## PROPOSED AGENDA

# Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, April 9, 2019 at 4:30 p.m.

## A. Roll Call by the Clerk

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

- B. Approval of the Minutes
  - 1. The minutes of the Regular Meeting held Tuesday, March 12, 2019 will be presented for approval.
  - 2. The minutes of the Special Planning Retreat held Friday, March 8, 2019 will be presented for approval.
- C. Public Comment
- D. Reports of Officers
  - 1. Chief of Skyland Fire and Rescue
  - 2. Police Department
  - 3. Public Works Director
  - 4. Town Manager
- E. New Business
  - 1. Consideration of Board Re-Appointments
  - 2. Greenwood Park Master Plan and PARTF Application
    - a) Consideration of Resolution Approving Amended Master Plan for Greenwood Park
    - b) Consideration of Resolution Approving Town Application for NC Parks and Recreation Trust Fund Grant Program
    - c) Consideration of Resolution Approving Town Application for NC Department of Environmental Quality
  - 3. Consideration of Resolution Opposing Senate Bill 367
  - 4. Consideration of Agreement with Craft HR Solutions
  - 5. Planning Commission Report from Zoning Ordinance Amendment Discussion
- F. Petitions, Motions, and Other Business
- G. Public Comment
- H. Adjourn

## MINUTES OF THE MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF BILTMORE FOREST HELD MARCH 12, 2019.

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 by the Clerk:

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

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

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

Mayor Goosmann asked for a motion to approve the February 12, 2019 minutes. A motion was made by Commissioner Cogburn to approve the minutes. The motion was seconded by Commissioner Kelly. The motion was unanimously approved.

Lieutenant Mark Allen gave the monthly report for the Police Department. Chief Beddingfield is attending the Law Enforcement Executive Program graduation. Lieutenant Allen said there have been an unusual amount of dog bites this past month. Two new civilian dispatchers have been hired to fill the open positions. Lieutenant Allen discussed a DWI case from last month.

Mr. Terry Crouch had no additional comments for the Public Works monthly report. Commissioner Cogburn thanked Mr. Crouch for having the dangerous tree removed at the park. Mayor Goosmann thanked Mr. Crouch for having Public Works fix the gravel pond. Mr. Kanipe discussed the traffic control methods the Board approved last month, the allway stop at Vanderbilt and Cedarcliff Road and reducing the speed limit just past the last residence going north into Biltmore Village. Mr. Kanipe initiated a discussion with J.M. Teague Engineers to coordinate this project. The fee proposed is \$2,800 for these two projects. This portion of the traffic mitigation project is a priority right now, and Mr. Kanipe said the engineers indicated this could be in place by June 1<sup>st</sup>.

Commissioner Loomis made a motion for acceptance of implementing the traffic control with J.M. Teague and the engineering services. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Mr. Kanipe said the Planning Commission meeting went well. There were approximately nine residents in attendance and concerns were expressed regarding amendments to the ordinance. The audience members also believed some language was vague. There was concern for existing allowance of fence repair. Also, Mr. Kanipe said some residents were concerned about not being informed if fences, gates, or walls were to be put up by their neighbor. Another suggestion was making a height limit for columns. The Planning Commission took all the information in but did not give a recommendation at this time as they wanted to review the comments and meet again. A Planning Commission member stated her opposition to fences and suggested a moratorium on fence, driveway, and wall requests while waiting for a decision to be made. This was also discussed in a January 2017 meeting. If the moratorium is 60 days or less, it does require the Board to have a Public Hearing to receive feedback before a moratorium takes place.

The Planning Commission has scheduled their next meeting for Monday, April 1<sup>st</sup> at 4pm. Commissioner Loomis wanted to know if there were other ways for public input. Commissioner Loomis suggested having a few public hearings to get more public input before considering changes to the ordinance. Commissioner Loomis would like to find additional ways to get the public involved with this decision. Mr. Kanipe said it would make sense to wait to hear back from the Planning Commission before scheduling a Public Hearing. Mr. Clarke agreed with Mr. Kanipe. More information will be brought to the Board of Commissioners after the April 1<sup>st</sup> Planning Commission meeting. Mayor Goosmann agreed. The Greenwood Park grant application was discussed. Mr. Kanipe noted a drop-in public meeting to gather feedback on the Greenwood Park plan. WithersRavenel will be here to show the master plan. The portion of the stream restoration will be taken out of this plan but we are applying for different levels of funding through the Clean Water Trust Fund and Department of Water Resources. There will be a meeting on March 28<sup>th</sup> in regard to this stream restoration with the Department of Water Resources team. Commissioner Cogburn asked if the applications will be sent separately. Mr. Kanipe stated yes, the Clean Water Trust Fund is due April 30<sup>th</sup> and the Parks and Recreation Center Trust Fund Grant is due May 1<sup>st</sup>. The Division of Water Resources Grant for the stream restoration is due in September.

Mr. Kanipe gave the Board an update on the Public Works building. The construction is going very well and the roofing will be up soon. They will be able to work more once they have a roof up and won't have to worry about delayed work due to the rain.

Mr. Kanipe gave his monthly report. There were several projects approved for the Board of Adjustment meeting. A deer fence was approved at 7 Frith around the side and rear of the property. This property abuts the Blue Ridge Parkway so approval was given. The front yard fencing and two driveway gates were withdrawn from the application since this is not allowed.

A new residence was approved for construction at 22 Cedarcliff Road. The Board approved a retaining wall in the back as well.

A conditional use permit request was approved at 31 Hilltop Road for construction of a tennis court and swimming pool in the rear yard.

There was a Variance granted for a new home construction at 2 Southwood Road. This is a corner lot and the property owner requested the front of the house face Southwood Road for safety reasons. The hazardous tree removal project is being worked on within the Town's right-of-way. Letters will be sent out to homeowners within the next few weeks. Mr. Clarke composed a letter to send to the residents which should be taken care of within 30 days.

Mr. Clarke and Mr. Kanipe are currently working on proposed amendments to the Animal Control Ordinance.

The Boxwood Blight seminar went very well. There were approximately 44 people in attendance. Mr. Kanipe asked for a copy of the PowerPoint presentation and once received this will be available to residents on the Town's website.

The Biltmore Forest Community Committee meeting went very well yesterday. There will be an Arbor Day event that they will be hosting. The event will be April 27<sup>th</sup> from 10am-12pm. There will be activities for children and Smokey the Bear will attend. The event will be geared to children.

Commissioner Cogburn mentioned the Chief of Police attended the meeting with the Community Committee and discussed the National Night Out which will be held the second weekend in August. The Community Committee was very enthusiastic about helping with this event. This is a national event that Police Departments and Sheriff's Offices put on. It would be a good outreach program for the citizens. It is also great for kids.

Ms. Laura Jacobs is going to school for the Clerk Academy. It is at the UNC School of Government and it consists of four, one week classes. The class will finish up at the end of October.

#### PUBLIC COMMENT

Mayor Goosmann asked if there was any Public Comment.

Mrs. Wrenn thanked Austin from Public Works for coming over. On Friday, February 15<sup>th</sup>, Mr. Tucker came by to look into a restricted culvert. Mr. Crouch contacted the Metropolitan Sewerage District on Tuesday the 19<sup>th</sup>. The culvert was cleared. Ms. Wrenn wanted to bring this to the Board's attention. Ms. Wrenn said there was something going across the culvert and observed a crosswise blockage. MSD washed out the culvert with power wash but was unable to dislodge a crosswise blockage. Ms. Wrenn's concerns related to a pipeline bisecting the culvert which could reduce the flow capacity of an 18" culvert, promote further blockages, and allow flow to escape the culvert and erode under the roadway.

The other item Ms. Wrenn discussed was in regard to the financing of the Greenwood Park restoration plan and whether funding may be available for the section of a blue line stream that runs along her property line.

Ms. Mary Goodkind, resident of Ridgefield Place, asked for clarification of the new speed limit change. Mr. Kanipe said the area in question, beginning just north of the intersection of Busbee Road down to Biltmore Village, has a current speed limit of 35 mph. The change proposed will reduce the limit to 25 mps in this area to the last house on Vanderbilt where the limit will increase to 35 mph to Biltmore Village. Ms. Goodkind asked for clarification about the closing of Ridgefield Place, as previously discussed. Her preference is not to close Ridgefield, but to instead be able to turn right from Ridgefield onto Hendersonville Road to go south. Mr. Kanipe said turning right onto Hendersonville Road from Ridgefield, but no left turn onto Hendersonville Road, is definitely a possibility. The Town has waited on NCDOT to install the stop light at Eastwood Road for over one year now, and then will assess the potential closure of or changes to Ridgefield Place ingress and egress after this is done. Mayor Goosmann said they are supposed to put that red light in April. Mr. Clarke said he will get the process moving. If the Board elected to close the road, there would be a Public Hearing required.

Ms. Diane Zimmerman asked about invisible fences for dogs. Mr. Kanipe said invisible fences are allowed. Ms. Zimmerman suggested keeping the fence 10 feet from the road due to the latest incident with the dog biting a resident. Lieutenant Allen said the dog who came through the invisible fence did not have a collar.

Ms. Zimmerman also commented on the dangerous trees. The visibility of the trees at Busbee and Vanderbilt, Forest and Busbee, and going around the corner at Lone Pine Road are problems. Mr. Kanipe said the Town is limited in what it can do when the trees are not on the Town right-of-way. They will continue to look at the issue and notify the people with the hazardous trees.

There being no further business, Mayor Goosmann adjourned the meeting at 5:17 p.m.

The next Board of Commissioners meeting was scheduled for Tuesday, April 9, 2019 at 4:30 p.m.

ATTEST:

Jonathan B. Kanipe Town Manager

George F. Goosmann, III Mayor

# TOWN OF BILTMORE FOREST BOARD OF COMMISSIONERS RETREAT

#### MARCH 8, 2019

# SPECIAL CALLED PLANNING RETREAT PUBLIC MEETING

#### WESTERN CAROLINA UNIVERSITY AT BILTMORE PARK

Those in attendance: Jonathan Kanipe, Helen Stephens, Laura Jacobs, Chris Beddingfield, Terry Crouch, Mayor Goosmann, Commissioner Cogburn, Commissioner Kelly, Commissioner Loomis, and Town Attorney, Billy Clarke.

Mayor Goosmann convened the meeting at 10:00 A.M.

Mr. Kanipe asked the Board to express their opinions and ideas at any time during the meeting. The Budget is currently being worked on which will be submitted to the Board in May. Right now there are no specific numbers but in May it will be much more precise. Mayor Goosmann thanked Ms. Joyce Young for coming.

Mr. Kanipe explained the difference between a strategic plan and a comprehensive plan. Mr. Kanipe presented the objectives for the Vision 2023 plan. Mr. Kanipe explained "bridging the gap" and redefining excellence for the Town.

Mr. Kanipe went over the draft vision statement and mission for the Town. Three core values were also explained which are exceptional service, teamwork, and sustainability. Mr. Kanipe said town staff wants to have an engaged work force and encourage staff development. Mr. Kanipe said he would like to evaluate the financial policies in which public trust would be maintained in the sustainability of the Town's finances. Each strategy mentioned comes with its own set of expectations.

The Budget Fiscal Year 2019-2020 is tied into each of the strategies Mr. Kanipe discussed. Staff has already developed broad based budget goals for next year but the next two months will enable staff to focus on the Board's priorities by utilizing these strategic plans.

Revenue Forecasts for Fiscal Year 2019-2020 were discussed and Mr. Kanipe said the Town is fortunate to have strong property and sales tax bases. Sales tax is grouped in with other unrestricted intergovernmental revenues, and forecasted to grow by 7.9% next year with an average increase of 4.67% through 2023.

The property tax collection percentage remains high. Property tax estimates for the coming year estimate an increase of approximately 1.5% with this being the forecast through 2023. Ms. Stephens said the property tax collection rate is currently 99.8% and showed the Board the preliminary revenue forecast based on historical data and budgeted data for current year FYE 2019. There is a dramatic increase in investment earnings. Within the NC Capital Management Trust, we were able to get double our interest rate. Permit fees also continue to be very strong.

All other Town revenues are forecast to be up over the next year and following years, with the exception of the Powell Bill fund, which projects a minimal reduction. Even with interest rates not forecast to increase the remainder of the year, we foresee a strong future for the Town's investment earnings.

Other revenues such as permit fees are largely dependent upon the housing industry and construction activity throughout the Town. This continues to be relatively strong.

Administration is focusing on improving citizen engagement. There will be increased social media usage, fine tuning notification systems (CodeRed), and finding out the best way to communicate with Town citizens.

In regards to Planning, Administration will proactively communicate with the residents and improve code enforcement. Administration will also further the creation of creating a userfriendly permit application process. The storm water Ordinance will also be reviewed for best management practices.

The Public Works construction project will likely finish in late summer of 2019. An open house will be scheduled to demonstrate the building needs and results to citizens. The traffic pattern changes will also be finalized to improve residential experience in Biltmore Forest. New speed signs will continue to aid in the collection of traffic data, and this will be heavily utilized as the I-26 construction project begins. The speed signs have been well received by residents.

The storm water master plan project should conclude within 3-6 months. A storm water education program will be created for citizens. Educating citizens will really help and determine what private property owner's responsibility is and how they can improve storm water on their property.

The grant announcement for Greenwood Park is likely to arrive in September. This announcement will assist in decisions with improvements to the park. The Town is currently investigating other methods of stream restoration funding which includes 20 year, 0 percent interest loan from the Division of Water Resources. Depending on the funding for Greenwood Park, Rosebank Park may also be considered for improvements ahead of 2023 centennial.

The hazard tree removal program will commence in earnest in FY20. A new budget line item for this project is in line with demonstrated removal needs throughout the Town's right of way and public land. There is a possibility of recreating walking paths in Brookside Park. There is a new tree inspection program through the Town arborist, Charles Tesner. Tesner provides accurate and knowledgeable information to residents regarding tree removal and will prove an increased level of service to residents. Ideally, this position will move to a full time role covering all aspects of arboriculture and natural areas within the Town.

Regarding sanitation and recycling, Public Works will continue to focus on timely, accurate pickup. Public Works will need replacement of the sand trucks. Mr. Crouch explained the salt eats the trucks up and causes rust. Both trucks are extremely unsafe to drive. Mr. Kanipe explained the Volkswagen clean diesel settlement and that the Town will apply for 100 percent grant funding to replace at least one of these vehicles.

Mayor Goosmann suggested having recycling pickup once a week instead of on a biweekly basis.

A major focus in the coming year will be on employee morale and organizational culture. Lately, the Town has experienced significant turnover with long-term employees retiring or leaving the workplace. The personnel policy is currently being revised and recruitment techniques are being improved. Employee engagement must also improve and this can be done through daily check-ins, employee surveys, discussion groups, and follow-ups. Morale and relationship building will be a primary focus. Ideas for accomplishing this may include monthly lunches, employee recognition and award ceremonies, and employee outings to involve families.

Chief Chris Beddingfield presented the Police Department budget projects. Chief Beddingfield would like to apply for a grant for a police motorcycle. The grant is a safety program and it is a revenue source. Safety points are received which translate directly to dollars that can be spent on traffic safety equipment. For example, the Town would receive 300 points (equating to 300 dollars) every time a class is conducted. Chief Beddingfield will find out in April if this is available or not, and the final decision will be subject to the approval of the Board.

Every Officer has been issued a shotgun and the Power DMS policy software has been purchased. This software keeps track of policies and automatically is sent to an employee. Chief Beddingfield noted this could be utilized government wide and noted its use in the healthcare industry. The communication system is being upgraded, specifically improvements to radio repeaters. It is vital to have communication wherever an officer travels.

The speed sign project continues to be a success. Chief Beddingfield is currently working on staff development by trying to improve employee morale.

The communication center needs repairs and upgrades. The lobby to the police department needs renovating.

Quite a few people are retiring with the new bill that passed regarding the 25-year retirement, and this will require the Town to hire new officers.

Regarding the camera system with Tsunami, Chief Beddingfield and Mr. Kanipe are a bit apprehensive to purchase this due to the price. This project is on hold right now.

Chief Beddingfield said the Town just bought a fully equipped police vehicle, thought it was a used Ford Crown Victoria. Chief Beddingfield noted the Town budgeted for purchasing a vehicle in the current year's budget, but by the time the purchase was initiated, Ford had shut their facility down for at least one year. This stop gap measure cost approximately \$5,000 but in the end allowed the Town to remain on pace with vehicle usages.

For 2019-2020 ideas, Chief Beddingfield would like to purchase two new police department vehicles at \$84,000.

Chief Beddingfield would like to start a wellness program for mental and physical health. Insurance does cover mental health treatment, however this would be mandated and the cost would be covered by the Town. Chief Beddingfield also suggested having a gym membership or partial cost coverage, which should reduce sick and overtime costs. Chief Beddingfield discussed the National Night Out, which occurs the first Tuesday in August on an annual basis. The cost is approximately \$1,000. This would include putting displays at the park with hot dogs and inflatables. It is a great way for community interaction. Every police officer would attend this. It is very important for officers to meet the people within the community.

Chief Beddingfield would like to see gas masks replaced at a cost of \$3,600 and ten sets of duty gear at a cost of \$4,500. The police department has standardized duty gear and it is worn out.

A tourniquet and holder is something the police department should also have. The cost for this is \$800. If an officer has a tourniquet on them, they can use it on themselves or someone else. It would make a huge difference in saving a life.

An ID maker and supplies would be utilized for all town employees, which costs approximately \$1,500-\$1,800.

Chief Beddingfield noted a "wish list" and specifically stated that two additional sworn officers, working noon-midnight, would eliminate overtime significantly. This is called a power shift.

Chief Beddingfield would like to have an alternative vehicle for the police department, which would help for special events especially July 4<sup>th</sup>.

Commissioner Kelly confirmed the police department received their new belts and they got all their new equipment last year. Chief Beddingfield said yes.

Commissioner Kelly asked Chief Beddingfield if it is an employer or employee market for police officers. Chief said not many people want to be in law enforcement anymore. It is a big challenge to find quality applicants.

Mayor Goosmann asked how the two new dispatchers are working out. Chief Beddingfield said they are doing a great job. Chief Beddingfield thanked Ms. Stephens and Ms. Jacobs for their help during the hiring process.

Mr. Kanipe would like to focus on employee morale and employee engagement. Daily check-ins, employee meetings, employee surveys, and monthly employee lunches. Morale and relationship building is very important. Mr. Kanipe said this would make us a better organization as a whole. Commissioner Loomis said she enjoyed the current newsletter with the employee recognition. Mayor Goosmann asked Ms. Jacobs to upgrade the employee directory.

Mr. Kanipe said the priorities for Human Resources included the possibility of hiring an outside human resources group. This is something that will most likely be proposed in the next budget. This would allow the Town to have a full, on-call human resources department at a fraction of the cost of a full time employee.

Mr. Kanipe thanked everyone for coming to the session. Mr. Kanipe asked the Board members for their ideas.

Commissioner Kelly mentioned how the hump on Stuyvesant Road should be lit better.

Commissioner Loomis asked about the existing Town building complex footprint and what additional facility work needed to be done. Mr. Kanipe said several options were on the table, including improving the acoustics and audio visual capabilities in the Social Room to make this a more traditional Board room. If the Town pursued this route, Mr. Kanipe would move his office into the old board room, Ms. Stephens would move her office into Mr. Kanipe's old office, and this would free up substantial space and increase the flow of the entire Town Hall. Ms. Jacobs is currently working on getting the Town Clerk certification.

Commissioner Cogburn asked if the Community Committee could help with the National Night Out. Chief Beddingfield said yes he would greatly appreciate their help.

