapplying for a special use permit.

(D) Variances.

Upon application, when unnecessary hardships would result from carrying out the strict letter of a zoning ordinance, the Board of Adjustment shall vary any of the provisions of the ordinance upon a showing of all of the following:

(1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property;

(2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from conditions that are common to the neighborhood or the public may not be the basis for granting a variance;

(3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship; and

(4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

Editor's note:

This amendatory language was passed during a Board meeting, May 14, 2014

## § 153.111 APPEALS AND APPLICATIONS.

(A) Types of appeals and applications.

(1) Appeals. The Board shall hear and decide all appeals from any decision or determination made by the Zoning Administrator.

(2) Applications. All applications for variances and special use permits shall first be presented to the Zoning Administrator, who in turn shall refer the application to the Board of Adjustment. Applications for variances and special use permits must be made by a person with a property interest in the property or a contract to purchase the property.

(B) Appeals.

(1) The Board of Adjustment shall hear and decide appeals from decisions of the Town Manager.

(2) The following apply to all appeals heard by the Board of Adjustment:

(a) Any person who has standing under G.S. §160D-406(d) or the town may appeal a decision to the Board of Adjustment. An appeal is taken by filing a notice of appeal with the Town Manager. The notice of appeal shall state the grounds for the appeal.

(b) The Town Manager shall give written notice to the owner of the property that is the subject of the decision and to the party who sought the decision, if different from the owners. The written notice shall be delivered by personal delivery, first-class mail, or other electronic forms. If provided via electronic form, the file must be protected from further editing.

(c) The owner or other party shall have 30 days from receipt of the written notice within which to file an appeal. Any other person with standing to appeal shall have 30 days from the receipt from any source of actual or constructive notice of the decision within which to file an appeal.

(d) It shall be conclusively presumed that all persons with standing to appeal have constructive notice of the decision from the date a sign containing the words “zoning decision” or “subdivision decision” in letters at least six inches high and identifying the means to contact an official for information about the decision is prominently posted on the property that is the subject of the decision, provided, the sign remains on the property for at least ten days. Posting of signs is not the only form of constructive notice. Any such posting shall be the responsibility of the landowner or applicant. Verification of the posting shall be provided to the official who made the decision. Absent an ordinance provision to the contrary, posting of signs shall not be required.

(e) The Town Manager shall transmit to the Board all documents and exhibits constituting the record upon which the action appealed from are taken. The Town Manager shall also provide a copy of the record to the appellant and to the owner of the property that is the subject of the appeal if the appellant is not the owner.

(f) 1. An appeal of a notice of violation or other enforcement order stays enforcement of the action appealed from unless the Town Manager certifies to the Board of Adjustment after notice of appeal has been filed that because of the facts stated in an affidavit, a stay would cause imminent peril to life or property or because the violation is transitory in nature, a stay would seriously interfere with enforcement of the ordinance.

2. In that case, enforcement proceedings shall not be stayed except by a restraining order, which may be granted by a court. If enforcement proceedings are not stayed, the appellant may file with the Town Manager a request for an expedited hearing of the appeal, and the Board of Adjustment shall meet to hear the appeal within 15 days after such a request is filed.

3. Notwithstanding the foregoing, appeals of decisions granting a permit or otherwise affirming that a proposed use of property is consistent with the ordinance shall not stay the further review of an application for permits or permissions to use such property; in these situations the appellant may request and the Board may grant a stay of a final decision of permit applications or building permits affected by the issue being appealed.

(g) Subject to the provisions of division (B)(2)(f) above, the Board of Adjustment shall hear and decide the appeal within a reasonable time.

(h) 1. During the conduct of a hearing, any party may appear in person or by agent or by attorney at the hearing.