Commissioner Cogburn was in support of Chief Beddingfield's motorcycle proposal.

Commissioner Cogburn was also in support of the buried power lines.

Commissioner Loomis suggested getting residents and the community more involved. Commissioner Loomis also said the Town should recognize community engagement besides issuing surveys. There can sometimes be pitfalls to the surveys. Mr. Kanipe suggested having an annual open house and noted last year's successful result.

Mayor Goosmann adjourned the meeting at 12:45 p.m.

ATTEST:

Jonathan B. Kanipe Town Manager George F. Goosmann, III Mayor

# BILTMORE FOREST POLICE DEPARTMENT Department Head Report

April 9th, 2019 Board of Commissioners Meeting Chris Beddingfield, Police Chief

# Police Dept. Monthly Report 03/01/19 to 03/31/19

# Calls for Service:576

# Officers responded to the following calls for service.

Accident -4	Accident - PI -0
Alarm - 25	Animal Carcass - 3
Assist EOC - 2	Assist Motorist - 6
Assist Other Agency - 6	Assist Resident - 19
Bear Report –0	Business Check -124
Busy - 3	Crime Prev 15
Chase- 0	Direct Traffic -2
Distressed Animal - 2	Disturbance -2
Dog Complaint -9	Escort - 2
Fire – 2	Fight- 0
Hit and Run - 0	House Check - 61
Improper Parking-6	Incomplete 911-0
Investigation – 1	Intoxicated Driver-1
Mental Patient - 0	Missing Person - 0
Noise Disturbance – 0	Ordinance Violation - 6
Out of Service - 1	Out of Town - 3
Person Down – 0	Power Outage -1
Radar Operation – 22	Road Blocked -7
Service of Car -1	Sign Ord Violation -0

Special Assignment – 2	Special Check - 22
Speed/Reckless Driving- 9	Suspicious Person - 6
Suspicious Vehicle - 35	Vandalism - 0
Vehicle Stop – 51	Well-being Check - 4

# Total Number of Calls: 576

# Arrests: 1

1-Felony-Possesion Schedule II-Cocaine

3 Misdemeanor Arrests on 5 Charges- (3) Failure to appear in court, (2) Resisting Officers

# **<u>Time Consumption Summary:</u>**

Approximations

**Business Checks-24 hours** 

House Checks-2 hour

Radar Operation-9 hours

Vehicle Crash Investigation -1.5 hour

# Notable Calls and Projects:

Hosted alarm training seminar for the NC Police Chief's Association-24 Attendees from 13 different jurisdictions and the private alarm industry

Sgt. Shane Burrell graduated from the Law Enforcement Executive Program (LEEP) at N.C. State University

Serious injury vehicle accident-Ended up on the BFCC golf course from Southwood

We are in the planning stages for a National Night Out event-Tuesday August 6<sup>th</sup>

Shred-a-thon event scheduled for 8/23/2019-SECU 9a-12n

Several residents received fraudulent letters/money scam-Information sent out on NIXLE

Conducted (3) blocks of mandatory in-service training

# Biltmore Forest Public Works Department

Terry Crouch Director Of Public Works 355 Vanderbilt Road Biltmore Forest NC, 28803 Phone: 274-3919 Fax: 274-3921 Mobile: 777-4466 Email: tcrouch@biltmoreforest.org

# PUBLIC WORKS MONTHLY REPORT MARCH 13, 2019 TO APRIL 9, 2019

- Completed all of the normal routine services to the residents on schedule, garbage collection, recycling and brush removal.
- Cut up the downed trees and hauled off the debris in the wooded area off of Brookside road.
- We have collected a total of 38 loads of brush for the residents and transported them to Asheville Stump and Dump.
- Installed the 4 reflective signs at the speed bumps on Stuyvesant at Greenwood park.
- Austin Tucker and Charles Tesner attended a 7 hour Pesticide class to maintain their Pesticide license.
- Completed 58 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 24 utility locate request.
- Completed the 2 monthly bacteriological water samples for March 2019 and both were in compliance with the state.
- Spent several hours setting up tree stands and baiting with corn and setting up for the deer hunt.
- Completed repairs to several pieces of Public Works equipment.

- We collected a total of 32.33 tons of garbage and 14.15 tons of recycling for the month of March.
- We have fertilized the park on Vanderbilt road and we completed repairs to the perimeter around the playground equipment and installed new mulch and also installed some storm drain pipe at the playground equipment to control erosion.
- All Public Works employees attended a 2 hour flagger training class taught by the NC League of Municipalities to become certified flaggers.
- We removed the 4 wooden structures from the condos and took them to Paul Zimmerman on Forest road.
- A total of 574 hours were spent maintaining the Towns roads and road shoulders.
- 120 hours were spent maintaining the Town's parks and pond.
- Charles inspected 50 trees for the residents.
- Repaired 3 streetlights (general repairs).
- We are continuing to repair road shoulder ruts and road shoulders all over the Town due to vehicles.
- Spent several hours blowing off the road shoulders with the tractor mounted blowers.
- Serviced some of the smaller equipment.
- Installed pine needles on the island at Cedarcliff and Busbee and at the end of Forest road.

Sincerely

Teizial CROWH

Terry Crouch Director of Public Works

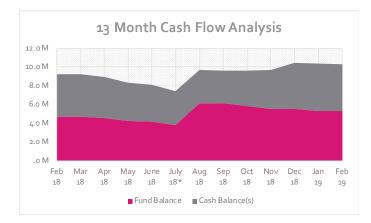




CASH ACCOUNTS		
First Citizens Money Market	Checking	1,026,983.57
NCCMT General Fund Term	1	2,366,100.96
NCCMT General Fund Gove	ernment	1,508,871.22
NCCMT Water Fund Goverr	nment	95,710.08
	TOTAL	4,997,665.83
2018 PROPERTY TAXES		
Real Property		755 256 344

Real Property	755,256,344
Personal Property (Including BUS & IND)	6,076,905
Personal Property (Public Service Companies)	4,954,281
Exemptions	(621,350)
Deferrals	(13,565,600)
Releases	(11)
Total Assessed	752,100,569
Total Levy	2,481,932
Budgeted Levy	2,447,140

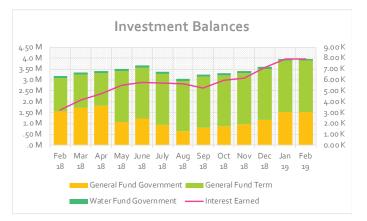
Tax Collection	Percent	Budgeted	Amount
To Date	Collected	Levy	Collected*
Ad Valorem (2018)	100.94%	2,447,140	2,470,197
*(Includes Int Pymts)	99.53%	2,481,932	
DMV Ad Valorem	63.88%	105,634	67,483



#### FIRST CITIZENS CHECKING (Monthly Transaction Report)

Beginning Balance	1,244,904.50
Cleared Checks	(307,342.01)
Cleared Deposits	131,469.28
Cleared Credits	148,791.03
Cleared Debits	(89,816.35)
Cleared E-payments	(90,800.96)
Change in Account Balance	(207,699.01)
Prelim balance	1,037,205.49
Outstanding Items	(10,221.92)
Ending Balance (F/L Balance)	1,026,983.57

NORTH CAROLINA CASH MANAGEMENT TRUS	л
GENERAL FUND Government	
Beginning Balance	1,348,696.05
Local Gov't Distribution (NCDOR)	157,388.49
Interest Earned	2,786.68
Ending Balance	1,508,871.22
GENERAL FUND Term	
Beginning Balance	2,361,147.71
Interest Earned	4,953.25
Ending Balance	2,366,100.96
WATER FUND Government	
Beginning Balance	95,524.59
Interest Earned	185.49
Ending Balance	95,710.08



# 03/01/2019 To 03/31/2019

10 General Fund Revenue 3010 Ad Valorem Tax Subtotal 3020 Unrestricted Intergovernm Subtotal 3030 Restricted Intergovernmen Subtotal 3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal Revenue Subtotal	Current Period (\$) \$6,175.42 \$157,388.49 \$0.00 \$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47 \$28,051.79	YTD (\$) \$2,552,330.76 \$1,002,186.63 \$63,074.12 \$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	Encumbrance (\$) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Budget (\$) \$2,555,274.00 \$1,273,619.00 \$64,470.00 \$26,600.00 \$15,000.00 \$42,664.00 \$3,977,627.00	% Used 100 79 98 115 380 93 94
Revenue 3010 Ad Valorem Tax Subtotal 3020 Unrestricted Intergovernm Subtotal 3030 Restricted Intergovernmen Subtotal 3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$6,175.42 \$157,388.49 \$0.00 \$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47	\$1,002,186.63 \$63,074.12 \$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,273,619.00 \$64,470.00 \$26,600.00 \$15,000.00 \$42,664.00	79 98 115 380 93
3010 Ad Valorem Tax Subtotal 3020 Unrestricted Intergovernm Subtotal 3030 Restricted Intergovernmen Subtotal 3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$157,388.49 \$0.00 \$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47	\$1,002,186.63 \$63,074.12 \$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,273,619.00 \$64,470.00 \$26,600.00 \$15,000.00 \$42,664.00	79 98 115 380 93
3020 Unrestricted Intergovernm Subtotal 3030 Restricted Intergovernmen Subtotal 3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$157,388.49 \$0.00 \$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47	\$1,002,186.63 \$63,074.12 \$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,273,619.00 \$64,470.00 \$26,600.00 \$15,000.00 \$42,664.00	79 98 115 380 93
3030 Restricted Intergovernmen Subtotal 3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$0.00 \$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47	\$63,074.12 \$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00 \$0.00 \$0.00	\$64,470.00 \$26,600.00 \$15,000.00 \$42,664.00	98 115 380 93
3040 Permits & Fees Subtotal 3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$9,955.00 \$7,789.40 \$2,884.16 \$184,192.47	\$30,468.10 \$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00 \$0.00	\$26,600.00 \$15,000.00 \$42,664.00	115 380 93
3050 Investment Earnings Subtotal 3060 Miscellaneous Subtotal	\$7,789.40 \$2,884.16 \$184,192.47	\$56,952.60 \$39,648.85 \$3,744,661.06	\$0.00 \$0.00	\$15,000.00 \$42,664.00	380 93
3060 Miscellaneous Subtotal	\$2,884.16 \$184,192.47	\$39,648.85 \$3,744,661.06	\$0.00	\$42,664.00	93
	\$184,192.47	\$3,744,661.06	••••		
Revenue Subtotal			\$0.00	\$3,977,627.00	94
	¢29.054.70				
Expenditure	¢20 054 70				
4200 Administration Subtotal	\$20,051.79	\$303,762.45	\$1,155.56	\$417,331.00	73
4300 Subtotal	\$2,886.33	\$26,454.83	\$111.11	\$37,228.00	71
5100 Police Department Subtotal	\$101,516.68	\$1,016,161.89	\$14,771.56	\$1,413,634.00	73
5200 Fire Services Subtotal	\$0.00	\$318,750.00	\$0.00	\$425,000.00	75
5600 Public Works Subtotal	\$39,144.96	\$380,538.60	\$17,447.29	\$589,091.00	68
5700 Streets & Transportation Subtotal	\$28,663.72	\$195,814.03	\$3,628.23	\$359,309.00	56
5800 Sanitation & Recycling Subtotal	\$24,182.37	\$172,090.10	\$994.61	\$310,222.00	56
6600 General Government Subtotal	\$8,781.72	\$233,116.89	\$0.00	\$330,083.00	71
6700 Debt Service Subtotal	\$0.00	\$96,019.19	\$0.00	\$105,729.00	91
Expenditure Subtotal	\$233,227.57	\$2,742,707.98	\$38,108.36	\$3,987,627.00	70
Before Transfers Deficiency Of Revenue Subtotal	-\$49,035.10	\$1,001,953.08	-\$38,108.36	-\$10,000.00	-9,638
Other Financing Source					
3500 Other Financing Subtotal	\$0.00	\$8,979.17	\$0.00	\$10,000.00	90
Other Financing Source Subtotal	\$0.00	\$8,979.17	\$0.00	\$10,000.00	90
After Transfers Deficiency Of Revenue Subtotal	-\$49,035.10	\$1,010,932.25	-\$38,108.36	\$0.00	0

#### **REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER**

#### Town of Biltmore Forest

03/01/2019 To 03/31/2019

		Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund						
Revenue						
	3290 Subtotal	\$185.49	\$1,466.75	\$0.00	\$1,000.00	147
	3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$6,295.28	\$0.00	\$6,000.00	105
	3710 Water Sales Subtotal	-\$1,584.78	\$511,321.48	\$0.00	\$702,000.00	73
	3730 Water Tap & Connect Fees Subtotal	\$60.00	\$2,540.00	\$0.00	\$18,000.00	14
	Revenue Subtotal	-\$1,339.29	\$521,623.51	\$0.00	\$727,000.00	72
Expenditure						
	8100 Water Dept. Subtotal	\$73,271.29	\$413,293.50	\$4,617.19	\$727,000.00	57
	Expenditure Subtotal	\$73,271.29	\$413,293.50	\$4,617.19	\$727,000.00	57
Before Transfers	Deficiency Of Revenue Subtotal	-\$74,610.58	\$108,330.01	-\$4,617.19	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	-\$74,610.58	\$108,330.01	-\$4,617.19	\$0.00	0

#### **REVENUE & EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT**

#### 03/01/2019 To 03/31/2019

		Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Used
40 Capital Project Fund						
Revenue						
	4000 Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
	Revenue Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Expenditure						
	5600 Public Works Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
	Expenditure Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0

#### Town of Biltmore Forest

03/01/2019 To 03/31/2019

Account	Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Use
General Fund					
evenue					
3010 Ad Valorem Tax					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,481,921.40	0.00	2,447,140.00	10 <sup>.</sup>
10-3010-0100 AD VALOREM TAXES (DMV)	5,978.17	67,483.24	0.00	105,634.00	6
10-3010-0200 TAX INTEREST & PENALTIES	197.25	2,926.12	0.00	2,500.00	11
3010 Ad Valorem Tax Subtotal	\$6,175.42	\$2,552,330.76	\$0.00	\$2,555,274.00	10
3020 Unrestricted Intergovernm	, -				
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	55,431.04	160,015.55	0.00	168,794.00	9
10-3020-0100 ALCOHOL BEVERAGE TAX	0.00	0.00	0.00	5,996.00	Ū
10-3020-0200 BUNCOMBE COUNTY 1% TAX	53,584.08	432,642.87	0.00	568,397.00	7
10-3020-0300 1/2 CENT SALES TAX A.40	20,418.49	168,499.95	0.00	228,879.00	7
10-3020-0300 1/2 CENT SALES TAX A.40	,	226,222.40	0.00	,	
	27,954.88	,		298,053.00	7
10-3020-0600 SALES TAX REFUND	0.00	10,613.32	0.00	0.00	10
10-3020-0700 GASOLINE TAX REFUND	0.00	4,192.54	0.00	3,500.00	12
3020 Unrestricted Intergovernm Subtotal	\$157,388.49	\$1,002,186.63	\$0.00	\$1,273,619.00	7
3030 Restricted Intergovernmen					_
10-3030-0000 SOLID WASTE DISPOSAL TAX	0.00	713.67	0.00	970.00	7
10-3030-0100 POWELL BILL	0.00	62,360.45	0.00	63,500.00	9
3030 Restricted Intergovernmen Subtotal	\$0.00	\$63,074.12	\$0.00	\$64,470.00	9
3040 Permits & Fees					
10-3040-0000 BUILDING PERMITS	9,955.00	29,023.00	0.00	25,000.00	11
10-3040-0100 DOG LICENSE FEE	0.00	1,445.10	0.00	1,600.00	9
3040 Permits & Fees Subtotal	\$9,955.00	\$30,468.10	\$0.00	\$26,600.00	11
3050 Investment Earnings					
10-3050-0000 INTEREST EARNED	7,789.40	56,952.60	0.00	15,000.00	38
3050 Investment Earnings Subtotal	\$7,789.40	\$56,952.60	\$0.00	\$15,000.00	38
3060 Miscellaneous					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	26,886.77	0.00	27,664.00	9
10-3060-0200 MISCELLANEOUS	2,484.16	12,762.08	0.00	15,000.00	8
3060 Miscellaneous Subtotal	\$2,884.16	\$39,648.85	\$0.00	\$42,664.00	9
Revenue Subtotal	\$184,192.47	\$3,744,661.06	\$0.00	\$3,977,627.00	94
rpenditure					
1200 Administration					
10-4200-0200 SALARIES	17,528.44	169,534.17	0.00	228,184.00	74
10-4200-0300 LEGAL AND ENGINEERING	147.44	510.88	0.00	0.00	
10-4200-0500 FICA	1,296.38	12,452.79	0.00	17,265.00	7
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,503.42	22,231.38	0.00	24,621.00	9
	412.56	3,713.04	0.00	4,153.00	8
10-4200-0650 DENTAL, VISION, LIFE INSURANCE			0.00	3,750.00	9
	375.00	3.3/5.00			
10-4200-0675 HEALTH REIMBUSEMENT ACC	375.00 2 519 46	3,375.00 24 231 06			
	375.00 2,519.46 884.13	24,231.06 8,505.48	0.00	32,074.00 11,284.00	7

03/01/2019 To 03/31/2019

Account	Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Use
10-4200-1200 POSTAGE, PRINTING, STATIONARY	652.72	2,611.61	111.11	8,000.00	3
10-4200-1400 MILEAGE & BOARD SALARY	0.00	16,200.00	0.00	22,000.00	7
10-4200-3300 SUPPLIES AND EQUIPMENT	234.35	3.978.22	738.30	5,000.00	ç
10-4200-5300 DUES & FEES	0.00	4,321.25	0.00	5,000.00	
10-4200-5700 MISCELLANEOUS	77.56	608.20	0.00	5,000.00	
10-4200-5700 MISCELLANEOUS	1,050.33	8,341.87	306.15	16,000.00	
4200 Administration Subtotal	\$28,051.79	\$303,762.45	\$1,155.56	\$417,331.00	
300	¢20,001110	\$000,102.40	\$1,100.00	¢+11,001.00	
10-4300-1000 CONTRACT	2,844.00	25,596.00	0.00	34,128.00	
10-4300-1200 POSTAGE, PRINTING & STATIONARY	42.33	858.83	111.11	1,500.00	
10-4300-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	500.00	
10-4300-5300 DUES & FEES	0.00	0.00	0.00	100.00	
10-4300-6500 STAFF DEVELOPMENT	0.00	0.00	0.00	1.000.00	
4300 Subtotal	\$2,886.33	\$26,454.83	\$111.11	\$37,228.00	
100 Police Department	, ,	, , , , , , , ,		,	
10-5100-0200 SALARIES	82,751.32	547,080.32	0.00	806,975.00	
10-5100-0300 OVERTIME	-22,343.36	76,649.44	0.00	15,000.00	5
10-5100-0400 SEPARATION ALLOWANCE	2,355.18	22,374.21	0.00	30,617.00	
10-5100-0500 FICA	4,667.71	47,783.42	0.00	60,433.00	
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	
10-5100-0600 HEALTH INSURANCE (MEDICAL)	9,217.82	87,393.74	0.00	126,684.00	
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,142.56	12,098.56	0.00	18,333.00	
10-5100-0675 HRA HEALTH REIMB ACCT	1,625.00	14,875.00	0.00	21,000.00	
10-5100-0700 LGERS RETIREMENT	8,697.89	88,675.42	0.00	114,593.00	
10-5100-0800 401K SUPP RETIREMENT	2,950.88	30,102.03	0.00	39,499.00	
10-5100-0900 SHORT TERM DISABILITY	0.00	0.00	0.00	5.000.00	
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	0.00	1,031.39	0.00	10,000.00	
10-5100-1600 MAINT/REPAIR - EQUIPMENT	0.00	868.30	0.00	12,000.00	
10-5100-1000 MAINT/REPAIR - VEHICLES	2,578.79	15.654.65	951.76	22,500.00	
10-5100-1700 MAINTREPAIR - VEHICLES	,	-,		,	
	0.00	10,126.43	0.00	16,000.00	
10-5100-3300 SUPPLIES	305.55	4,661.44	0.00	10,000.00	
10-5100-3600 UNIFORMS	229.11	3,769.21	5,757.84	10,000.00	
10-5100-3700 TECHNOLOGY & SOFTWARE	382.94	12,778.71	475.08	15,000.00	
10-5100-5700 MISCELLANEOUS	176.60	6,917.01	898.80	8,000.00	
10-5100-5800 PHYSICAL EXAMS	65.00	65.00	1,284.00	1,500.00	
10-5100-6500 STAFF DEVELOPMENT	881.89	9,504.66	1,424.00	15,000.00	
10-5100-7400 EQUIPMENT PURCHASES	5,831.80	23,752.95	3,980.08	55,000.00	
5100 Police Department Subtotal	\$101,516.68	\$1,016,161.89	\$14,771.56	\$1,413,634.00	
200 Fire Services		040 5-		105	
10-5200-0000 FIRE CONTRACT	0.00	318,750.00	0.00	425,000.00	
5200 Fire Services Subtotal	\$0.00	\$318,750.00	\$0.00	\$425,000.00	
600 Public Works					

Account	Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Use
10-5600-0300 OVERTIME	3,648.16	12,656.66	0.00	0.00	
10-5600-0500 FICA	1.524.92	16,290.95	0.00	24,449.00	6
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	2,727.06	27,918.34	0.00	37,741.00	7
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	424.24	4,348.76	0.00	5,218.00	8
10-5600-0675 HRA HEALTH REIMB ACCT	500.00	5,375.00	0.00	7,500.00	7
10-5600-0700 LGERS RETIREMENT	2,852.01	30,311.47	0.00	44,105.00	6
10-5600-0800 401K SUPP RETIREMENT	1,017.56	10,792.16	0.00	15,980.00	6
10-5600-1000 OUTSIDE SERVICES	0.00	10,057.40	0.00	11,000.00	9
10-5600-1300 STREETLIGHTS ELECTRIC	573.99	4,999.75	0.00	7,000.00	7
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	0.00	1,917.64	1,872.50	5,000.00	7
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	175.00	1,734.91	1,876.12	10,000.00	3
10-5600-1700 MAINT/REPAIR - VEHICLES	451.10	9,162.65	5,577.51	23,000.00	6
10-5600-3100 MOTOR FUELS	0.00	8,085.12	0.00	15,000.00	5
10-5600-3300 SUPPLIES	900.72	5,548.69	1,864.48	8,000.00	g
10-5600-3300 SUPPLIES 10-5600-3400 STREET SIGNS & NUMBERS	0.00	462.69	0.00		4
				1,000.00	
10-5600-3600 UNIFORMS	501.61	4,508.73	3,404.59	9,000.00	8
10-5600-5200 PARKS	6,841.63	19,279.42	2,592.48	37,500.00	5
10-5600-5900 MISCELLANEOUS	272.70	2,537.98	0.00	3,000.00	8
10-5600-6500 STAFF DEVELOPMENT	40.00	1,465.29	259.61	5,000.00	3
5600 Public Works Subtotal	\$39,144.96	\$380,538.60	\$17,447.29	\$589,091.00	e
00 Streets & Transportation 10-5700-0200 SALARIES	3,234.98	31,905.31	0.00	47,516.00	6
10-5700-0300 OVERTIME	0.00	1,520.81	0.00	0.00	U
10-5700-0500 FICA	247.50	2,557.27	0.00	3,635.00	7
10-5700-0600 HEALTH INSURANCE (MEDICAL)	568.64	5,017.96	0.00	6,749.00	7
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	52.42	471.78	0.00	632.00	7
	125.00		0.00		7
10-5700-0675 HRA HEALTH REIMB ACCT		1,125.00		1,500.00	
	453.54	4,686.33	0.00	6,557.00	7
	161.74	1,671.24	0.00	2,376.00	7
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	301.92	7,830.69	0.00	12,500.00	6
10-5700-2200 CONTRACTS- PAVING & STRIPING	0.00	17,340.00	0.00	83,344.00	2
10-5700-2300 SUPPLIES	2,736.66	16,875.49	1,028.13	22,500.00	8
10-5700-2400 TRAFFIC SIGNS	333.32	626.03	0.00	1,000.00	6
10-5700-2500 STORM WATER DRAINAGE	0.00	70,277.12	2,600.10	75,000.00	ę
10-5700-6500 STAFF DEVELOPMENT	60.00	60.00	0.00	1,000.00	
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	0.00	20,000.00	
10-5700-7500 ENGINEERING	20,388.00	33,849.00	0.00	75,000.00	4
5700 Streets & Transportation Subtotal	\$28,663.72	\$195,814.03	\$3,628.23	\$359,309.00	ŧ
00 Sanitation & Recycling					
10-5800-0200 SALARIES	10,814.61	69,082.60	0.00	121,891.00	5
10-5800-0300 OVERTIME	125.38	2,598.55	0.00	0.00	
10-5800-0500 FICA	836.97	5,483.91	0.00	9,325.00	5
10-3000-0300 TICA					
10-5800-0600 HEALTH INSURANCE (MEDICAL)	2,249.56	13,357.84	0.00	29,716.00	4

FY 2018-2019

Account		Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Use
10-5800-0675 HRA HEAL	H REIMB ACCT	500.00	3,000.00	0.00	4,500.00	6
10-5800-0700 LGERS RE	IREMENT	1,533.76	10,049.72	0.00	16,821.00	6
10-5800-0800 401K SUPF	RETIREMENT	546.98	3,584.04	0.00	6,095.00	5
10-5800-1700 MAINT/REF	AIRS - VEHICLES	1,351.36	6,811.27	695.03	10,000.00	7
10-5800-3100 MOTOR FL	ELS	604.99	12,352.37	0.00	15,000.00	8
10-5800-3300 SUPPLIES		294.47	425.08	299.58	2,000.00	3
10-5800-3600 UNIFORMS		87.62	87.62	0.00	100.00	8
10-5800-5900 MISCELLA	IEOUS	0.00	0.00	0.00	1,000.00	
10-5800-6000 CAPITAL O	JTLAY	0.00	0.00	0.00	19,900.00	
10-5800-8000 TIPPING FI	ES & BRUSH REMOVAL	3,438.67	36,838.76	0.00	55,000.00	6
10-5800-8100 RECYCLIN		1,592.80	7,036.06	0.00	15,000.00	4
	5800 Sanitation & Recycling Subtot	al \$24,182.37	\$172,090.10	\$994.61	\$310,222.00	5
600 General Government						
10-6600-0400 OUTSIDE F	ROFESSIONAL SERVICES	0.00	43,154.65	0.00	100,000.00	4
10-6600-1100 TECHNOLO	GY	5,414.52	60,148.52	0.00	72,061.00	8
10-6600-1300 ENERGY &	BF SEWER	1,898.32	12,351.92	0.00	16,000.00	7
10-6600-1500 GE. REPS.	AND MAINT.	169.98	19,356.68	0.00	20,000.00	g
10-6600-2800 ELECTION	3	0.00	76.69	0.00	6,000.00	
10-6600-3300 SUPPLIES	& EQUIPMENT	0.00	0.00	0.00	2,000.00	
10-6600-5400 INSURANC	≣	156.00	76,691.72	0.00	77,000.00	10
10-6600-6000 CONTINGE	NCY	0.00	0.00	0.00	2,022.00	
10-6600-6100 MISCELLA	IEOUS	1,076.58	6,861.84	0.00	10,000.00	6
10-6600-6300 COMMUNI	Y EVENTS	0.00	14,408.55	0.00	20,000.00	7
10-6600-6400 WILDLIFE I	IANAGEMENT	66.32	66.32	0.00	5,000.00	
	6600 General Government Subtot	al \$8,781.72	\$233,116.89	\$0.00	\$330,083.00	7
700 Debt Service						
10-6700-0100 Police Dept	Renovations-Principal	0.00	17,499.99	0.00	23,334.00	7
10-6700-0200 Street Impr	vements-Principal	0.00	5,000.01	0.00	6,667.00	7
10-6700-0300 2016 Garba	ge Truck-Principal	0.00	31,931.79	0.00	32,638.00	g
10-6700-0400 2017 Garba	ge Truck-Principal	0.00	33,542.32	0.00	33,543.00	10
10-6700-1100 Police Dept	Renovations-Interest	0.00	3,833.82	0.00	5,001.00	7
10-6700-1200 Street Impr	vements-Interest	0.00	1,095.37	0.00	1,429.00	7
10-6700-1300 2016 Garba	ge Truck-Interest	0.00	705.69	0.00	706.00	10
10-6700-1400 2017 Garba	ge Truck-Interest	0.00	2,410.20	0.00	2,411.00	10
	6700 Debt Service Subtot	al \$0.00	\$96,019.19	\$0.00	\$105,729.00	9
		al \$222.227.57	\$2,742,707.98	\$38,108.36	\$3,987,627.00	7
	Expenditure Subtot	al \$233,227.57				0.03
Before Transfe	•	. ,	\$1,001,953.08	-\$38,108.36	-\$10,000.00	-9,63
Before Transfe	•	. ,	\$1,001,953.08	-\$38,108.36	-\$10,000.00	-9,63
er Financing Source 500 Other Financing	TS Deficiency Of Revenue Subtot	al -\$49,035.10				
er Financing Source 500 Other Financing 10-3500-0000 SALE OF P	TS Deficiency Of Revenue Subtot	al -\$49,035.10	4,548.40	0.00	10,000.00	4
er Financing Source 500 Other Financing	TS Deficiency Of Revenue Subtot	al -\$49,035.10 0.00 0.00				-9,63 4 9

HELEN

#### 03/01/2019 To 03/31/2019

Account		Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	-\$49,035.10	\$1,010,932.25	-\$38,108.36	\$0.00	0

#### **REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER**

#### Town of Biltmore Forest

03/01/2019 To 03/31/2019

Account	Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Used
0 Water & Sewer Fund					
Revenue					
3290					
30-3290-0000 INTEREST EARNED	185.49	1,466.75	0.00	1,000.00	147
3290 Subtotal	\$185.49	\$1,466.75	\$0.00	\$1,000.00	147
3350 Commissions, Sw Chg Coll					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	0.00	6,295.28	0.00	6,000.00	105
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$6,295.28	\$0.00	\$6,000.00	10
3710 Water Sales					
30-3710-0000 WATER CHARGES	-554.59	281,235.55	0.00	415,000.00	68
30-3710-0100 MSD CHARGES	-1,030.19	224,523.53	0.00	280,000.00	80
30-3710-0200 AMI TRANSMITTER CHARGES	0.00	5,562.40	0.00	7,000.00	79
3710 Water Sales Subtotal	-\$1,584.78	\$511,321.48	\$0.00	\$702,000.00	73
3730 Water Tap & Connect Fees					
30-3730-0000 WATER TAP AND CONNECTION FEES	60.00	2,540.00	0.00	18,000.00	14
3730 Water Tap & Connect Fees Subtotal	\$60.00	\$2,540.00	\$0.00	\$18,000.00	14
Revenue Subtotal	-\$1,339.29	\$521,623.51	\$0.00	\$727,000.00	72
Expenditure					
8100 Water Dept.					
30-8100-0200 SALARIES	0.00	12,124.10	0.00	29,371.00	41
30-8100-0300 OVERTIME	0.00	0.00	0.00	2,247.00	(
30-8100-0400 PROFESSIONAL SERVICES	330.00	2,946.25	2,247.00	0.00	C
30-8100-0500 FICA	0.00	0.00	0.00	5,435.00	C
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	0.00	0.00	838.00	C
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	0.00	0.00	750.00	(
30-8100-0675 HRA HEALTH REIMBUSEMENT ACCT	0.00	0.00	0.00	4,053.00	(
30-8100-0700 LGERS RETIREMENT	0.00	0.00	0.00	1,469.00	C
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	14,600.00	(
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	42.33	1,783.30	111.11	5,000.00	38
30-8100-1500 GENERAL REPAIRS	29.17	1,021.58	1,691.67	20,000.00	14
30-8100-3300 SUPPLIES & EQUIPMENT	56.10	2,112.08	0.00	20,000.00	11
30-8100-4800 WATER PURCHASES	14,930.75	153,787.03	0.00	232,656.00	66
30-8100-4900 SEWER PURCHASES	57,119.19	225,188.25	0.00	280,000.00	80
30-8100-5000 AMI TRANSMITTER FEES	712.00	4,902.12	0.00	7,000.00	70
30-8100-5700 MISCELLANEOUS	51.75	709.48	0.00	1,500.00	47
30-8100-6500 STAFF DEVELOPMENT	0.00	2,594.31	567.41	5,000.00	63
30-8100-7400 CAPITAL IMPROVEMENT	0.00	6,125.00	0.00	97,081.00	6
8100 Water Dept. Subtotal	\$73,271.29	\$413,293.50	\$4,617.19	\$727,000.00	57
Expenditure Subtotal	\$73,271.29	\$413,293.50	\$4,617.19	\$727,000.00	57
Before Transfers Deficiency Of Revenue Subtotal	-\$74,610.58	\$108,330.01	-\$4,617.19	\$0.00	C
				•	

#### **REVENUE & EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT**

#### 03/01/2019 To 03/31/2019

Account	Current Period (\$)	<b>YTD</b> (\$)	Encumbrance (\$)	Budget (\$)	% Used
40 Capital Project Fund					
Revenue					
4000					
40-4000-0000 FUND BALANCE	0.00	0.00	0.00	719,250.00	0
40-4000-1000 INSTALLMENT FINANCING	143,757.59	418,044.97	0.00	800,000.00	52
4000 Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Revenue Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Expenditure					
5600 Public Works					
40-5600-1000 DESIGN (ARCHITECTURAL SERVICES)	2,200.00	8,800.00	0.00	22,000.00	40
40-5600-2000 CONSTRUCTION (CONST MGR AT RISK)	141,557.59	409,244.97	0.00	1,497,250.00	27
5600 Public Works Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Expenditure Subtotal	\$143,757.59	\$418,044.97	\$0.00	\$1,519,250.00	28
Before Transfers Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0

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



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

> Jonathan B. Kanipe, Town Manager

### MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Town Manager Report

Date: April 4, 2019

## **Board of Adjustments Meeting**

The Board of Adjustments met in March and approved a conditional use permit for the residents at 4 Southwood Road. The request was to allow the repair and relocation (10 feet west) of an existing stone entrance column and wing wall. The project was considered as a conditional use per the discretion allowed in the zoning ordinance related to entrance columns.

## Public Works Building Update

The Public Works building project is coming along very well at the present time. The recent spate of dry weather has allowed the framers to finish. Roofing should begin within the next few days. Staff, Beverly-Grant, the electrical subcontractor, and staff from VC3 met to review data and IT drops in the building. This review provided a great opportunity to ensure that appropriate outlets and data ports are located throughout the building. The project is still on schedule for a mid-July completion date.

# Traffic Mitigation Plan Update

J.M. Teague Engineering is developing an implementation schedule for the All-Way stop control at Vanderbilt and Cedarcliff Roads. This schedule will include adequate time for the Town to acquire all signage and make appropriate notifications to the Town's citizens. This schedule and the implementation guidelines will likely be presented to staff within the next month and we should have substantial movement on this project before the meeting next month.

# Arbor Day Event

The Town's Community Preservation Committee will host the first Arbor Day event on Saturday, April 27 from 10am-12pm. This event will have many children's activities and a speaker from the NC Arboretum for adults and those interested in trees, native plants, and invasive species. A detailed scheduled and list of activities will be distributed to residents before the event.

### Town Hall Improvements

During the Board's planning retreat, discussion occurred regarding potential improvements to the Town Hall, and specifically, to the Community Room and other offices. Staff has held a preliminary discussion with ClarkNexsen to prepare a scope of services addendum for potential improvements and will present this to the Board at next month's meeting.

### **Budget Re-Allocations**

The budget reallocations found on the next page were made in the middle of March. The Town Manager is authorized to make these reallocations and must provide a full report to the Board following the reallocations. Please let me know if you have any questions or concerns regarding these reallocations.

	BUDGET REALLOCATIO	NS 03/19/2019		
ADMINISTRATIC	DN	CHANGE	FROM	TO
	NONE			
	NET CHANGE ADMINISTRATION	-		
PLANNING		CHANGE	FROM	TO
4300-1200	Postage	1,000	500	1,500
4300-6500	Staff Development	(1,000)	2,000	1,000
	NET CHANGE PLANNING	-		
POLICE		CHANGE	FROM	TO
5100-1700	Maint/Repair -Vehicles	7,500	15,000	22,500
5100-3600	Uniforms	500	9,500	10,000
5100-3300	Supplies	(5,000)	15,000	10,000
5100-5700	Miscellaneous	(2,000)	10,000	8,000
5100-5800	Physical Exams	(1,000)	2,500	1,500
	NET CHANGE POLICE	-		
PUBLIC WORKS		CHANGE	FROM	TO
5600-1000	Outside Services	1,000	10,000	11,000
5600-1700	Maint/Repair - Vehicles	8,000	15,000	23,000
5600-3600	Uniforms	2,000	7,000	9,000
5600-5800	Physical Exams	(500)	500	-
5600-3400	Street Signs & Numbers	(1,000)	2,000	1,000
5600-5900	Miscellaneous	(2,000)	5,000	3,000
5600-5200	Parks	(7,500)	45,000	37,500
	NET CHANGE PUB WKS	-		
STREETS & TRAN	SPORTATION	CHANGE	FROM	TO
5700-1700	Maint/Repair - Vehicles	7,500	5,000	12,500
5700-2400	Traffic Signs	500	500	1,500
5700-6500	Staff Development	(1,500)	2,500	1,000
5700-2200	Contracts (Paving & Striping)	(6,500)	89,844	83,344
	NET CHANGE STREETS	-		
SANITATION & F	RECYCLING	CHANGE	FROM	TO
5800-3100	Motor Fuels	5,000	10,000	15,000
5800-3600	Uniforms	100	-	100
5800-8000	Capital Outlay	(5,100)	25,000	19,900
	NET CHANGE SANITATION	-	20,000	
GENERAL GOVE	RNMENT	CHANGE	FROM	ТО
6600-5400	Insurance	2,000	75,000	77,000
6600-6100	Miscellaneous	5,000	5,000	10,000
10-6600-6000	Contingency	(7,000)	9,022	2,022
	NET CHANGE GEN GOV	-	7,022	2,022
WATER DEPART	MENT	CHANGE	FROM	TO
	NONE			
	NET CHANGE WATER	-		

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



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

> Jonathan B. Kanipe, Town Manager

### MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Advisory Board Re-Appointments

Date: April 3, 2019

The terms of office for the following members of the Town's Board of Adjustments, Planning Commission, and Design Review Board have expired. A motion approving all proposed re-appointments is necessary for renewal.