2. The order of business for the hearing shall be as follows:

a. The Chair, or such person as he or she shall direct, shall give a preliminary statement of the case;

b. The applicant shall present the argument in support of the appeal or application;

c. Persons opposed to granting the appeal or the application shall present their argument against the application;

d. Both sides will be permitted to present rebuttals to opposing testimony; and

e. The Chair or such person as he or she shall direct shall summarize the evidence that has been presented, giving the parties the opportunity to make objections or corrections. Witnesses may be called and factual evidence may be submitted, but the Board shall not be limited to only consideration of only such evidence as would be admissible in a court of law. The Board may place parties and witnesses under oath and the opposing party may cross-examine them. The Town Manager, or other Town official who filed the notice of violation, shall be present at the hearing as a witness. The appellant shall not be limited at the hearing to matters stated in the notice of appeal. If any party or the town would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the Board shall continue the hearing. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the decision appealed from and shall make any order, requirement, decision, or determination that ought to be made. The Board shall have all the powers of the Town Manager.

(i) When hearing an appeal pursuant to G.S. § 160A-400.9(e) or any other appeal in the nature of certiorari, the hearing shall be based on the record below and the scope of review shall be as provided in G.S. § 160A-393(k).

(j) The parties to an appeal that has been made under this division (B)(2)(j) may agree to mediation or other forms of alternative dispute resolution. The ordinance may set standards and procedures to facilitate and manage such voluntary alternative dispute resolution.

(C) Hearings.

(1) Time. After receipt of notice of an appeal or an application, the Board Chairperson shall schedule a time for a hearing, which shall be within 36 days from the filing of such notice of appeal or application. Any additional appeal or application shall be received not less than two weeks prior to a scheduled meeting.

(2) Notice. In any application for projects involving planned unit developments, the Board shall give notice of the hearing in a newspaper having general circulation in the county five days prior to the date of the hearing. For all other applications and appeals, the Board shall send by first class mail notices of the hearing to the affected parties and to such other persons as the Zoning Administrator shall direct, at least ten days prior to the hearing. Such notice shall state the location of the building or lot, the general nature of the question involved in the appeal or application, and the time and place of the hearing.

(3) Re-hearings. An application for a rehearing may be made in the same manner as provided for an original hearing. Evidence in support of the application shall initially be limited to that which is necessary to enable the Board to determine whether there has been a substantial change in the facts, evidence, or conditions of the case. The application for rehearing shall be denied by the Board if from the record it finds that there has been no substantial change in facts, evidence, or conditions. If the Board finds that there has been a change, it shall thereupon treat the request in the same manner as any other appeal or application.

(D) Decisions.

(1) Time. A decision by the Board shall be made within 30 days from the time of hearing.

(2) Form.

(a) Written notice by certified or registered mail of the decision in a case shall be given to the applicant or appellant by the Secretary as soon as practical after the case is decided. In addition, written notice shall be given to owners of the subject property and to other persons who have made written request for such notice. The final decision of the Board shall be shown in the record of the

case as entered in the minutes of the Board and signed by the Secretary and the Chairperson upon approval of the minutes by the Board.

(b) 1. Such record shall show the reasons for the determination, with a summary of the evidence introduced and the findings of fact made by the Board. The decision on an appeal may reverse or affirm, wholly or partly, or modify the decision or determination of the Zoning Administrator. Where a variance is granted, the record shall state in detail any exceptional difficulty or unnecessary hardship upon which the application for the variance was based and which the Board finds to exist.

2. The record shall state in detail what, if any, conditions and safeguards are imposed by the Board in connection with the granting of a variance.

3. Where a special use permit is granted, the record shall indicate, by reference to the appropriate sections of the ordinance, that all requirements and standards for the particular special use have been met.

(3) Expiration of permits. Unless otherwise specified, any order or decision of the Board in granting a variance or a special use permit shall expire if a building permit for such use is not obtained by the applicant within six months from the date of the decision.

(4) Voting. The concurring vote of four-fifths of the members of the Board shall be necessary to reverse any decision or determination of the Zoning Administrator, or to grant a variance or to approve a special use permit.

(5) Public record of decisions. The decisions of the Board, as filed in its minutes, shall be a public record, available for inspection at all reasonable times.

(6) Variance and special use approvals run with the land.