### **Board of Adjustments**

Robert Chandler (Term would renew through April 30, 2022) Rhoda Groce (Term would renew through April 30, 2022)

Planning Commission

Doug Bailey, Chair (Term would renew through April 30, 2022)

Design Review Board

Bruce Johnson, Chair (Term would renew through April 30, 2022) Fred Groce (Term would renew through April 30, 2022) Art Garst (Term would renew through April 30, 2022) Gay Coleman (Term would renew through April 30, 2022) 355 Vanderbilt Rd | Biltmore Forest, NC Po Box 5352 | Biltmore Forest, NC 28803 P (828) 274-0824 | F (828) 274-8131 www.biltmoreforest.org



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

> Jonathan B. Kanipe, Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Greenwood Park Plan and Funding Applications

Date: April 4, 2019

### Background

Since April 2018, the Town has worked to identify design improvements for Greenwood Park and identify funding opportunities for this project. The following milestones were accomplished during this time:

- April 2018 begin work with WithersRavenel to design Greenwood Park Master Plan
- September 2018 present first version of master plan at Town Open House
- December 2018 Town Board of Commissioners approve master plan for Greenwood Park
- February 2019 Board of Commissioners approve WithersRavenel acting as consultant for PARTF grant application
- March 2019 –

-Parks survey distributed to residents

-Consultants conduct drop-in public meeting for Greenwood Park master plan -Consultants and Town meet with NC Department of Environmental Quality (DEQ) and NC Clean Water Management staff to review funding opportunities specific to creek running through Greenwood Park

April 2019 – Consultants prepare draft application for NC PARTF staff review

# Changes from Earlier Master Plan

Since the Board's original adoption of the master plan in December 2018, the consultants made recommendations to amend the plan. This will ensure the project aligns with funding sources (including additional stream restoration and stormwater best management practices) and that Parks and Recreation Trust Fund grant requirements are met.

#### Attached Documents and Information

- Resolution Approving Amended Master Plan

   Necessary due to change in master plan to more appropriate align with funding sources
- 2) Resolution Approving Town Application for NC Parks and Recreation Trust Fund grant -This application includes a Town cash match for \$84,950 (see last page of document) and a land donation valued at \$80,000. The Town is not required to fund this match unless awarded the grant, but we do have this amount included in the proposed fiscal year budget. The Town cash commitment of \$84,950 translates to 26.14 percent of the total project cost for the improvements for Greenwood Park. Staff recommends this budgetary commitment as the final project will result in significantly greater return on investment.

-You will note the application references the survey. I have enclosed a copy of the survey responses that were received. These comments reveal a desire and need for the Town to pursue improvements in Greenwood Park.

 Resolution Approving Town Application for NC Department of Environmental Quality Green Infrastructure Loan

 You will note the overall Greenwood Park PARTF application budget is reduced. This is due to the removal of the stream restoration funding from this request. The consultants and Town feel that other funding opportunities are better suited for this portion of the project. Application deadlines for NC Clean Water Management Trust Fund and the Division of Water Resources are months away, and may not align well with the Town's project.

As a result, staff and the consultants identified a loan program through the NC DEQ that would fund this project at 0 percent interest over a 20-year period. The stream restoration portion of the project is \$250,000. The debt service for this loan is \$12,500 per year. Staff recommends approval of this resolution and subsequent loan application, as this debt service will not stress the Town's finances and allows the Town an opportunity to pursue these projects at once.

#### Action Requested

Individual motions are required for each of these resolutions. Staff recommends approval of each item in order to advance this project.

#### STATE OF NORTH CAROLINA )

### TOWN OF BILTMORE FOREST BOARD OF COMMISSIONERS

#### COUNTY OF BUNCOMBE

)

)

### **RESOLUTION 2019-01**

#### ADOPTION OF REVISED GREENWOOD PARK MASTER PLAN

**WHEREAS**, the Town of Biltmore Forest is dedicated to improving the quality of life for the citizens of Biltmore Forest; and,

**WHEREAS**, to meet these goals the Town believes it is essential to create planning documents to provide a plan to guide the improvements of parks; and

**WHEREAS,** the Town utilized private planning consultants to prepare the Greenwood Park Master Plan; and

**WHEREAS**, on December 11, 2018 the Town passed resolution 2018-09 adopting the 2018 Greenwood Park Master Plan and directed the Town Manager to develop a strategy for funding and implementation of the Master Plan; and

**WHEREAS**, to ensure project alignment with funding sources, additional stream restoration and stormwater best management practices have been added to the plan, as well as Parks and Recreation Trust Fund grant requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Town of Biltmore Forest, North Carolina that the Town of Biltmore Forest adopts and implements the revised Greenwood Park Master Plan.

Adopted this the 9th day of April, 2019.

George F. Goosmann, III Mayor

Attest:

Jonathan B. Kanipe Town Manager



# **Greenwood Park** Master Plan

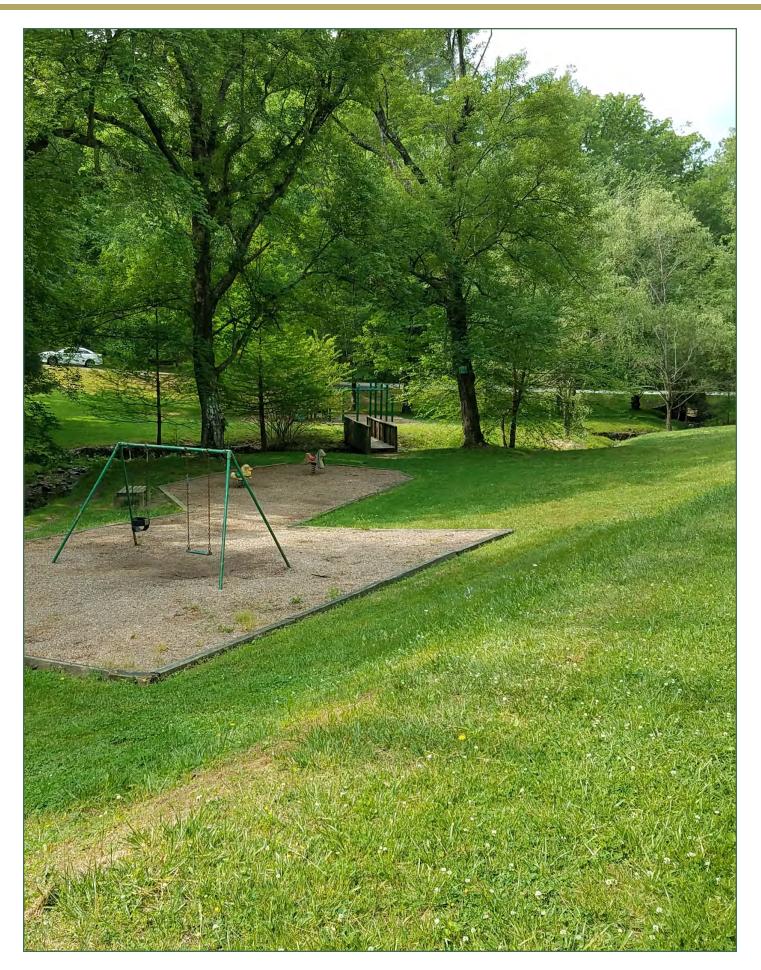
Town of Biltmore Forest



Final Draft Publish Date : April, 2019

Biltmore Forest 335 Vanderbilt Rd. Asheville, NC 28803 https://www.biltmoreforest.org/

This document has been prepared by WithersRavenel on behalf of the Town of Biltmore Forest. Reproduction or distribution of this document and its contents are prohibited without Town approval. All contents of this document are the property of Biltmore Forest.



# ACKNOWLEDGMENTS



#### **Town Commissioners**

Mayor Pro-Tem

Doris P. Loomis

Fran G. Cogburn Glen Kelly

Town Mayor George F. Goosmann, III

> Town Manager Jonathan Kanipe

Assistant to Town Manager Helen Stephens

Consultants

WithersRavenel

# TABLE OF CONTENTS

Project Process and Purpose	6
Research and Site Analysis	8
Park Programming & Physical Needs	15
Concept Development	16
Public Involvement	18
Final Concept	22
Estimate of Probable Cost	27
Implementation and Next Steps	28

# **PROJECT PURPOSE AND PROCESS**

**PROJECT PURPOSE** 

The purpose of The Greenwood Park Master Plan is to establish a master plan vision for the park with the objective of providing the residents of Biltmore Forest with a quality, sustainable park that supports a healthy and vibrant experience for the residents in the area.

### MASTER PLAN PROCESS

This master plan process is intended to better identify the needs of the community through a systematic method of research and community involvement. This approach extends beyond the specific property lines of the park in order to develop a cohesive plan that connects the park to the surrounding neighborhoods and provide an improved park experience for the residents that use them. Greenwood Park serves as an important asset to the community, and this process is intended to insure that it continues to provide quality recreation experiences for future generations to come. Research is the first step in the park planning process. Considering the unique aspects of Greenwood Park, this step relied on research and inventory of existing conditions of the park and surrounding area. Programming research also included the analysis of both park and program precedents that were consistent with stakeholder input. A recreational needs study was also conducted to ensure that the project aligned with public input identifying future recreational needs.

The next step used a synthesis of information to develop a list of opportunities and challenges for the park and surrounding area. These include considerations such



#### Greenwood Park Playground Area

### **PROJECT PURPOSE AND PROCESS**

**PROJECT PROCESS** 

as better pedestrian connections, improved parking, programming needs and sustainable practices. This led to defining form, function and programming for the park through a concept development process that considered multiple alternatives

Refined Alternative Development was the next phase of the process and began after initial form and function concepts were completed. Refinement of the concept alternatives focused on more detailed components such as walkway placement, parking layouts, and amenity locations and size.

After the development of concept alternatives for the park, a summary of the process and the alternatives was presented to the public at an open house. Effective public involvement is the key to a successful planning process. The process employed during this project provides transparency of the research and analysis with stakeholders and the general public to insure the needs of the public are met. Community input is integrated throughout the process and assisted in the development of a cohesive park plan.

The public open house included a presentation of all site analysis findings, park programming precedent images, and concept alternatives for Greenwood Park. Consensus on programming and park development is the most important outcome of public involvement, ideally resulting in a preferred alternative for the park.

After receiving public input, the final step is the preparation of a Final Park Master Plan. This began with further development of the preferred alternative, including construction cost estimates. The finalized preferred alternative was then presented to the Town at an implementation meeting to discuss funding priorities, strategies, and proposed phasing. After this was completed, the project team provided this Final Master Plan Document that will be a narrative and graphic compilation of the entire process. This document will then be presented to the Board of Commissioners for final adoption.



### SITE CONTEXT

### Address: 21 Greenwood Rd. Biltmore Forest, NC Area: 1.01 acres

Greenwood Park is located between Stuyvesant Road and Greenwood Road in a residential neighborhood. The property is bound by Stuyvesant Road on the eastern edge, and Greenwood Road on its western and southern edge, with a roadway easement running along north side of the park property. The intersection of Greenwood Place and Greenwood Road is on the southwest corner of the site, and the intersection of Stuyvesant Crescent and Stuyvesant Road is on the southeast corner of the site. A daylighted stream flows through the middle of the site, with large stone and concrete headwalls at each end.

### **EXISTING PARK AMENITIES**

Exiting park amenities at Greenwood Park include:

- Two on-street parking areas (approx. 4-6 vehicles)
- Large playground with slides
- Daylighted stream bed with gabion stream banks
- Bridge over stream
- Small playground with swings
- Bench (1)
- Picnic table (1)
- Passive open space
- Mature tree canopy

Vicinity Aerial



#### Large Playground



### SITE OBSERVATIONS

Located in a quiet residential area, Greenwood Park is a neighborhood park with mature trees, a meandering stream that runs through the park from end to end, and two playgrounds. The trees within the park are a mix of mature pine trees and hardwoods, with smaller trees along the creek bed. The site generally slopes from the street edges down to the stream bed, with significant elevation change in some areas. The roadway easement along the northern property edge is largely open green space. There are two small onstreet parking areas along the western and southern edge of the park, with space for approximately 2-3 cars each. A wooden set of stairs leads from southern parking area down to the playground. The steam is the major feature of site, and helps frame the other areas of the park. The stream enters the park through a large stone headwall and concrete apron on northeastern edge of the property along Stuyvesant Road. It then meanders through the park, exiting through another large stone headwall on the south eastern edge of the site along Greenwood Road. There are also three drainage pipes that empty into the stream within the park; one from the northeast corner of the site that empties just west of the entrance headwall, one from the southern edge of the site that empties just east of the playground area on the southern bank of the stream, and one from the in the northwestern corner of the site that empties into the exit headwall.

#### **Existing Site Elements**



Portions of the stream have been stabilized with gabion walls, however these are beginning to fail and there is evidence of significant erosion beneath the gabion walls. The stream bed consists of a mix of rocks, sand, and vegetation, and can be easily accessed from the grass banks throughout the park.

There are two playgrounds in Greenwood Park. The larger of the two can be found on the southern portion of the park, and contains slides, climbing elements and a see-saw within a hexagonal area. The playground is located under the shade of mature trees; however, there is no ADA accessible path to the playground and the mulch surfacing is enclosed completely by 4x4 wood edging. The play structure appears to be in good condition, but may need to be upgraded with new surfacing in the future. There is also a concrete picnic table, trash can, and a dog waste receptacle adjacent to the playground area.

A smaller playground can be found on the northern side of the stream, and is connected to the southern bank with a wooden foot bridge. This bridge is showing signs of excessive wear, and is currently not ADA accessible. The smaller playground has the same mulch surfacing and wooden edges as the large playground, and contains two teeter-totter pieces of equipment and a two-swing set. The equipment in this playground area has reached the end of its life span, and needs to be replaced with more modern play elements and surfacing. There is also a single bench next to this playground area.

Outside of the stream and the playground areas, the rest of the site is largely passive, with green space areas, hillsides on the edges of the park, and a large sloping green space leading to the roadway easement on the north side of the park. Site photos of Greenwood Park can be found below and on the following pages.

#### Park View from Greenwood Place



#### Stream Bed



Parking Area Along Greenwood Road



Gabions Along Stream Bank



Open Space Along Stuyvesant Road



Failing Gabions with Erosion



#### Stream Bank without Gabions



Stream Bed Viewed from Headwall



Drainage Pipe East of the Playground

Entrance Headwall with Concrete Apron



Stream Bed Leading to Exit Headwall



Drainage Pipe at the Entrance Headwall

**Entrance Headwall** 



Exit Headwall



Drainage Pipe at the Exit Headwall



Entrance Headwall at Stuyvesant Road





Exit Headwall at Greenwood Road





Stream Bed Under Bridge



Main Parking Area



Trashcan and Dog Waste Receptacle



Bridge Over Stream



Swing Set at Small Playground



Stairs from Parking Area







Bridge Entrance from South Bank



Small Playground Equipment



Playground Equipment



Playground Equipment



Bridge Damage



Bridge View from Small Playground



Greenwood Park Master Plan

Small Playground Viewed from Easement



Greenspace West of Large Playground

Sloped Greenspace Adjacent to Easement Greenspace East of Large Playground



Property North of Easement



Pipe Inlet East of Site



Pipe Inlet South of Park

Roadway Easement



Pipe Inlet at Northeast Corner





View from Southwest Corner



### RECREATIONAL NEEDS SURVEY

The Town of Biltmore Forest currently has two recreational parks, Rosebank Park and Greenwood Park. Rosebank Park is located between Vanderbilt Road and Park Road with a play set, benches, and open play area. Greenwood Park is located between Stuyvesant Road and Greenwood Road and currently has a play set, benches, and an open play area.

To better plan for future recreational needs a recreational needs survey was conducted in March of 2019. Based on those survey results, the highest recreational needs identified by the community were natural areas and trails, playgrounds, picnic areas/shelters, and walking trails, with over 69% of respondents identifying a need for each of these recreational opportunities. In addition, over 60% of survey respondents indicated that playgrounds were the most important facility to their household.

This Master Plan for Greenwood Park aligns with the needs identified in the recreational needs survey as it will add additional walking trails and picnic shelters, as well as enhance playground areas. Survey Handout Card



Page from the Online Recreational Needs Survey

10. Please indicate if <u>You or any membra</u> recreation amenities listed below.	ber of your HOUSEHOLD has a need for any of the parks and
Paved multi-use trails	C Gymnasium
Off-road bike traits	□ Soccer, lacrosse and football size fields
Natural areas and trails	Baseball and softball fields
Tennis courts	🜌 Playgrounds
Dog parks	Picnic areas/shelters
Community gardens	Disc golf
Natural parks and peserves	Walking trails
Basketball courts	
СК	
Inur	
9 of 15 w	answerd

# PARK PROGRAM & PHYSICAL NEEDS

### PROGRAM DESCRIPTION

The Town of Biltmore Forest intends for Greenwood Park to serve both families with children and active adults, with a variety of amenities that appeal to a broad audience. Using information from the site analysis and public input, the Master Plan was developed to ensure the broadest possible appeal to the entire community of Biltmore Forest.

Key elements of the program focus on improving ADA access and connections to the adjacent residential neighborhoods, as well as improving the user experience for park visitors of all ages. To accomplish this, new program elements desired for the park include walking trails, updated play equipment on the small playground, more places to gather and sit, and enhancements to the natural areas of the park .

### PHYSICAL NEEDS

To enhance Greenwood Park, the Town should acquire the roadway easement immediately adjacent to the property. This will add an additional .35 acres to the site and allow for additional square footage with the proposed walking trail as well as the ability to improve connections to the neighborhood. This new park area will also allow for flexibility as new park elements are added or relocated away from the stream bed in the future.

Easement Adjacent to Park Property



## CONCEPT DEVELOPMENT

### CONCEPT DEVELOPMENT

The information obtained during the Inventory and Site Analysis phase provided the project team with a comprehensive understanding of the existing conditions in Greenwood Park, and established a basis for identifying opportunities and constraints, as well as programming and initial concept development. Shown below, the two preliminary concept alternatives, while slightly different, were both developed with the same goals in mind, and include the following elements:

- Re-stripe existing parking area to include ADA accessible spaces
- Upgrade park signage and landscaping at entrance

- Improve pedestrian access from parking area to the other amenities in the park, including an ADA accessible route
  - **Concept 1** utilizes a switch back ramp to connect form parking to the base of the slope, with the walking path circling both sides of the large playground before crossing the bridge
  - **Concept 2** utilizes a gently-slope path built into the slope to connect from the parking to the north side of the large playground, before crossing the bridge. Another path leads from the stairs to meet the sloped path at the seating area.



**Concept Alternative 1** 

# CONCEPT DEVELOPMENT

- Brick walkway throughout the park that connects the playground areas and the bridge
  - 3'-wide walkway with passing areas to maintain ADA compliance
- Renovated stairs
- Improved pedestrian bridge with accessible landings
- Enhanced stream bank with plantings
- Seating area for stream viewing
- Additional picnic area near stream banks

- Tree swing located near the pedestrian bridge
- Pavilion (12'x12' typical) on concrete pad adjacent to small playground
- Improved playground access to large and small playgrounds with accessible landings
- Upgraded equipment at small playground
  - Modern swing and inclusive play elements
- Replacing concrete apron at entrance headwall with rip rap to slow entry water and minimize erosion



#### Concept Alternative 2

### PUBLIC INVOLVEMENT

### PUBLIC OPEN HOUSE

On September 12th, 2018, a public meeting was held to gather public input as part of the Master Plan process for Greenwood Park. The park Master Plan was presented as part of a set of town improvement projects, including a stormwater plan and renovations to the public works building. The project team gave a brief introduction to the overall park Master Plan process and the progress to date. The discussion included an overview of the existing conditions and park concepts. When the presentation concluded, public in attendance were asked to view full scale concept boards and precedent images of proposed improvements. WithersRavenel staff were available to answer questions and encourage participants to provide comments.

During the public meeting, comments expressed support for the improvements and the proposed ideas for Greenwood Park. Participants felt the park is currently used by families in the area, as well as students from nearby schools. Improvements would enhance the experience for these users, and potentially attract additional visitors to the park.

### PARTF PUBLIC MEETING

On March 12th, 2019, a second public meeting was held to gather public input as part of the Parks and Recreation Trust Fund (PARTF) application process for Greenwood Park. The meeting was held after the Biltmore Forest Board of Commissioners meeting in the Town Hall meeting room, and ran from 6-8 pm. The meeting was held as an open house with a drop-in format, and participants were asked to visit stations set up around the room that included an explanation of the PARTF grant, existing site conditions, park concepts, and a visual preference dot exercise with precedent images of the elements in the park concepts. Participants were also given the opportunity to write comments on a board, as well as individual comment cards. WithersRavenel staff were available to answer questions, encourage participants to provide comments, and provide access information to an on-line survey.

Approximately 30-35 people attended this meeting and provided a variety of comments. Participants represented a wide range of ages from young children to senior adults. Common themes from the comments included:



PARTF Public Meeting

# PUBLIC INVOLVEMENT

- Park improvements that provide additional play features and activities for children
- A desire to retain the natural features and aesthetics of the park
- Maintain the park as it currently exists
- Improve accessibility of the park for people of all ages
- Provide additional parking for users
- Encourage use of the park for neighborhood residents
- Large amount of support for gabion removal and stream enhancement.

Results from the visual preference exercise indicated support for play features and structures that have a more natural appearance, as well as walking paths and bridges that can access natural areas. Stream restoration was also widely selected, as well as large open green spaces.

#### PARTF Public Meeting



## FINAL CONCEPT

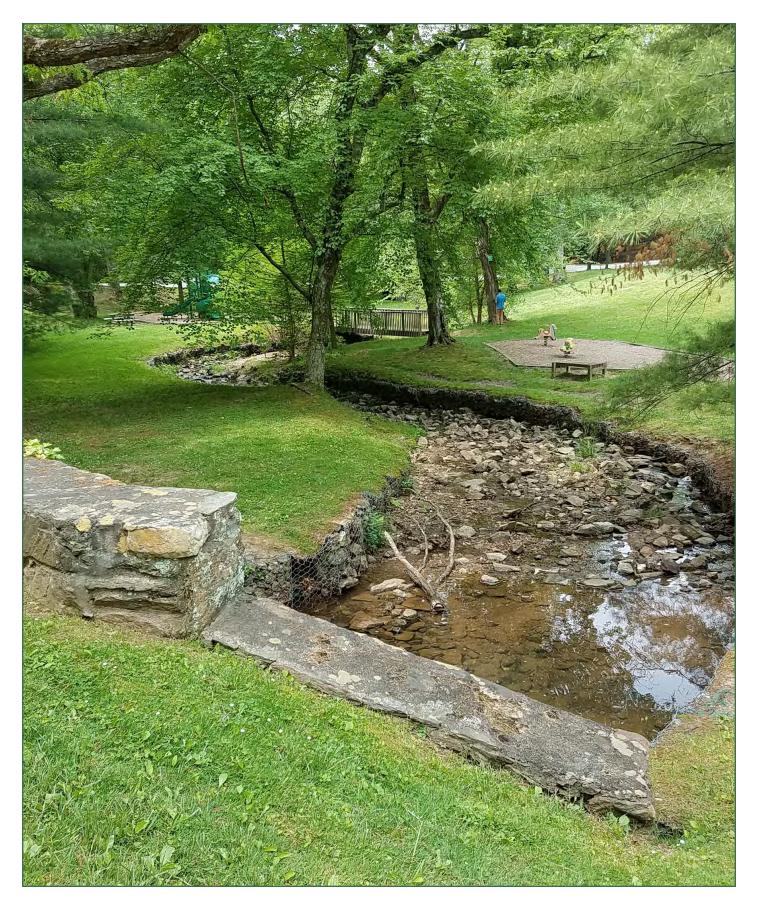
### FINAL CONCEPT ELEMENTS

Once the Public Involvement Phase was completed, the project team summarized all written comments, and any notes taken during conversations with stakeholders and public participants. The project team then developed a list of action items for revisions to the Greenwood Park Concept, and presented these to Town staff. Once the staff reviewed these action items and gave their recommendations, the project team proceeded with the final park concept for Greenwood Park.

The final concept is based on Alternative Concept 2, and contains all of the programmatic elements shown in that concept. The project team also consulted environmental specialist regarding stream restoration and the feasibility of including this in the Greenwood Park Master Plan. The resulting analysis and potential costs associated with the restoration were presented to the town, and the project team was instructed to incorporate the stream restoration into the final concept. As a result, the final concept shows the stream restoration and enhancement, with the gabions removed and the stream banks returned to their natural state, using more gentle slopes and native plantings. The concept also includes stormwater catchment areas and rain gardens to help mitigate runoff from the road.

The final concept, along with precedent images, illustrative sections and visualizations can be found on the following pages.

# **FINAL CONCEPT**



# ILLUSTRATIVE CONCEPT & PRECEDENT IMAGES

The fold-out map on the next page shows the illustrative final concept for Greenwood Park, with the location of the primary features and amenities. Below are precedent images that represent examples of potential improvements to the park.

#### STREAM RESTORATION



WALKING PATH









TREE SWING







IMPROVED ACCESSIBLE BRIDGE



IMPROVED ENTRY STAIRS



UPGRADED PLAY EQUIPMENT

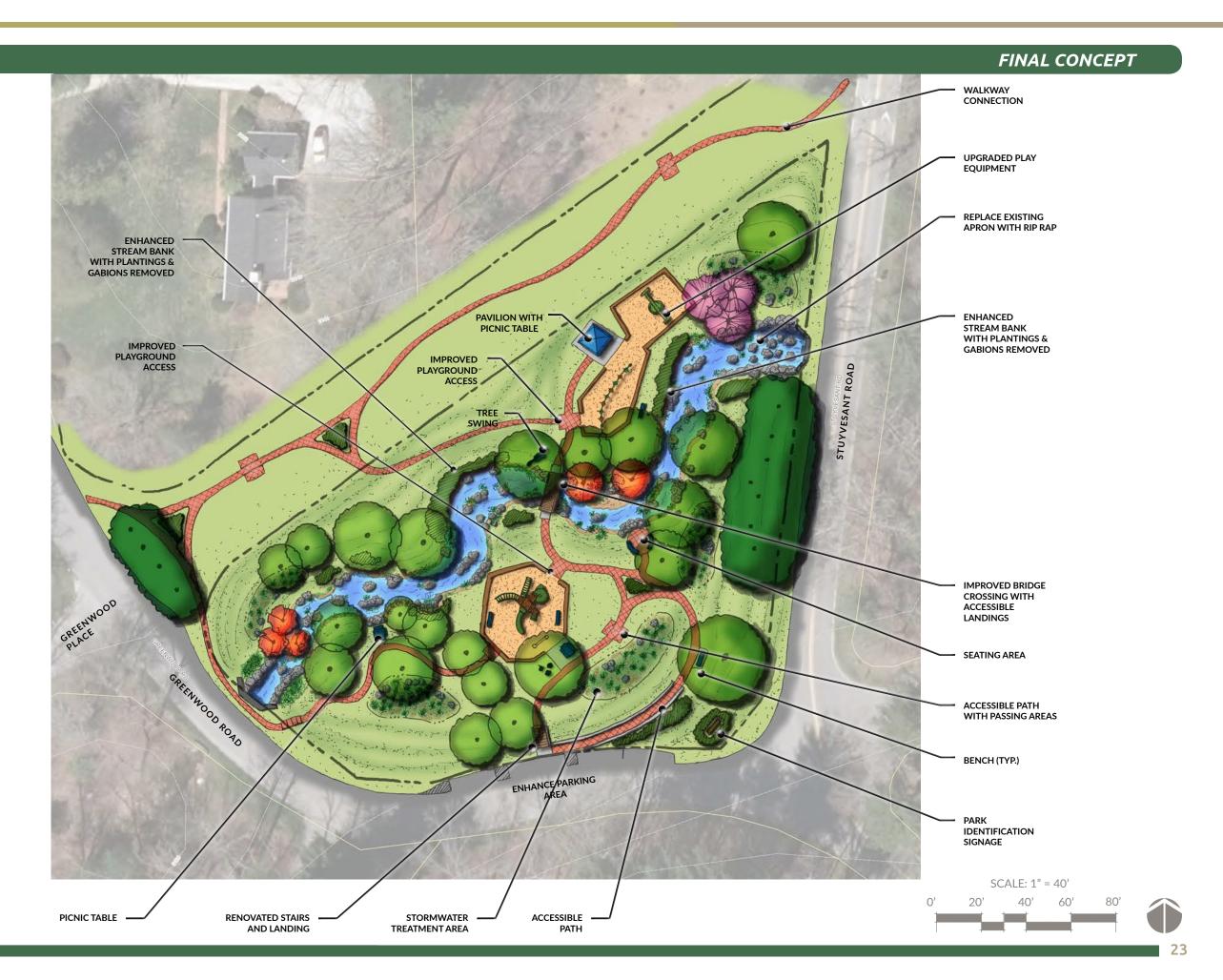




PICNIC SHELTER





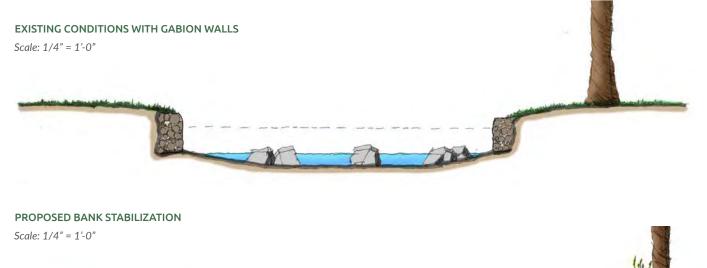


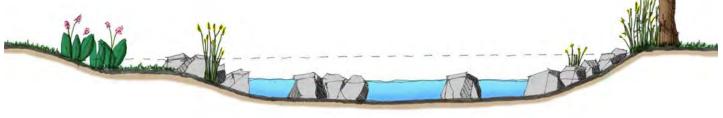
THIS PAGE INTENTIONALLY LEFT BLANK

### ILLUSTRATIVE SECTIONS

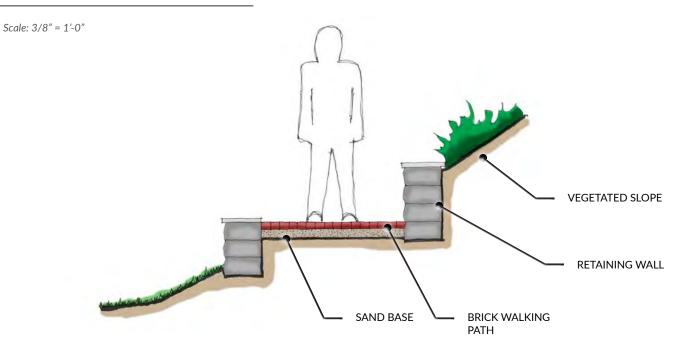
# **FINAL CONCEPT**

### STREAM RESTORATION





### PROPOSED WALKING PATH



# **FINAL CONCEPT**

### PROPOSED BRIDGE, PATH AND PLAYGROUND IMPROVEMENT

BEFORE



#### AFTER



## ESTIMATE OF PROBABLE COST

### COST CONSIDERATIONS

The cost estimates are based on current market trends, similar projects, and project-specific research conducted by the project team. The project team utilized all of its available resources and technical expertise to provide order-of-magnitude cost estimates that are for planning purposes only. The vision for Greenwood Park may be modified over time in response to actual costs, future department objectives, and available funding sources. Additionally, it is recommended that proposed improvements undergo a detailed feasibility and costs analysis prior to physical implementation.

		Unit	Quantity	Unit Cost	Subtotal	Description
	od Park - Walking Trail and Recreation Updates					
A.	Site Prep & Demo	lume area	1	\$20,000	\$20.000	
1	Mobilization and General Conditions Survey and Layout	lump sum lump sum	1	\$20,000 \$15,000	\$20,000 \$15,000	whole site survey needed
3	Site Clearing	acre	0.50	\$15,000	\$2,500	clear and grub - approximately .75 acres impacted by path and ameniti
4	Site Grading including on-site balancing	acre	0.50	\$8,000	\$4,000	patricia di cincilia
5	Erosion Control	LF	800	\$2	\$1,400	silt fence
6	Removal of existing play equipment	allowance	1	\$2,000	\$2,000	equipment on north playground
	Subtotal:				\$44,900	
	Park Elements					
1	Upgraded playground equipment	allowance	1	\$12,000	\$12,000	large bucket swing, pod climbers
2	Tree swing	each	1	\$500	\$500	wood seat, rope
4	New entry sign Small picnic shelter	allowance each	1	\$2,000 \$15,000	\$2,000 \$15,000	southeast corner of site 12' x 12' prefabricated, metal roof, surface mount
5	Educational signage	allowance	1	\$4,000	\$4,000	stream restoration, stormwater information
6	Benches	each	6	\$1,200	\$7,200	6' metal bench, post mount
7	Picnic table	each	2	\$1,500	\$3,000	8' metal
8	Trash recepticle	each	2	\$600	\$1,200	30 gal., metal, post mount
	Subtotal:				\$44,900	
	Hardscape			L		
1	Concrete pads for shelter and picnic table	SF SF	325	\$4 ¢15	\$1,300	6' wide concrete
2	Walking trail Outdoor classroom area	SF	4,800 100	\$15 \$15	\$72,000 \$1,500	brick pavers on sand, 3' wide with passing areas brick pavers on sand, 3' small plaza area
4	New stair case	allowance	100	\$3,500	\$3,500	wood substructure and railings, composite treads
5	Retaining walls	SF	280	\$115	\$32,200	stone retaining walls along walking path
6	Parking lot striping	LF	100	\$2	\$200	parallel spots
7	Bridge across creek	LF	25	\$100	\$2,500	repair of existing bridge, consult structural engineer
	Subtotal:				\$113,200	
	Landscape					
1	General landscape improvements Subtotal:	allowance Gr	1 eenwood P	\$5,000 ark Subtotal	\$5,000 \$5,000 \$208,000	shrubs and ornamental plantings
	Subtotal:		1		\$5,000	snrubs and ornamental plantings
tructio	Subtotal:		1		\$5,000	snrubs and ornamental plantings
tructio	Subtotal: n Fees and Contingency Contingency (20%)		1		\$5,000 \$208,000 \$41,600	strubs and ornamental plantings
tructio	Subtotal:		1		\$5,000	strups and ornamental plantings
ructio	Subtotal: n Fees and Contingency Contingency (20%)		eenwood P	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952	strups and ornamental plantings
ructio	Subtotal: n Fees and Contingency Contingency (20%)		eenwood P		\$5,000 \$208,000 \$41,600	strups and ornamental plantings
tructio	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%)		eenwood P	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952	strubs and ornamental plantings
tructio	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Des Park - Stream Restoration		eenwood P	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952	strups and ornamental plantings
truction enwoo A.	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Dd Park - Stream Restoration Site Prep & Demo	Gr	eenwood P	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552	strups and ornamental plantings
enwoo A.	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions	Gr lump sum	PA	IRK TOTAL:	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552	
enwoo A. 1 2	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Deb Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading	Gr lump sum acre	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$20,000 \$1,250	
enwood A. 1 2 3	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Dd Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Ste Grading including on-site balancing	Gr lump sum acre acre	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552	clear and grub - approximately .25 acres impacted by stream work and
enwoo A. 1 2	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Deb Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading	Gr lump sum acre	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$279,552 \$2,000 \$1,200 \$1,000	strups and ornamental plantings
enwoc A. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control	Gr lump sum acre acre	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552	clear and grub - approximately .25 acres impacted by stream work and
enwoc A. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal:	Gr lump sum acre acre	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$279,552 \$2,000 \$1,200 \$1,000	clear and grub - approximately .25 acres impacted by stream work and
ruction A. 1 2 3 4 8. 1 2	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Clearing and Site Diagonal Site Site Clearing Subtotal: Stream Bank stabilization	Gr lump sum acre acre LF LF each each	PA	ark Subtotal	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$20,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated
rructio A. 1 2 3 4 B. 1 2 3	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Ded Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bank stabilization Miscelleaneous	Gr Iump sum acre acre LF LF each allowance	PA	sk         sk           RK TOTAL:         320,000           \$20,000         \$5,000           \$20,000         \$2           \$20,000         \$2           \$2000         \$200           \$35,000         \$35,000	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
tructio A. 1 2 3 4 B. 1 2	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bark stabilization Miscelleaneous Stornwater treatment areas	Gr lump sum acre acre LF LF each each	PA	ark Subtotal	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$20,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated
tructio A. 1 2 3 4 B. 1 2 3	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) Ded Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bank stabilization Miscelleaneous	Gr Iump sum acre acre LF LF each allowance	PA	sk         sk           RK TOTAL:         320,000           \$20,000         \$5,000           \$20,000         \$2           \$20,000         \$2           \$2000         \$200           \$35,000         \$35,000	\$5,000 \$208,000 \$41,600 \$29,952 \$279,552 \$279,552 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
tructio A. 1 2 3 4 B. 1 2 3	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bark stabilization Miscelleaneous Stornwater treatment areas	Gr lump sum acre acre LF LF each allowance allowance	PA	sk         sk           RK TOTAL:         320,000           \$20,000         \$5,000           \$20,000         \$2           \$20,000         \$2           \$2000         \$200           \$35,000         \$35,000	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$20,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
tructio A. 1 2 3 4 B. 1 2 3	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bark stabilization Miscelleaneous Stornwater treatment areas	Gr lump sum acre acre LF LF each allowance allowance	PA	skip           RK TOTAL:           \$20,000           \$5,000           \$200           \$200           \$200           \$200           \$200           \$55,000	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$2,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$50,000 \$35,000 \$225,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
enwood A. 1 2 3 4 8. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream bark stabilization Miscelleaneous Stornwater treatment areas	Gr lump sum acre acre LF LF each allowance allowance	PA	skip           RK TOTAL:           \$20,000           \$5,000           \$200           \$200           \$200           \$200           \$200           \$55,000	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$2279,552 \$2,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$350,000 \$550,000 \$225,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
enwoc A. 1 2 3 4 8. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream Mark stabilization Miscelleaneous Stormwater treatment areas Subtotal: n Fees and Contingency Contingency (20%)	Gr lump sum acre acre LF LF each allowance allowance	PA	skip           RK TOTAL:           \$20,000           \$5,000           \$200           \$200           \$200           \$200           \$200           \$55,000	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$2,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000 \$249,650 \$249,650	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
enwoc A. 1 2 3 4 8. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Clearing and Grading Site Grading including on-site balancing Errosian Control Subtotal: Stream Restoration Grade control steps Stream bank stabilization Miscelleaneous Stormwater treatment areas Subtotal: n Fees and Contingency	Gr lump sum acre acre LF LF each allowance allowance	PA	skip           RK TOTAL:           \$20,000           \$5,000           \$200           \$200           \$200           \$200           \$200           \$55,000	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$2279,552 \$2,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$350,000 \$550,000 \$225,000	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
enwoc A. 1 2 3 4 8. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream Mark stabilization Miscelleaneous Stormwater treatment areas Subtotal: n Fees and Contingency Contingency (20%)	Gr lump sum acre acre LF each each each allowance allowance	PA	ark Subtotal           ark Subtotal	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$20,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$54,000 \$35,000 \$24,650 \$249,650 \$249,650	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.
enwood A. 1 2 3 4 8. 1 2 3 4	Subtotal: n Fees and Contingency Contingency (20%) Design, Permitting, Inspections (12%) od Park - Stream Restoration Site Prep & Demo Mobilization and General Conditions Site Clearing and Grading Site Grading including on-site balancing Erosion Control Subtotal: Stream Restoration Grade control steps Stream Mark stabilization Miscelleaneous Stormwater treatment areas Subtotal: n Fees and Contingency Contingency (20%)	Gr lump sum acre acre LF LF each allowance allowance	PA	ark Subtotal           ark Subtotal	\$5,000 \$208,000 \$29,952 \$279,552 \$279,552 \$279,552 \$2,000 \$1,250 \$2,000 \$1,250 \$2,000 \$1,400 \$24,650 \$80,000 \$60,000 \$35,000 \$249,650 \$249,650	clear and grub - approximately .25 acres impacted by stream work and silt fence based on 8 ft drop at 2% slope - each step drop .2ft 300 ft of stream bank treated cost associated with additional treatment, plantings, etc.