(7) Revocations of previously approved variance and special use approvals must follow the same process as used for the approval.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

Editor's note:

This amendatory language was passed during a Board meeting, May 14, 2014

## § 153.112 APPEALS FROM THE BOARD OF ADJUSTMENT.

Appeals from the Board of Adjustment may be taken to the courts pursuant to G.S. § 160D-406(k)..

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

## DESIGN REVIEW BOARD

### § 153.125 PURPOSE AND INTENT.

(A) The Town Board of Commissioners finds that new development has a substantial impact on the character of the area in which it is located. Some harmful effects of one land use upon another can be prevented through zoning, subdivision controls, and building codes. Other aspects of development are more subtle. Among these are the general form of the land before and after development and the spatial relationships of the structures and open spaces as they contribute to an area as it is being developed. Such matters require the timely exercise of judgment in the public interest by people qualified to evaluate the design of new development.

(B) The design review process is intended to encourage residential and commercial developments that exemplify the best professional design practices and to promote the historic character of the town. The procedure is established to encourage individual identity for specific uses and structures; to enhance property values in the town and adjoining neighborhoods; to respect each individual site and its environmental qualities; and to minimize visual disharmony resulting from unrelated and poorly designed development.

(C) The purpose of this subchapter is to establish minimum standards for the exterior design of commercial, office, and residential structures, and to ensure high quality of development, redevelopment, and compatibility with evolving architecture or planning themes that contribute to a community image of quality, visual aesthetics, permanence, and stability which are in the best interest of the citizens of the town. These standards are intended to prevent use of materials that are unsightly, rapidly deteriorate, contribute to depreciation of area property values, or cause urban blight.

(D) These standards are further intended to ensure coordinated design of building exteriors, additions and accessory structures' exteriors in order to prevent visual disharmony; minimize adverse impacts on adjacent properties from buildings which are or may become unsightly, and buildings that detract from the character and appearance of the area. It is not the intent of this subchapter to restrict design freedom when reviewing and approving project architecture in relationship to the proposed land use, site characteristics, and interior building layout.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.126 COMPOSITION OF DESIGN REVIEW BOARD AND MEETING PROCEDURE.

(A) The Town Board of Commissioners hereby establishes a Design Review Board.

(B) The Town Board of Commissioners shall appoint five resident members. A minimum of two members shall come from the disciplines of architecture, landscape architecture, landscape contractor, licensed general contractor, or like disciplines.

(C) Members of the Design Review Board shall serve for terms of three years, and may be reappointed. The terms of the original members may be staggered so that not all terms expire simultaneously. Vacancies shall be filled for the unexpired term only.

(D) The Board shall meet when it has business to discuss, and otherwise has no set meeting schedule.

(E) The Board of Commissioners shall also appoint one alternate member to serve on the Design Review Board in the absence, for any cause, of any regular member. Such alternate member, while attending any regular and or special meeting of the Board and serving in the absence of any regular member, shall have and exercise all powers and duties of such regular member so absent.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.127 DEVELOPMENT SUBJECT TO DESIGN REVIEW.

The following types of development shall be subject to review by the Design Review Board:

(A) All new commercial buildings and new accessory and/or appurtenant buildings;

(B) All exterior expansions, additions, alterations, and modifications of existing commercial buildings and their accessory and/or appurtenant buildings;

(C) All new single- and multi-family dwellings and new accessory and/or appurtenant buildings;

(D) All exterior additions, alterations, and modifications to existing single- or multi-family dwellings and accessory and/or appurtenant buildings;

(E) All new accessory and appurtenant buildings on the premises of existing dwellings;

(F) Driveway redesign or realignment for new and existing residential and commercial buildings; and

(G) Any mechanical equipment when it is installed as part of a new commercial building.  
(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.128 APPLICATION REQUIRED TO BE FILED.

(A) The property owner or authorized agent shall supply all required information and fill out an application form available in the Town Hall. Completed applications shall be considered by the Design Review Board within 30 days and sooner if possible.

(B) Applications shall be submitted at least two weeks prior to the meeting in order to give the Board members adequate time for study.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.129 DUTIES AND POWERS OF THE DESIGN REVIEW BOARD.