## IMPLEMENTATION AND NEXT STEPS

### PHASED IMPLEMENTATION

Phased implementation of the Greenwood Park Master Plan will be determined after the identification of funding sources available in the coming year. With the adoption of the Master Plan, the town will continue to pursue a PARTF grant, as well as other funding opportunities that may be available for the stream restoration. Upon obtaining potential grant funding, the project team will work with the town to assess all available funds and determine a phasing strategy for the implementation of the Greenwood Park improvements.

### **GRANT PURSUIT**

On December 11th, 2018, the Greenwood Park Master Plan was presented to the Town of Biltmore Forest Board of Commissioners. The Board directed the Town Manager to develop a strategy for funding and implementation of the Master Plan, including development of applications for grant funding opportunities. The Master Plan was then formally adopted on April 9th, 2019. By adopting the Master Plan. The Board of Commissioners recognized the quality of life benefits and importance of parks for its citizens, and acknowledge that the Master Plan recommendations address exiting and future park needs, improve ADA access to the park, modernize park equipment and ensure all safety requirements are met and maintained, and improve and restore the existing stream.

Greenwood Park Stream



THIS PAGE INTENTIONALLY LEFT BLANK



STATE OF NORTH CAROLINA

#### TOWN OF BILTMORE FOREST BOARD OF COMMISSIONERS

COUNTY OF BUNCOMBE

\*\*\*\*\*\*\*

)

)

)

#### **RESOLUTION 2019-02**

\*\*\*\*\*\*\*\*\*\*

#### AUTHORIZING SUBMITTAL OF A NORTH CAROLINA PARKS AND RECREATION TRUST FUND GRANT APPLICATION FOR IMPROVEMENTS TO GREENWOOD PARK

**WHEREAS**, the Town of Biltmore Forest is committed to enhancing the quality of life in the community; and

**WHEREAS**, the Town of Biltmore Forest wishes to make improvements to Greenwood Park as outlined in the Greenwood Park Master Plan; and

**WHEREAS**, the North Carolina Parks and Recreation Trust Fund (PARTF) has been authorized by the General Assembly to award grant funds to eligible park, recreation and open space projects; and

**WHEREAS**, the Town of Biltmore Forest intends to submit an application to the North Carolina Parks and Recreation Trust Fund for funding to support various improvements to Greenwood Park.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Town of Biltmore Forest, North Carolina that the Town Manager is hereby directed to submit an application to the North Carolina Parks and Recreation Trust Fund for funding to support various improvements to Greenwood Park.

Adopted this the 9th day of April, 2019.

George F. Goosmann, III Mayor

Attest:

Jonathan B. Kanipe Town Manager STATE OF NORTH CAROLINA

#### TOWN OF BILTMORE FOREST BOARD OF COMMISSIONERS

COUNTY OF BUNCOMBE

\*\*\*\*\*\*\*\*\*\*

)

)

)

#### **RESOLUTION 2019-03**

\*

#### AUTHORIZING SUBMITTAL OF A LOAN ASSISTANCE APPLICATION FOR GREENWOOD PARK STREAM RESTORATION PROJECT

**WHEREAS**, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of stream restoration projects; and

WHEREAS, The Town of Biltmore Forest has need for and intends to conduct stream restoration in Greenwood Park; and

**WHEREAS**, The Town of Biltmore Forest intends to request state loan assistance for the project.

#### NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMSSIONERS OF THE TOWN OF BILTMORE FOREST:

That the Town of Biltmore Forest, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in any associated loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Biltmore Forest to make scheduled repayment of the loan, to withhold from the Town of Biltmore Forest any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Mayor Mr. George Goosmann, III and the Town Manager Jonathan Kanipe, the **Authorized Officials**, and their successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan to aid in the construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of April, 2019.

George F. Goosmann, III Mayor

Attest:

Jonathan B. Kanipe Town Manager

### **CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk of the Town of Biltmore Forest does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Biltmore Forest duly held on the 9th day of April, 2019; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of April, 2019.

(Signature of Recording Officer)

(Title of Recording Officer)

N.C. Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances			
Local Government Name: Biltmore Forest			
Federal Employer I.D. Number: 56- 6001179	County: Buncombe County		
Local Government Contact Person for the Grant:	Local Government Manager:		
Name: Mr. Jonathan Kanipe	Name: Mr. Jonathan Kanipe		
Title: Town Manager	Title: Town Manager		
Organization: Town of Biltmore Forest	Mailing Address: PO Box 5352		
Mailing Address: PO Box 5352	City/State/Zip: Asheville, NC 28813		
City/State/Zip: Asheville, NC 28813	Telephone: (828) 274-0824		
Telephone: (828) 274-0824	E-mail: jkanipe@biltmoreforest.org		
E-mail: jkanipe@biltmoreforest.org			
(must be an employee of the sponsoring local government)			
Chief Elected Official:	Type of project:		
Name: Mr. George Goosmann, III	Land Acquisition Only		
Title: Mayor	Development Only (construction or renovation)		
Mailing Address: PO Box 5352	☐ Land Acquisition and Development		
City/State/Zip: Asheville, NC 28813			
Site Control (check all that apply):	Costs rounded to nearest dollar:		
☑ Owned by local government			
igtiarrow To be obtained with this land acquisition project	PARTF funds requested: \$_160,00000		
Leased by applicant for 25 years or more	Local government's matching funds: \$\$164,95000		
Easement			
Owned by school board	Total cost of project \$\$324,95000		
Recreation Resources Service (RRS) regional consultant: Judy Francis			
Project Title: Greenwood Park Improvements			
<b>Brief description of the proposed project:</b> This project involves land a new walking trail, playground equipment, and outdoor education cen			
	Chief Elected Official:		
Approval by local governing board I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application for PARTF funding has been voted on and approved by	(Print or Type Name and Title)		
the local governing board on the date noted here.	(Signature)		
April 9, 2019 Date Adopted by the local governing board	If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.		

This form must be complete in its entirety for your application to be considered

#### Description & Justification for Greenwood Park Improvements Local Government: Town of Biltmore Forest

**Description:** Greenwood Park, located at 21 Greenwood Road in Biltmore Forest, is a vital asset to the Town of Biltmore Forest. One of only two parks in the community, Greenwood Park provides recreational opportunities to the residents of Biltmore Forest, as well as to Carolina Day School, serving grades pre-K through 12. During the Town's recent recreational needs survey, 80% of survey respondents indicated that someone in their household had visited Greenwood Park within the past twelve months.

Greenwood Park is approximately 1.01 acres with a daylighted stream running through the park. Currently, the park has two playground



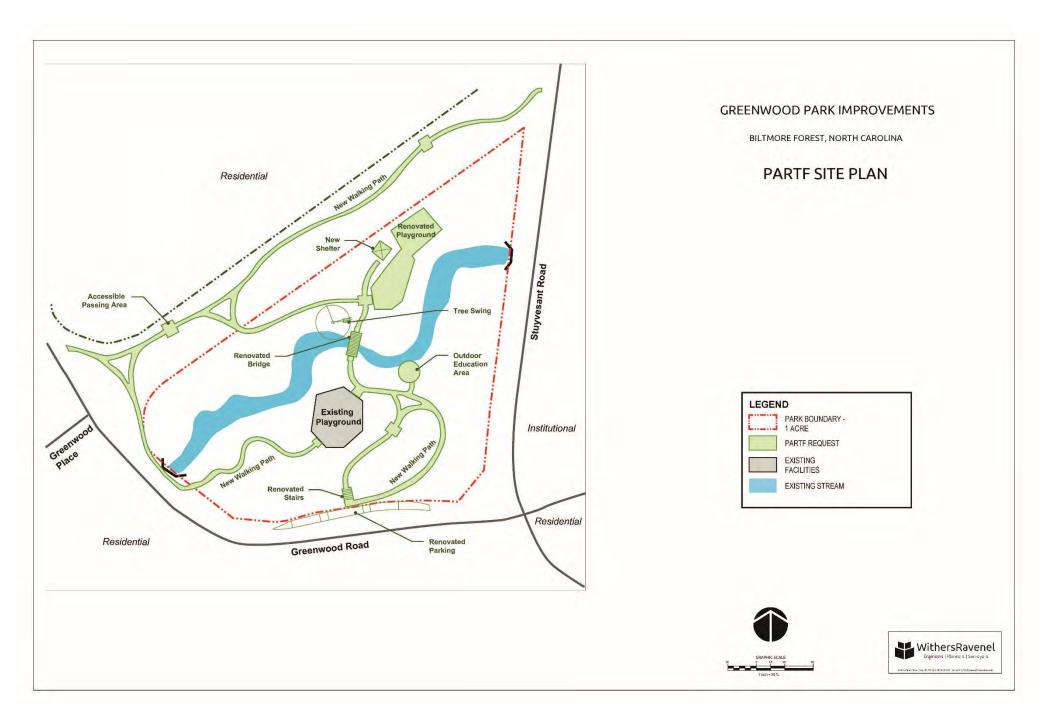
areas, one bench and one picnic table, and a large section of passive open space. However, one of the current playground areas has old and outdated equipment and the Town and its residents would like to see additional amenities throughout the Park. The Greenwood Park Master Plan addresses these concerns and creates a vision for the park that will provide residents of Biltmore Forest with a quality, sustainable park that supports a healthy vibrant experience. With the help of the Parks and Recreation Authority, the Town of Biltmore Forest would like to fully implement the Greenwood Park Master Plan.

This project involves adding new types of recreational facilities, including a 1,600 ft. walking trail, an outdoor education area for families and students at the nearby Carolina Day School, and a covered shelter/pavilion to allow for shaded cover in the summer and protection from weather elements. This project also adds to already existing facilities by adding additional picnic shelters and benches, as well as a new tree swing near the stream. The outdated playground equipment will be removed and new upgraded equipment will be installed, including a more modern swing and inclusive play elements. This project also improves playground access to both the small and large playgrounds with accessible landings, ensuring ADA compliance. Finally, elements of this project include park beautification, such as landscaping and signage.

In addition to the park improvements, a roadway easement currently owned by Biltmore Farms and immediately adjacent to Greenwood Park would be donated to the Town as a part of this project. This land acquisition adds an additional 15,250 sq. ft. to the Park, which is particularly important as this urban park is bordered by roadway and residential development and the easement is the only opportunity for the Town to increase the size of the park.

Elements of the Greenwood Park Master Plan also include stream restoration and stormwater management which the Town is currently working to fund through separate funding applications.

**Justification:** The costs of fully implementing the Plan make it impossible for the Town to do so without assistance from the Authority. The PARTF funds will be used to ensure that all in the community have access to recreational opportunities. Biltmore Forest is a small community with 1,343 residents as of the 2010 U.S. Census. Approximately \$45,000 was budgeted on non-salary expenditures related to parks in FY2018-2019. The Town requests funding from the Authority so that the entire Greenwood Park Master Plan can be accomplished.



### Project Costs Greenwood Park March, 2019

Project Elements	Unit	Quantity	Unit Cost	Total Item Cost
Building and/or Renovating Costs				
Upgraded Playground Equipment	Lump Sum	1	\$12,000	\$12,000
Picnic shelter (including concrete pad)	Lump Sum	1	\$16,300	\$16,300
Outdoor classroom area (brick pavers, seating and educational signage)	Lump Sum	1	\$7,900	\$7,900
Walking trail (3' wide bricker pavers with passing areas, retaining walls)	Lump Sum	1	\$104,200	\$104,200
New stair case	Lump Sum	1	\$3,500	\$3,500
Site Furnishings (tables, benches, trash receptacles)	Lump Sum	1	\$9,000	\$9,000
Tree swing	Lump Sum	1	\$500	\$500
New entry sign	Lump Sum	1	\$2,000	\$2,000
Parking lot striping	LF	100	\$2	\$200
Bridge across creek	LF	25	\$100	\$2,500
General Landscape Improvements	Lump Sum	1	\$10,000	\$10,000
Site Prep & Demo (clearing, grading, erosion control, demolition)	Lump Sum	1	\$44,900	\$44,900
		Cost To B	uild or Renovate	\$213,000
Contingency for the Cost of Building/Renovating				
Contingency (not to exceed 5% of the cost to build or renovate	Percentage	5%		\$10,650
Value of Land to be Purchased or Donated				
Land Acquisition	.35 acre			\$80,000
Planning and Incidental Costs	Percentage	10%		\$21,300
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)				

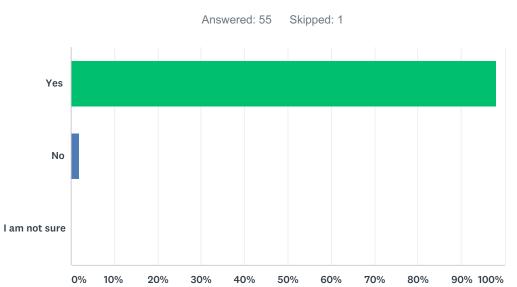
Total Project Cost	\$324,950
Total PARTF Grant Request	\$160,000
Total Local Match	\$164,950

Applicant: \_\_\_\_Town of Biltmore Forest \_\_\_\_\_ Project's Title: \_\_\_\_Greenwood Park Improvements\_\_\_\_

Type of Matching Funds	Amount of Funds	Funding Source	Availability	
Cash	\$ 84,950	Town's Recommended FY19-20 Budget	Available upon budget adoption on July 1, 2019	
Fee Simple Land Donation	\$ 80,000	Value of Donated Property	Pending PARTF Grant Approval	
Total Matching Funds	\$164,950			

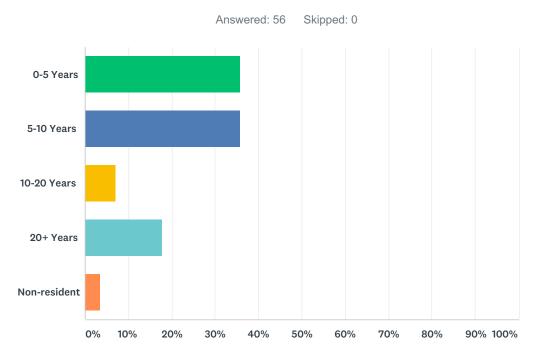
Sources of the Applicants Matching Funds

\*PARTF allows other state and federal funding to be used as local match.



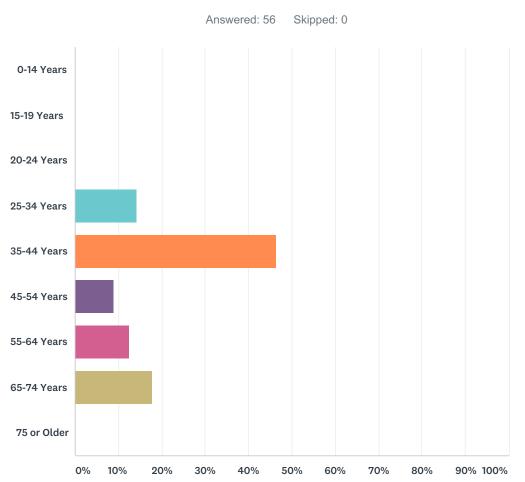
# Q1 Do you live within the Town of Biltmore Forest?

ANSWER CHOICES	RESPONSES	
Yes	98.18%	54
No	1.82%	1
I am not sure	0.00%	0
TOTAL		55



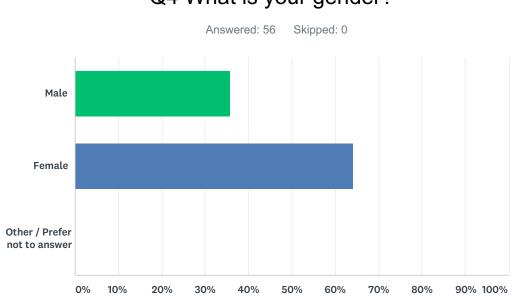
## Q2 If you answered yes, how long have you lived in Biltmore Forest?

ANSWER CHOICES	RESPONSES	
0-5 Years	35.71%	20
5-10 Years	35.71%	20
10-20 Years	7.14%	4
20+ Years	17.86%	10
Non-resident	3.57%	2
TOTAL		56



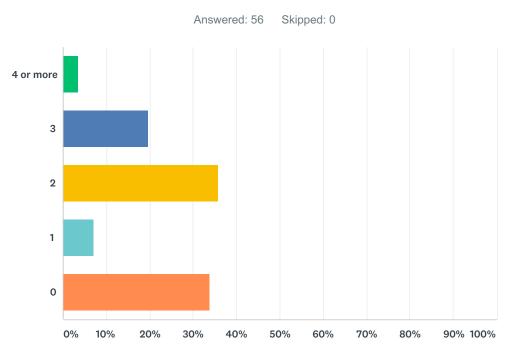
## Q3 Which age group do you represent?

ANSWER CHOICES	RESPONSES	
0-14 Years	0.00%	0
15-19 Years	0.00%	0
20-24 Years	0.00%	0
25-34 Years	14.29%	8
35-44 Years	46.43%	26
45-54 Years	8.93%	5
55-64 Years	12.50%	7
65-74 Years	17.86%	10
75 or Older	0.00%	0
TOTAL		56



ANSWER CHOICES	RESPONSES	
Male	35.71%	20
Female	64.29%	36
Other / Prefer not to answer	0.00%	0
TOTAL		56

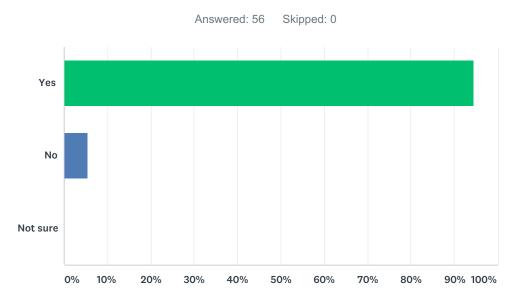
# Q4 What is your gender?