(A) The Design Review Board shall review all applications for the following elements: harmony of proposed building with adjacent buildings and overall town historic character, site design, building form and mass, building materials, and color as set forth in §§ 153.044 through 153.047.

(B) (1) The Design Review Board has the authority to review plans and recommend redesign of a building or driveway.

(2) The Board's comments on an application are intended to assist property owners and developers in building structures that are in harmony with the town's aesthetic and historic character, which will lead to increased property values and aesthetically pleasing structures and environments.

(C) Review shall take into account compliance with other town ordinances that effect design, such as this chapter and §§ 93.30 through 93.40.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.130 SUBMITTAL REQUIREMENTS.

(A) The applicant shall submit the following information for all residential structures:

(1) Site plan;

(2) Floor plans; and

(3) Exterior elevations, including type and color of all exterior building materials, awnings, exterior lighting, and fencing.

(B) In addition to division (A) above, applicants for commercial structures shall submit the following information:

(1) Elevations and dimensions of all sides of existing and proposed buildings, including roof mechanical equipment, vents, chimneys, or other projecting items above the roof line;

(2) Elevations and dimensions of all existing or proposed solid waste and recycling containment areas;

(3) Type and color of all mechanical screening material, metal flashing, and the like;

(4) In order to aid in evaluating the exterior design, the applicant shall submit schematic floor plans showing, if applicable, window locations, doors, loading docks, projected interior layouts, seating, bar areas, waiting areas, vestibules, storage areas, food preparation areas, interior trash, or recycling space and the like;

(5) The height, location, and screening materials for heating, air conditioning, and ventilating and electrical equipment;

(6) Colored exterior building elevations, exterior building, and finish material samples and color pallets; and

(7) Other information as required.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

#### § 153.131. DEVELOPMENT AGREEMENTS

Pursuant to NCGS Chapter 160D, Article 12, the Town of Biltmore Forest may enter into a development agreement with developers, subject to the procedures outlined below.

(A) Before entering into a development agreement, a local government shall conduct a legislative hearing on the proposed agreement. The notice provisions of G.S. 160D-602 applicable to zoning map amendments shall be followed for this hearing. The notice for the hearing must specify the location of the property subject to the development agreement, the development uses proposed on the property, and must specify a place where a copy of the proposed development agreement can be obtained. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 25, 51(a), (b), (d).)

(B). Content and modification.

A development agreement shall, at a minimum, include all of the following:

(1) A description of the property subject to the agreement and the names of its legal and equitable property owners.

(2) The duration of the agreement. However, the parties are not precluded from entering into subsequent development agreements that may extend the original duration period.

(3) The development uses permitted on the property, including population densities and building types, intensities, placement on the site, and design.

(4) A description of public facilities that will serve the development, including who provides the facilities, the date any new public facilities, if needed, will be constructed, and a schedule to assure public facilities are available concurrent with the impacts of the development. In the event that the development agreement provides that the local government shall provide certain public facilities, the development agreement shall provide that the delivery date of such

public facilities will be tied to successful performance by the developer in implementing the proposed development, such as meeting defined completion percentages or other performance standards.

(5) A description, where appropriate, of any reservation or dedication of land for public purposes and any provisions agreed to by the developer that exceed existing laws related to protection of environmentally sensitive property.

(6) A description, where appropriate, of any conditions, terms, restrictions, or other requirements for the protection of public health, safety, or welfare.

(7) A description, where appropriate, of any provisions for the preservation and restoration of historic structures.

(C) A development agreement may also provide that the entire development or any phase of it be commenced or completed within a specified period. If required by ordinance or in the agreement, the development agreement shall provide a development schedule, including commencement dates and interim completion dates at no greater than five-year intervals; provided, however, the failure to meet a commencement or completion date does not, in and of itself, constitute a material breach of the development agreement pursuant to G.S. 160D-1008 but must be judged based upon the totality of the circumstances. The developer may request a modification in the dates as set forth in the agreement.

(D) If more than one local government is made party to an agreement, the agreement must specify which local government is responsible for the overall administration of the development agreement. A local or regional utility authority may also be made a party to the development agreement.