# Q5 How many children under 18 live in your household?

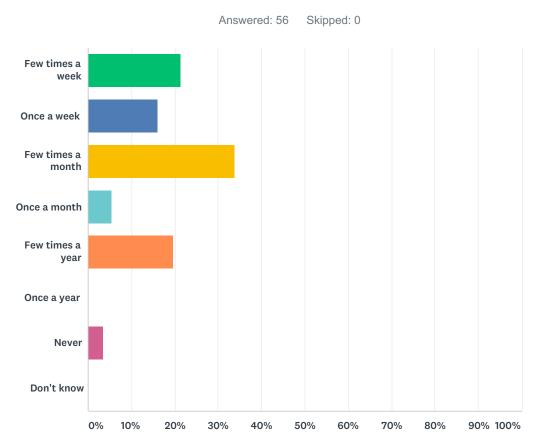
ANSWER CHOICES	RESPONSES	
4 or more	3.57%	2
3	19.64%	11
2	35.71% 2	20
1	7.14%	4
0	33.93%	19
TOTAL	5	56

# Q6 In the past 12 months, have you or any members of your household visited either Greenwood Park or Rosebank Park?



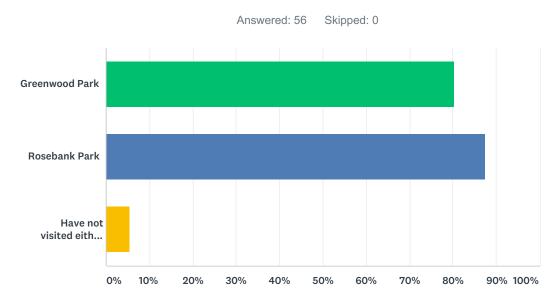
ANSWER CHOICES	RESPONSES	
Yes	94.64%	53
No	5.36%	3
Not sure	0.00%	0
TOTAL		56

# Q7 Approximately how often did you or members of your household visit the Biltmore Forest parks during the past year?



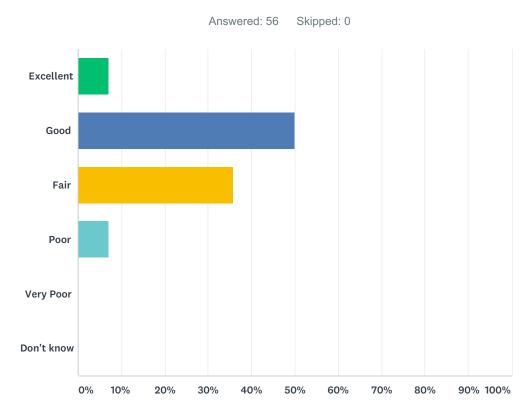
ANSWER CHOICES	RESPONSES	
Few times a week	21.43%	12
Once a week	16.07%	9
Few times a month	33.93%	19
Once a month	5.36%	3
Few times a year	19.64%	11
Once a year	0.00%	0
Never	3.57%	2
Don't know	0.00%	0
TOTAL		56

# Q8 Please check all of the Biltmore Forest parks that you or members of your family have visited in the past 12 months?



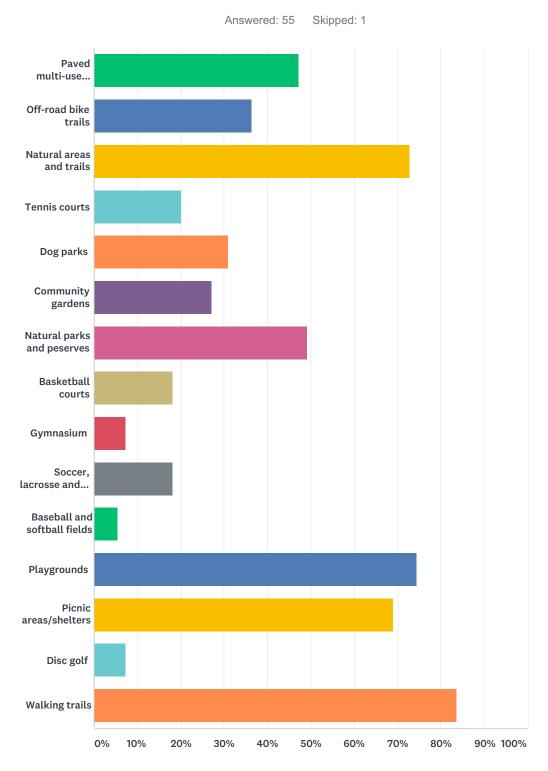
ANSWER CHOICES	RESPONSES	
Greenwood Park	80.36%	45
Rosebank Park	87.50%	49
Have not visited either of these parks	5.36%	3
Total Respondents: 56		

# Q9 How would you rate the overall condition and appearance of the park sites in Biltmore Forest?



ANSWER CHOICES	RESPONSES	
Excellent	7.14%	4
Good	50.00%	28
Fair	35.71%	20
Poor	7.14%	4
Very Poor	0.00%	0
Don't know	0.00%	0
TOTAL		56

# Q10 Please indicate if You or any member of your HOUSEHOLD has a need for any of the parks and recreation amenities listed below.

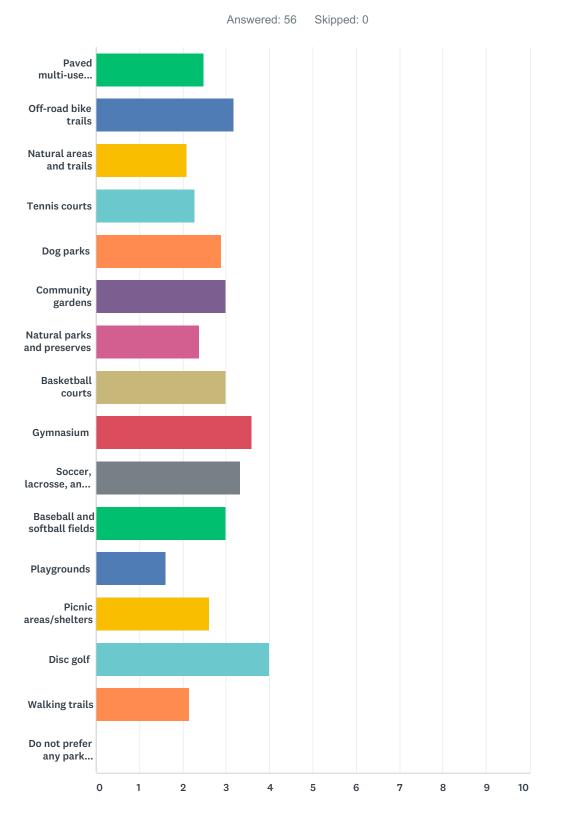


ANSWER CHOICES	RESPONSES	
Paved multi-use trails	47.27%	26
Off-road bike trails	36.36%	20

## Biltmore Forest

## SurveyMonkey

Natural areas and trails	72.73%	40
Tennis courts	20.00%	11
Dog parks	30.91%	17
Community gardens	27.27%	15
Natural parks and peserves	49.09%	27
Basketball courts	18.18%	10
Gymnasium	7.27%	4
Soccer, lacrosse and football size fields	18.18%	10
Baseball and softball fields	5.45%	3
Playgrounds	74.55%	41
Picnic areas/shelters	69.09%	38
Disc golf	7.27%	4
Walking trails	83.64%	46
Total Respondents: 55		



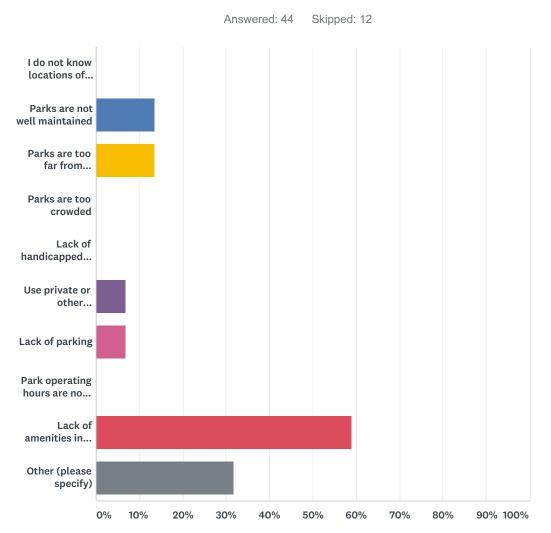
## Q11 Which four facilities are most important to your household?

	1ST	2ND	3RD	4TH	TOTAL	WEIGHTED AVERAGE
Paved multi-use trails	26.09%	21.74%	30.43%	21.74%		
	6	5	7	5	23	2.48

#### Biltmore Forest

Off-road bike trails	12.50%	6.25%	31.25%	50.00%		
	2	1	5	8	16	3.19
Natural areas and trails	34.29%	34.29%	20.00%	11.43%		
	12	12	7	4	35	2.09
Tennis courts	42.86%	14.29%	14.29%	28.57%		
	3	1	1	2	7	2.29
Dog parks	22.22%	11.11%	22.22%	44.44%		
	2	1	2	4	9	2.89
Community gardens	18.18%	9.09%	27.27%	45.45%		
	2	1	3	5	11	3.00
Natural parks and preserves	31.03%	24.14%	20.69%	24.14%		
	9	7	6	7	29	2.38
Basketball courts	0.00%	50.00%	0.00%	50.00%		
	0	1	0	1	2	3.00
Gymnasium	0.00%	20.00%	0.00%	80.00%		
	0	1	0	4	5	3.60
Soccer, lacrosse, and football size fields	0.00%	22.22%	22.22%	55.56%		
	0	2	2	5	9	3.33
Baseball and softball fields	0.00%	33.33%	33.33%	33.33%		
	0	1	1	1	3	3.00
Playgrounds	60.98%	21.95%	12.20%	4.88%		
	25	9	5	2	41	1.61
Picnic areas/shelters	15.38%	34.62%	23.08%	26.92%		
	4	9	6	7	26	2.62
Disc golf	0.00%	0.00%	0.00%	100.00%		
	0	0	0	4	4	4.00
Walking trails	34.38%	28.13%	25.00%	12.50%		
	11	9	8	4	32	2.16
Do not prefer any park facilities	0.00%	0.00%	0.00%	0.00%		
	0	0	0	0	0	0.00

# Q12 Please check all the reasons that prevent you or other members of your household from visiting the park sites in Biltmore Forest?

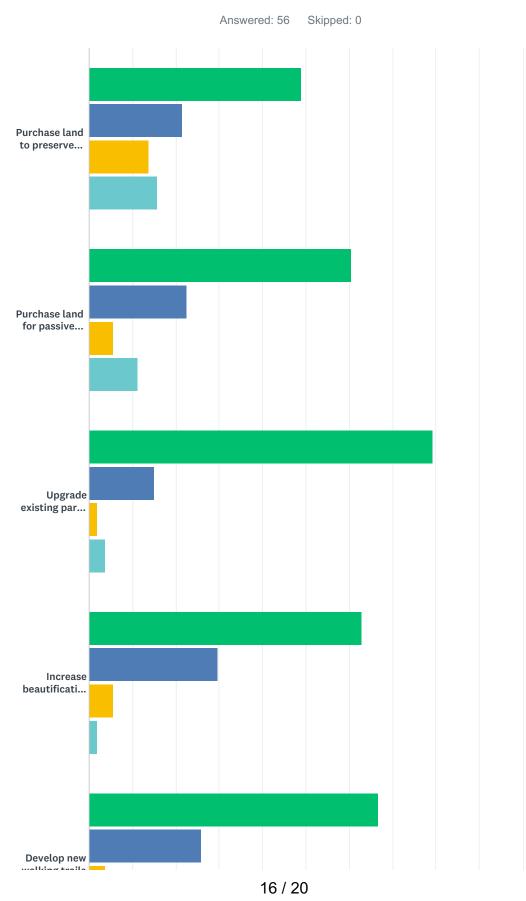


ANSWER CHOICES	RESPONSES	
I do not know locations of parks	0.00%	0
Parks are not well maintained	13.64%	6
Parks are too far from residence	13.64%	6
Parks are too crowded	0.00%	0
Lack of handicapped accessibility	0.00%	0
Use private or other community's facilities instead	6.82%	3
Lack of parking	6.82%	3
Park operating hours are not convenient	0.00%	0
Lack of amenities in parks	59.09%	26
Other (please specify)	31.82%	14

#### Biltmore Forest

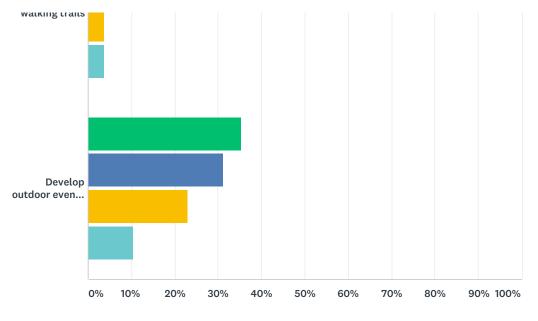
Total Res	spondents: 44	
#	OTHER (PLEASE SPECIFY)	DATE
1	The difficulty in walk to park with stroller and dog	3/20/2019 8:18 PM
2	No bathrooms.	3/19/2019 6:11 AM
3	lack of walking trails - in our 2 current parks as well as the area directly across from Brookside Road, which is the ideal place for some natural walking trails, as well as a dog park	3/15/2019 12:56 PM
4	None	3/14/2019 11:32 AM
5	Lack of shelter	3/14/2019 11:18 AM
6	I do wish there was a bathroom	3/13/2019 12:35 PM
7	Nothing prevents us from going	3/13/2019 9:51 AM
8	No bathroom	3/13/2019 8:53 AM
9	Lack of bathrooms	3/12/2019 7:47 PM
10	Only time and weather	3/12/2019 5:14 PM
11	Need things like basketball goals for older children.	3/12/2019 4:05 PM
12	I am not prevented from using the parks.	3/7/2019 12:55 PM
13	Would live to have trails wAndering though area in Biltmore Forest	3/6/2019 9:13 PM
14	the parks are not appealing or attractive	3/6/2019 7:00 PM

# Q13 Which of the following actions should Biltmore Forest take in the future to improve Parks and Recreation facilities?



### SurveyMonkey

#### Biltmore Forest



Very Supportive Somewhat Supportive

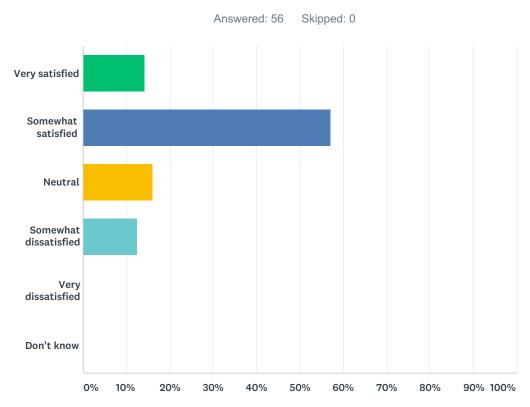
Not Sure

Not Supportive

	VERY SUPPORTIVE	SOMEWHAT SUPPORTIVE	NOT SURE	NOT SUPPORTIVE	TOTAL
Purchase land to preserve open space and green space	49.02% 25	21.57% 11	13.73% 7	15.69% 8	51
Purchase land for passive facilities (i.e. walking and biking trails, picnic areas, playgrounds, etc.)	60.38% 32	22.64% 12	5.66% 3	11.32% 6	53
Upgrade existing park structures (playgrounds, picnic shelter, etc.)	79.25% 42	15.09% 8	1.89% 1	3.77% 2	53
Increase beautification in current parks	62.96% 34	29.63% 16	5.56% 3	1.85% 1	54
Develop new walking trails	66.67% 36	25.93% 14	3.70% 2	3.70% 2	54
Develop outdoor events and festivals	35.42% 17	31.25% 15	22.92% 11	10.42% 5	48

#	OTHER (PLEASE SPECIFY)	DATE
1	Bathrooms	3/13/2019 8:53 AM
2	Pool!!	3/12/2019 4:07 PM
3	clean up & remove all the dead trees from areas not designated as parks	3/8/2019 9:36 AM





ANSWER CHOICES	RESPONSES	
Very satisfied	14.29%	8
Somewhat satisfied	57.14%	32
Neutral	16.07%	9
Somewhat dissatisfied	12.50%	7
Very dissatisfied	0.00%	0
Don't know	0.00%	0
TOTAL		56

# Q15 Any other comments or suggestions?

Answered: 26 Skipped: 30

#	RESPONSES	DATE
1	There are many open areas (along Park Rd) that the town owns that need to be cleaned up- all the fallen trees and overgrowth look bad and prevent people from being able to use those areas for walking or recreation.	3/25/2019 7:12 PM
2	The more attractive we make the parks the more attractive the parks will be for ppl outside the community - if this is a concern then that is what the police are for. We are the premier neighborhood in the area and our amenities should reflect that.	3/20/2019 8:18 PM
3	Not at this time.	3/19/2019 6:11 AM
4	Again, clean up other BF-owned areas and make them accessible - specifically the large area across from Brookside Road/Hemlock Road	3/15/2019 12:56 PM
5	Not Parker related, but we need more speed bumps on hilltop and Eastwood!	3/14/2019 11:32 AM
6	The parks in Biltmore Forest are really convenient and have a lot of potential. They need some TLC through more regular maintainence and shelter structures for picnics, etc. And more landscaping and equipment.	3/14/2019 11:18 AM
7	The residents should have quality parks. Our current park conditions do not match the quality of our town.	3/13/2019 10:06 PM
8	I have found it very challenging to walk in this neighborhood, if I have to walk on the left then anytime there is an extreme curve with excessive vegetation (this is everywhere) the car coming traffic coming towards me can't see me! It's so dangerous out there that I won't let my children take walks in most areas or ride their bikes. This seems so sad, it's such a nice neighborhood there must be someway to support the pedestrians in Biltmore Forest. Having walking trails would be an incredible gift to thiis neighborhood.Thank you for your consideration	3/13/2019 5:16 PM
9	Thank you for having this survey. I would suggest that walking trails would be used by all members of our community young and old. Thanks!	3/13/2019 3:11 PM
10	With the new grant it would be beneficial to our family if we have more variety of playground structures similar to the new renovation of the lake Julian Park.	3/13/2019 11:08 AM
11	Add bathrooms	3/13/2019 10:45 AM
12	Upgrade children playgrounds, and add facilities for for use by older children to teens.	3/13/2019 9:21 AM
13	This survey does not seem widely or universally distributed. I received this from a text from a neighbor. We had noted mention of park upgrades in the newsletter, but nothing about a survey. Additionally, the questions are ambiguous/confusing. What's the difference between a football sized field and a baseball field. Are you asking:do you want a large field that can be used for many sports (lacrosse, soccer, baseball) OR a mowed diamond that is permanent? What is the difference between natural preserves and natural parks? How am I, the respondent, supposed to know why you're talking about? So I'm not even confident in my answers or rankings.	3/13/2019 9:06 AM
14	Would love to see more walking/bike trails throughout the neighborhood!	3/13/2019 9:03 AM
15	Bathrooms	3/13/2019 8:53 AM
16	Love the open area at Greenwood. Would hate to lose that. Great for frisbee, tag, picnics. Visually pleasing to have that open space amid the forest.	3/12/2019 7:47 PM
17	I am willing to work to create a walking trail beginning at Rosebank and going south along Park and then Vanderbilt as far as we can go. I will make benches to sit on, if needed. Perhaps a shelter like the old bus stops here and there. I'll start in two weeks if you'll let me use the towns tractor! Natural footing. Not paved. Same goes for area across on Cedarcliff. It's a mess. We know lots of people willing to help! Paul Zimmerman. (My wife may have her own independent opinions!)	3/12/2019 5:41 PM
18	Bathrooms at the parks!!	3/12/2019 4:12 PM

#### Biltmore Forest

## SurveyMonkey

19	Consider connectivity via sidewalks to protect people walking to and from parks rather than in the roadway.	3/12/2019 2:57 PM
20	areas that are not buildable lots owned by the town look very bad and are very un becoming of the neighborhood. Dead trees need to be removed	3/8/2019 9:36 AM
21	Would like to see more soft-engineering around park streams & get rid of gabion baskets.	3/7/2019 12:55 PM
22	Preserve health of trees (treating for disease), educate staff and residents on invasive species and work to preserve native plants for better bird habitats.	3/7/2019 12:33 AM
23	Would love walking trails though wooded areas instead of walking on streets	3/6/2019 9:13 PM
24	It's important for BF residents to have beautiful, top quality parks to enjoy within the town	3/6/2019 7:32 PM
25	Looking forward to the process and park decisions by the township!	3/6/2019 7:10 PM
26	Stop allowing residents to dump yard refuse and branches on town-owned or Biltmore Estate- owned easements and edges of natural areas (Cedarcliff Rd is especially awful looking!)More clearing of invasive vines and fallen trees on Cedarcliff and in the town's natural areasConsider adding a few benches around town for the resident walkersMore tree maintenance. Seriously, some need to be trimmed or even cut down.	3/6/2019 7:00 PM

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



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

> Jonathan B. Kanipe, Town Manager

#### MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Resolution Opposing Senate Bill 367

Date: April 4, 2019

#### Background

Senate Bill 367, introduced in late March, would preempt existing Town ordinances and local acts regulating tree removal. Specifically, it states, "*No city may adopt ordinances regulating the removal of trees from private property within the city's corporate limits or extraterritorial jurisdiction without the express authorization of the General Assembly*". The bill goes further to state previously adopted local acts authorizing ordinances regulating tree removal from private property shall remain in effect, however, those cities must adopt a new provision that states,

"the owner of the private property may remove any tree on the property that interferes with a construction or renovation project so long as the owner replaces the tree with a sapling of the same or similar type. For purposes of this section, the term "sapling" means any tree between 1 and 4 inches in diameter at breast height."