(E) The development agreement also may cover any other matter, including defined performance standards, not inconsistent with this Chapter. The development agreement may include mutually acceptable terms regarding provision of public facilities and other amenities and the allocation of financial responsibility for their provision, provided any impact mitigation measures offered by the developer beyond those that could be required by the local government shall be expressly enumerated within the agreement, and provided the agreement may not include a tax or impact fee not otherwise authorized by law.

(F) Consideration of a proposed major modification of the agreement shall follow the same procedures as required for initial approval of a development agreement. What changes constitute a major modification may be determined by ordinance adopted pursuant to G.S. 160D-1003 or as provided for in the development agreement.

(G) Any performance guarantees under the development agreement shall comply with G.S. 160D-804.1. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 26, 51(a), (b), (d).)

§ 153.132. DEVELOPMENT AGREEMENT VESTING.

- (a) Unless the development agreement specifically provides for the application of subsequently enacted laws, the laws applicable to development of the property subject to a development agreement are those in force at the time of execution of the agreement.
- (b) Except for grounds specified in G.S. 160D-108(c) or G.S. 160D-108.1(f), a local government may not apply subsequently adopted ordinances or development policies to a development that is subject to a development agreement.
- (c) In the event State or federal law is changed after a development agreement has been entered into and the change prevents or precludes compliance with one or more provisions of the development agreement, the local government may modify the affected provisions, upon a finding that the change in State or federal law has a fundamental effect on the development agreement.
- (d) This section does not abrogate any vested rights otherwise preserved by law. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 27, 51(a), (b), (d).)

§ 153.133. DEVELOPMENT AGREEMENT BREACH AND CURE.

- (a) Procedures established pursuant to G.S. 160D-1003 may include a provision requiring periodic review by the zoning administrator or other appropriate officer of the local government, at which time the developer shall demonstrate good-faith compliance with the terms of the development agreement.
- (b) If the local government finds and determines that the developer has committed a material breach of the agreement, the local government shall notify the developer in writing setting forth with reasonable particularity the nature of the breach and the evidence supporting the finding and determination and providing the developer a reasonable time in which to cure the material breach.
- (c) If the developer fails to cure the material breach within the time given, then the local government unilaterally may terminate or modify the development agreement, provided the notice of termination or modification may be appealed to the board of adjustment in the manner provided by G.S. 160D-405.
- (d) An ordinance adopted pursuant to G.S. 160D-1003 or the development agreement may specify other penalties for breach in lieu of termination, including, but not limited to, penalties allowed for violation of a development regulation. Nothing in this Article shall be construed to abrogate or impair the power of the local government to enforce applicable law.

(e) A development agreement shall be enforceable by any party to the agreement notwithstanding any changes in the development regulations made subsequent to the effective date of the development agreement. Any party to the agreement may file an action for injunctive relief to enforce the terms of a development agreement. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

#### § 153.134. DEVELOPMENT AGREEMENT AMENDMENTS.

Subject to the provisions of G.S. 160D-1006(e), a development agreement may be amended or terminated by mutual consent of the parties. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

#### § 153.135. CHANGE OF JURISDICTION.

(a) Except as otherwise provided by this Article, any development agreement entered into by a local government before the effective date of a change of jurisdiction shall be valid for the duration of the agreement or eight years from the effective date of the change in jurisdiction, whichever is earlier. The parties to the development agreement and the local government assuming jurisdiction have the same rights and obligations with respect to each other regarding matters addressed in the development agreement as if the property had remained in the previous jurisdiction.

(b) A local government assuming jurisdiction may modify or suspend the provisions of the development agreement if the local government determines that the failure of the local government to do so would place the residents of the territory subject to the development agreement or the residents of the local government, or both, in a condition dangerous to their health or safety, or both. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

#### § 153.136. Recordation.

The developer shall record the agreement with the register of deeds in the county where the property is located within 14 days after the local government and developer execute an approved development agreement. No development approvals may be issued until the development agreement has been recorded. The burdens of the development agreement are binding upon, and the benefits of the agreement shall inure to, all successors in interest to the parties to the agreement.

§ 153.999 PENALTY.

(A) Any person, firm, or corporation who violates the provisions of this chapter shall, upon conviction, be guilty of a misdemeanor and shall be fined not exceeding \$50 and/or imprisoned for a period not exceeding 30 days. Each day of violation shall be considered a separate offense.

(B) Unless extraordinary and reasonably unforeseeable delaying factors not resulting from the owner's action or inaction can be clearly demonstrated and proven, failure to have the construction or remodeling substantially complete at the end of the two-year time period shall subject the property owner to a fine of \$250 per day.

(Ord. passed 10-19-1983; Ord. passed 8-12-2013)

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

June 8, 2021



**Agenda Item F-4**

**Consideration of FY 21 Budget Amendment**

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Background

The Board of Commissioners adopted the FY21 budget last June 10, 2020. The Board has made several amendments to the budget since that time. This budget amendment is designed to be the final budget amendment for FY21 and reflects funding that has been delayed, not materialized as planned, or has exceeded projections.

Budget Amendment #3

Specifically, this budget amendment reduces overall town expenditures in the General Fund by \$208,734. This reflects the delayed funding for the Greenwood Park Stream Restoration project as well as a lesser amount of Covid-19 reimbursements received by the Town. Each of these line items were included in their previous budget iterations based on the belief they would be fully utilized in the current budget year. Several revenue line items were increased – specifically further growth in sales tax and within the sale of personal property. Additional expenditure line items were increased for the Police and Public Works Departments, with offsetting revenues accounting for much of these increases.

Prior to July 1, 2021, I will make budget re-allocations to clean up the FY21 budget. Those re-allocations will be provided to the Board at the July 2021 meeting per the Budget Ordinance. Please feel free to let me know if you have any questions.



**FY 2020-2021 BUDGET ORDINANCE AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the Town of Biltmore Forest, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

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

Adopted this 8th day of June, 2021.

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George F. Goosmann, III  
Mayor

**FY20-21 Budget Amendment  
June 8, 2021**

<b>Section 1. To amend the General Fund Revenues as follows:</b>					
Account #	Account Description	Original Budget Amt	Increase	Decrease	Revised Budget Amt
10-3010-0200	Tax Interest & Penalties	13,200	1,100	-	14,300
10-3020-0200	Bunc Cty 1% Tax	502,415	24,263		526,678
10-3020-0300	1/2 Cent Sales Tax (A. 40)	211,021	16,292		227,313
10-3020-0400	1/2 Cent Sales Tax (A.42)	262,705	15,261		277,966
10-3020-0600	Sales Tax Refund	10,000	48,000	-	58,000
10-3020-0700	Gasoline Tax Refund	3,000	1,000	-	4,000
10-3060-0200	Miscellaneous	15,000	6,500		21,500
10-3500-0000	Sale of Personal Property	15,000	6,000		21,000
10-3500-0700	Intergovernmental Loan	300,000	-	(300,000)	-
10-3030-0300	Covid Reimbursements	79,867	-	(27,150)	52,717
<b>Net Decrease in General Fund Revenues</b>			<b>118,416</b>	<b>(327,150)</b>	<b>(208,734)</b>
<b>Section 2. To amend the General Fund Expenditures as follows:</b>					
<b>Police Department</b>					
10-5100-0200	Salaries	837,914	50,000	-	887,914
10-5100-0300	Overtime	42,000	-	(3,934)	38,066
10-5100-3700	Software	14,000	10,000		24,000
10-5100-3800	Technology	47,925	20,000	-	67,925
10-5100-7400	Capital Equipment	110,000	-	(11,800)	98,200
<b>Public Works</b>					
10-5600-1500	Maint/Repair Bldg-Grnds	8,000	6,000	-	14,000
10-5600-1600	Maint/Repair Streetlights	10,000	-	(8,000)	2,000
10-5600-5202	Greenwood Pk Stream Res	300,000	-	(250,000)	50,000
10-5600-6000	Capital Outlay	8,250	-	(5,000)	3,250
<b>Streets</b>					
10-5700-7400	Capital Equipment	8,000		(6,000)	2,000
<b>Sanitation</b>					
10-5800-1700	Maint/Repair Vehicles	13,000	15,000		28,000
<b>General Government</b>					
10-6600-6201	Covid Expenditures	79,867	-	(25,000)	54,867
<b>Net Decrease in General Fund Expenditures</b>			<b>101,000</b>	<b>(309,734)</b>	<b>(208,734)</b>

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
June 8, 2021



**Agenda Item F-5**

**Consideration of FYE 21 Audit Contract**

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Background

State law requires the Town to undertake an audit of all financial statements at the conclusion of each fiscal year. The audit firm must perform this review in accordance with Generally Accepted Accounting Principles (GAAP). Carter P.C. has performed these audits exceptionally well for the Town for many years. Their staff works well with our staff and we appreciate their assistance and help to ensure the Town is doing everything possible to abide by and exceed governmental accounting standards.

Audit Services for FYE21

The attached engagement letters and audit contract will allow Carter P.C. to perform this work for the fiscal year that concludes June 30, 2021. If approved by the Board, they will be on-site for work beginning the week of August 8, 2021. Please let me know if there are any questions or concerns regarding this audit contract.

The	Governing Board Honorable Mayor and Board of Commissioners
of	Primary Government Unit (or charter holder) Town of Biltmore Forest
and	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Carter, P.C.
	Auditor Address 16 Biltmore Ave., Suite 200, Asheville, NC 28801

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.  
  
If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Jonathan Kanipe	Town Manager	jkanipe@biltmoreforest.org

**OR Not Applicable**  (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

**PRIMARY GOVERNMENT FEES**

Primary Government Unit	Town of Biltmore Forest
Audit Fee	\$ 18,244
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 6,081
All Other Non-Attest Services	\$ See engagement letter
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$ 18,244.00

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* Carter, P.C.	
Authorized Firm Representative (typed or printed)* Levonía Reese	Signature* 
Date* 06/04/21	Email Address* levonia.reese@carter-cpa.com

**GOVERNMENTAL UNIT**

Governmental Unit* Town of Biltmore Forest	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

June 2, 2021

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
Biltmore Forest, North Carolina

We are pleased to confirm our understanding of the services we are to provide Town of Biltmore Forest, North Carolina for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Biltmore Forest, North Carolina as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Biltmore Forest, North Carolina's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Biltmore Forest, North Carolina's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability - Local Government Employees Retirement System
3. Schedule of Contributions - Local Government Employees Retirement System
4. Schedule of Changes in Total Pension Liability - Law Enforcement Officers' Special Separation Allowance
5. Schedule of Total Pension Liability as a Percentage of Covered Payroll - Law Enforcement Officers' Special Separation Allowance
6. Schedule of Town's Proportionate Share of Net OPEB Liability - Retiree Health Benefit Fund
7. Schedule of Town Contributions - Retiree Health Benefit Fund

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

1. General Fund - Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
2. Capital Project Fund - Schedule of Revenues and Expenditures - Budget and Actual
3. Enterprise Fund - Water Fund: Schedule of Revenues and Expenditures - Budget and Actual
4. Schedule of Ad Valorem Taxes Receivable
5. Analysis of Current Tax Levy

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Biltmore Forest, North Carolina's financial statements. Our report will be addressed to The Honorable Mayor and Members of the Board of Commissioners of the Town of Biltmore Forest, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

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

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

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Biltmore Forest, North Carolina's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will prepare the financial statements of Town of Biltmore Forest, North Carolina in conformity with U.S. generally accepted accounting principles based on information provided by you. We will prepare the Annual Financial Information Report (AFIR) for the year ended June 30, 2021, based on information provided by you. In addition, we will maintain your property and equipment listing based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, AFIR preparation, and property and equipment listing maintenance services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for the presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services, preparation of the AFIR, and maintenance of your property and equipment listing and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

### **Engagement Administration, Fees, and Other**

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

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement is the property of Carter, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government Commission or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carter, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the North Carolina Local Government Commission or its designee. The North Carolina Local Government Commission or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in August 2021 and to issue our reports no later than October 31, 2021. Levonia B. Reese, CPA is the audit managing director and is responsible for supervising the engagement and signing the report.

To ensure that Carter, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the managing director before entering into any substantive employment discussions with any of our personnel.

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
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We estimate that our fees for the audit and other services, other than the preparation of the AFIR, will approximate \$24,325. Preparation of the AFIR will approximate \$900. You will also be billed for travel and other out-of-pocket costs such as report production, postage, mileage, etc. Out-of-pocket expenses are not expected to exceed \$350. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

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

Very truly yours,



Levonia B. Reese, CPA  
Vice President & Managing Director

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
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This letter correctly sets forth the understanding of Town of Biltmore Forest, North Carolina.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

June 1, 2021

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
Biltmore Forest, North Carolina

We are pleased to confirm our understanding of the services we are to provide for Town of Biltmore Forest, North Carolina.

We will examine the employee census data and related underlying payroll records of Town of Biltmore Forest, North Carolina as of December 31, 2020 to determine that the employee census data provided to the Local Government Employees' Retirement System (LGERS) is complete and accurate. The objectives of our examination are to 1) obtain reasonable assurance about whether the LGERS employee census data and related underlying payroll records reported by the Town to the Department of State Treasurer's Retirement Systems Division for the calendar year ended December 31, 2020 is free from material misstatement based on criteria set by the Retirement System's Handbook revised January 2019; and 2) to express an opinion as to whether the census information is complete and accurate in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Honorable Mayor and Members of the Board of Commissioners, Town of Biltmore Forest, North Carolina. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur relating to the condition of your records, the availability of sufficient, appropriate examination evidence, or the existence of a significant risk of material misstatement of the LGERS employee census data and underlying payroll records caused by error or fraud, which in our professional judgment prevent us from completing the engagement or forming an opinion on the LGERS employee census data and underlying payroll records, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or withdrawing from the engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We will plan and perform the examination to obtain reasonable assurance about whether the LGERS employee census data and underlying payroll records reported by the Town to the Department of State Treasurer's Retirement Systems Division for the calendar year ended December 31, 2020 is free from material misstatement, based on the criteria set by the Retirement System's Handbook revised January 2019. Our engagement will not include a detailed inspection

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
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of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for reporting the LGERS employee census data and underlying payroll records to the Department of the State Treasurer's Retirement Systems Division in accordance with the Retirement System's Handbook revised January 2019; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the LGERS employee census data and underlying payroll records reported to the Department of the State Treasurer's Retirement Systems Division is reported in accordance with the Retirement System's Handbook revised January 2019. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with 1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; 2) additional information that we may request for the purpose of the examination; and 3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

You agree to assume all management responsibilities for reporting the LGERS employee census data and underlying payroll records to the Department of the State Treasurer's Retirement Systems Division and any other nonattest services we provide; oversee the services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

The engagement documentation for this engagement is the property of Carter, P.C. and constitutes confidential information. However, we may be requested to make certain engagement documentation available to regulators or other oversight bodies pursuant to authority given to them by law or regulation. If requested, access to such engagement documentation will be provided under the supervision of Carter, P.C. personnel. Furthermore, upon request, we may provide copies of selected engagement documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies

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

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Levonía B. Reese, CPA is the audit managing director and is responsible for supervising the engagement and signing the report.

To ensure that Carter, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the audit managing director before entering into any substantive employment discussions with any of our personnel.

We expect to begin our examination in August 2021 and issue our report in October 2021. We estimate that our fees for these services will range from \$2,500 to \$4,000. You will also be billed for travel and other out-of-pocket costs such as report production, postage, mileage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the examination. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

The Honorable Mayor and Members  
of the Board of Commissioners  
Town of Biltmore Forest  
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In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

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

Very truly yours,



Levonia B. Reese, CPA  
Vice President & Managing Director

RESPONSE:

This letter correctly sets forth the understanding of Town of Biltmore Forest, North Carolina

Officer signature \_\_\_\_\_

Title \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_