Section 4 of the bill specifically states, "Any ordinances regulating the removal of trees from private property 41 that were adopted before the date this act becomes law without the express authorization of the 42 General Assembly are hereby repealed." The Town's Tree Protection Ordinance falls into this category. Therefore, if this bill becomes law, the Town's Tree Protection Ordinance would be repealed and the Town would have to seek a specific local act from the Legislature for a new Tree Protection Ordinance. Any new local act authorizing a town ordinance must include an allowance for tree removal necessary for construction or renovation project pursuant to the stipulations in the bill.

#### Action Requested

The Town's tree protection ordinance is established and well regarded by citizens, and even a new local act (under this proposal) would result in substantial harm to the Town through the allowance of removing *any* tree during construction with replacement levels being far below what current requirements. The attached resolution of opposition is for the Board's consideration.

#### STATE OF NORTH CAROLINA )

#### TOWN OF BILTMORE FOREST BOARD OF COMMISSIONERS

#### COUNTY OF BUNCOMBE

)

)

### **RESOLUTION 2019-04**

#### **RESOLUTION IN OPPOSITION TO SENATE BILL 367**

**WHEREAS**, the Town of Biltmore Forest is a public entity established under the laws of the State of North Carolina; and

**WHEREAS,** the mature trees and forested vegetation of the Town form the quality and flavor that creates such a traditional appearance of Biltmore Forest as a true forest; and

WHEREAS, the Town and its citizens have long recognized the importance of trees for their shade, cooling, noise and wind reduction, soil erosion prevention, oxygen production, dust filtration, carbon dioxide absorption, wildlife habitat, aesthetic enhancement of all real property and their contribution to the general community well-being.

**WHEREAS,** trees provide a buffer, a natural canopy, and are a hallmark of the Town of Biltmore Forest and require the Town's utmost devotion to their protection; and

**WHEREAS,** the Town of Biltmore Forest enacted a Tree Protection Ordinance in 1989 and has continued to vigorously and equitably enforce this ordinance to the benefit of all citizens in the Town; and

**WHEREAS,** SB367 would restrict the ability of the Board of Commissioners and other local officials statewide to protect the property rights of existing property owners.

**NOW THEREFORE**, be it resolved that the Board of Commissioners of the Town of Biltmore Forest strongly oppose Senate Bill 367 (S367) due to the detrimental effect this proposed bill will have on the Town, its citizens, the rights of existing property owners, and the natural environment.

Adopted this the 9th day of April, 2019.

George F. Goosmann, III Mayor

Attest:

Jonathan B. Kanipe Town Manager

### GENERAL ASSEMBLY OF NORTH CAROLINA **SESSION 2019**

S

#### **SENATE BILL 367**

	Short Title:	Clarify Property Owners' Rights.	(Public)
	Sponsors:	Senators McInnis, Krawiec, and B. Jackson (Primary Sponso	rs).
	Referred to:	Rules and Operations of the Senate	
		March 27, 2019	
1		A BILL TO BE ENTITLED	
2	AN ACT	PROVIDING THAT COUNTIES AND CITIES SHAI	L NOT ADOPT
3		NCES REGULATING THE REMOVAL OF TREES	
4		TY WITHOUT THE EXPRESS AUTHORIZATION OF	
5	ASSEMB		
6	The General	Assembly of North Carolina enacts:	
7		ECTION 1. Article 6 of Chapter 153A of the General Stat	utes is amended by
8		section to read as follows:	5
9	U	8. Limitations on regulating trees.	
10		y may adopt ordinances regulating the removal of trees from pri	vate property within
11	the county's j	urisdiction without the express authorization of the General As	ssembly. Neither the
12		e powers authorized in this Article nor any other powers author	-
13	or in any othe	er general or local law, except a general or local law expressly a	authorizing a county
14	to adopt ordi	nances regulating the removal of trees from private property.	, shall be used by a
15	county's gove	erning body as the basis for adopting ordinances regulating the re	emoval of trees from
16	private prope	erty. Any ordinance regulating the removal of trees from pr	ivate property shall
17	provide that the	he owner of the private property may remove any tree on the pro-	operty that interferes
18	with a constru	uction or renovation project so long as the owner replaces the tr	ree with a sapling of
19	the same or si	imilar type. For purposes of this section, the term "sapling" mea	ans any tree between
20	1 and 4 inche	s in diameter at breast height."	
21	SI	ECTION 2. Article 8 of Chapter 160A of the General Stat	utes is amended by
22	adding a new	section to read as follows:	
23	" <u>§ 160A-201</u>	2. Limitations on regulating trees.	
24	•	hay adopt ordinances regulating the removal of trees from priv	
25		porate limits or extraterritorial jurisdiction without the express	
26		embly. Neither the general police powers authorized in this A	-
27	powers autho	rized in this Chapter or in any other general or local law, exce	pt a general or local
28		v authorizing a city to adopt ordinances regulating the removal	-
29		Il be used by a city's governing body as the basis for adopting or	
30		of trees from private property. Any ordinance regulating the re	
31		rty shall include a provision which provides that the owner of	
32	•	any tree on the property that interferes with a construction or re	1 0
33	-	wner replaces the tree with a sapling of the same or similar ty	
34		the term "sapling" means any tree between 1 and 4 inches in	n diameter at breast
35	<u>height.</u> "		



## General Assembly Of North Carolina

1 2		<b>FION 3.</b> The following local acts authorizing ordinances regulating the removal vate property shall remain in effect after this act becomes law, but the governing
3	1	ty or city shall amend any ordinances adopted prior to the effective date of this
4	-	rovision which provides that the owner of the private property may remove any
5	-	rty that interferes with a construction or renovation project so long as the owner
6	1 1	with a sapling of the same or similar type as required by G.S. 153A-145.8 and
7	-	, as enacted in Sections 1 and 2 of this act:
8	(1)	Chapter 328 of the Session Laws of 1977 (Wilson, Greenville).
9	(2)	Section 5.66 of the Charter of the City of Greensboro, being Chapter 1137 of
10		the Session Laws of 1959, as amended by Chapter 288 of the Session Laws of
11		1979.
12	(3)	Chapter 556 of the Session Laws of 1985, as amended by Chapter 921 of the
13		Session Laws of 1987 (Asheville, Raleigh, and Pine Knoll Shores).
14	(4)	Chapter 242 of the Session Laws of 1987 (Southport).
15	(5)	Chapter 786 of the Session Laws of 1987 (New Hanover County and all
16		municipalities in the County).
17	(6)	Section 5.33 of the Charter of the Town of Chapel Hill, being Chapter 473 of
18		the Session Laws of 1975, as amended by Chapter 330 of the Session Laws of
19		1977 and Chapter 478 of the Session Laws of 1989.
20	(7)	Section 7.5 of the Charter of the Town of Wrightsville Beach, being Chapter
21		611 of the Session Laws of 1989.
22	(8)	Section 5.3 of the Charter of the Town of Highlands, being Chapter 519 of the
23		Session Laws of 1991.
24	(9)	S.L. 1997-420, as amended by S.L. 2005-305 and Section 94 of S.L. 2006-264
25		(Cornelius, Davidson, Huntersville, and Nags Head).
26	(10)	S.L. 2006-264 (Section 94(b)) (Matthews).
27	(11)	Section 6.221 of the Charter of the City of Charlotte, being S.L. 2000-26, as
28		amended.
29	(12)	S.L. 2000-108 (Kinston, Apex, Cary, Garner, and Morrisville).
30	(13)	S.L. 2001-191, as amended by Section 1 of S.L. 2003-128 (Durham, Cary,
31		Garner, Morrisville, Knightdale, Fuquay-Varina, Spencer, and Raleigh).
32	(14)	Section 5.1 of the Charter of the Town of Holly Springs, being S.L. 2003-73,
33		as amended.
34	(15)	S.L. 2003-128, as amended by Section 71 of S.L. 2004-203 (Rutherfordton,
35		Wake County).
36	(16)	Section 11.3 of the Charter of the Town of Mount Airy, being S.L. 2003-281,
37	(17)	as amended.
38	(17)	S.L. 2003-246 (Rockingham, Smithfield, and Statesville).
39	(18)	S.L. 2006-102 (Greenville).
40	(19)	S.L. 2006-115 (Clayton, Reidsville).
41		<b>FION 4.</b> Any ordinances regulating the removal of trees from private property
42	-	d before the date this act becomes law without the express authorization of the
43		ly are hereby repealed.
44	SECI	<b>TION 5.</b> This act is effective when it becomes law.

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



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

> Jonathan B. Kanipe, Town Manager

#### MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Agreement with Craft HR Solutions

Date: April 3, 2019

#### Background

During the Board's planning retreat, staff discussed the idea of an on-call human resources (HR) consultant that would assist Town employees with HR needs and concerns. This HR consultant would work with the Town to review existing policies, handbooks, benefits, and other personnel related areas. The consultant would provide solutions to improve the Town's personnel department with an ultimate goal of ensuring the Town is following all federal and state guidelines and improving our overall employee experience.

#### Action Recommended

Staff received a referral to Craft HR Solutions from another local government. Craft HR is an Asheville based organization who provides monthly generalist HR support. Craft HR offers a robust team that can assist the Town with nearly any HR concern. Staff recommends moving forward with Craft HR for their monthly HR support – this would be a 12-month agreement with a monthly fee of \$2,160. There is also an initiation fee of \$3,240 to begin the service. The Town has funds available for the remainder of this fiscal year to cover this proposal, and funds would then be allocated in the FY20 budget to cover the remaining 10 months.

Staff recommends approval of this proposal. As a note, a specific proposal is also included for building the culture of the organization. This is a primary focus for the Town in the coming year, but I recommend moving forward with the base, monthly HR support initially and then revisiting this project early in the next fiscal year. Thus, the request at this time is for consideration only of the monthly HR support.



# **PROPOSAL FOR SERVICES**

TOWN OF BILTMORE FOREST

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Service: Monthly HR Support (12-months of services)	Pricing
Craft HR Solutions provides monthly HR Generalist support to the Town of Biltmore Forest. In this solution, we provide a HR Generalist for on-site services to complete tactical HR work (recruiting, onboarding, new employees, policy & compliance administration, etc.). In addition to tactical hours, we build in hours each month for strategic HR project work that we utilize to handle weekly surges in tactical HR activity and/or to complete projects to improve your HR processes, programs and services.	Initiation Fee
For the Town of Biltmore Forest, we propose a service scope of <b>16 hours per month</b> .	\$3,240
This work will be performed under the supervision of a HR Director level partner in our firm and some work may be performed offsite. A detailed description of HR generalist services is outlined on pages 4-5 of this proposal. If you see a service not listed on the services, we will work to accommodate your requests and serve as your HR Department. You can count on us!	Monthly Fee \$2,160
To begin the engagement, we will collect your handbook, onboarding documents, benefits plan information, and other HR related documentation in a central file (or you can provide access to us if you have this stored in one online location). We will review the documents and then meet with you to discuss your priorities and to plan and execute your HR needs.	
As we become familiarized with your handbook, forms, and business, we expect to identify a set of projects and activities that will enhance your business and organization. As we work on these, we review progress at monthly meetings with you to align on priorities and review activity.	
If additional hours are needed on weekly basis that exceed our budget, we bill at an hourly rate of \$165.00/hr. This quote is for 12 months of services.	

Building Culture Project	Pricing
Organizational culture is a source of value creation in an organization and an essential tool for attracting, engaging and retaining talent. To support the Town of Biltmore Forest in enhancing culture, Craft HR Solutions proposes a multi-phase project to enhance culture, programs, and leader/team/community interactions.	
1. Leader Effectiveness – Hogan Assessments	
The Hogan assessment is a powerful personality assessment that provides insights into an individual's motivations & values, "normal" personality, and "stressed" personality. Each participant completing an assessment receives a 1:1 debrief of their individual assessment to develop insights & strategies for enhancing leadership effectiveness. This self-knowledge helps leaders increase awareness of how they unintentionally shape culture and strategies for intentionally shaping a targeted set of outcomes.	Leader <u>Effectiveness</u> Lead Series \$800/participan Insight Series \$400/participan
There are two different assessment offerings. For Senior Leaders and Department heads, the Lead series is recommended. For mid-level and line leaders, the Insight Series is appropriate. The Lead Series is more robust with detailed narrative information and development information across the three reports.	Employee Engagement Survey
2. Employee Engagement Survey	\$1,500 +
Measuring employee engagement is a valuable tool to anonymously collect valuable feedback on employee attitudes and culture. This tool provides real data for leaders to evaluate and analyze employee feedback, engagement drivers, and attitudes on HR programs and leader effectiveness, which aid the development of organization and HR solutions.	\$15/employee Organizational Culture Profile
3. Organizational Culture Profile	\$3,840
Craft HR Solutions first generates an initial culture profile using the Hogan leadership assessments. This profile provides information on dominant tendencies in the team, potential fracture lines, team values, and how these influence organizational culture. A full day workshop is held to review and discuss this profile with the team and identify potential opportunities for enhancing effectiveness. A second half day workshop is then held to review employee engagement data and feedback, and discuss the feedback relative to the team's culture profile. This session is also used for planning the presentation of engagement data to employees and follow-on focus groups. Craft HR Solutions supports these follow-on activities.	Insights & Action Plan Execution \$3,600
4. Insight & Action Planning	
Following the profile session, the team enters into an action planning cycle that requires monthly meetings where objectives are set and tracked to make progress on moving culture in a targeted direction. Craft HR	

#### Why you should hire us

We know that operating a successful organization takes passion, dedication, focus and operational excellence through people and teams. We recognize that things don't always go according to a tidy, well-reasoned plan, so experienced teammates that can provide solid tactical and strategic responses are important. As organization and talent experts, Craft HR Solutions helps your team achieve your mission and execute to your potential.

Whether it is government, non-profits, hospitality, construction, manufacturing, technology, or distribution, people make or break every organization. People and organizations are our business. You may be thinking, "we're unique or different from what you may have experienced before." That is a true statement everywhere we've heard it – and we've heard it a lot. Every unsolved business problem is unique, that's what makes it a problem. What distinguishes our approach and solutions is our experience with a large number and wide range of issues from around the world and across industries. We are used to being an outsider looking into a business as a fresh set of eyes. We are curious, partner, listen, ask "why" (a lot), use data, and craft customized solutions that fit your industry, business model and leadership team.

### About Us

CRAFT HR SOLUTIONS was formed to meet the HR needs of small and mid-sized organization leaders – to provide access to experienced HR talent that can learn your business and help you make better talent and organizational decisions while mitigating risks. Our consultants have contributed to the success of many local and global organizations and worked on a variety of projects spanning all functional areas of HR – from talent acquisition and development to compensation and benefits analysis and compliance. We have clients in multiple sectors including government, trade organizations, hospitality, manufacturing, distribution, technology, non-profits and construction.

As Managing Partner of Craft HR, Drew Pollick has significant HR experience and has held leadership roles with several large national and global companies. Prior to founding Craft HR Solutions he was Director, Human Resources for a global software division of Eaton Corporation. He has led HR at both the corporate level in functions of compensation, talent management, and compliance, as well as at the business unit level. He has worked in a variety of settings and with a range of client groups. Drew has solved many complex problems, and is an expert integrator at learning a problem and taking the best of the best company practices, processes and programs and delivering value to client groups. Among his accomplishments include leading a team of peers to achieve Fortune 100 Best Places to Work status for Gilbane Building Company.

A range of consultants also work within the Craft HR Solutions team. Under Drew's direction, specific consultants are deployed to your organization based upon their expertise and experiences. This model provides consistency in supervision of your services while providing you access to a "best of the best" model when you need it.

#### **Next Steps**

We look forward to working with the Town of Biltmore Forest and supporting your HR capabilities and team effectiveness through our services. If you have questions on this proposal, feel free to contact **Drew Pollick** at your convenience by email at **drew@crafthrsolutions.com** or by phone at **828-707-6305**. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration.

Drew Pollick, Partner

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



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

> Jonathan B. Kanipe, Town Manager

#### MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Follow Up Discussion from Planning Commission Meeting

Date: April 4, 2019

#### Background

Last month, the Board indicated a preference to wait and receive feedback from the Planning Commission regarding potential changes to the zoning ordinance. The Planning Commission met Monday, April 1 and had another good discussion regarding potential changes. The Board of Commissioners and Board of Adjustments held a joint meeting Wednesday, April 3. There was significant discussion during this meeting regarding the proposed changes, and the Board of Commissioners requested the Board of Adjustments offer thoughts on proposed changes as well. This will occur at the Board of Adjustments next regular meeting on Monday, April 22.

#### Planning Commission Meeting

The March Planning Commission minutes are attached for the Board's review. The minutes from the April meeting are being prepared and will be distributed once approved. Discussion in April centered largely on the policy change allowing the Town Manager to approve fences (within certain parameters) administratively. The Commission members were largely concerned with neighbors not being notified. There was significant discussion regarding whether approval for fences, walls, and gates should receive approval through the Board of Adjustments. This was the Town's process until the ordinance amendment in 2017.

One Commission expressed a preference for keeping the ordinance as-is, but stressed a preference for the Town Manager approving these structures administratively *if* the Board amended the Zoning Ordinance. The rationale for this stance was that administrative approvals would ensure uniformity among the structures being erected. The other Commission members expressed agreement with a desire for uniformity as well.

Additional discussion centered on the verbiage  $\underline{may}$  throughout the ordinance. Two members expressed concern this allowed too much flexibility. The Town Attorney, however, noted that using the verbiage  $\underline{must}$  would result in specific guidelines where the Town may not need this

guideline imposed. Staff requests the Board of Commissioners to consider this distinction as well while we work through this process.

#### Next Steps

The Board of Adjustments will offer feedback at their next meeting. Further, Town staff is preparing a packet from the Planning Commission that includes summaries and minutes from the two Planning Commission meetings. The Planning Commission expressed a preference to provide this summary packet to the Board of Commissioners. The Town Attorney will address questions related to the Planning Commission's statutory recommendation and this summary of their meeting fulfilling this requirement.

As discussed previously, the Board of Commissioners must hold a public hearing prior to considering changes to the zoning ordinance. Staff recommends the Board receive the summary packet from the Planning Commission and receive a report from the Board of Adjustments before deciding to hold the public hearing.

## TOWN OF BILTMORE FOREST PLANNING COMMISSION MEETING, MARCH 6, 2019

Those in attendance:

Mr. Doug Bailey, Chairman Ms. Toya Hauf Ms. Marjorie Waddell Mr. Jonathan Kanipe, Town Manager

Chairman Doug Bailey called the meeting to order at 4:00 PM.

Ms. Toya Hauf made a motion to approve the minutes from April 25, 2018. Ms. Marjorie Waddell seconded the motion. The minutes were unanimously approved.

Mr. Jonathan Kanipe updated the Board on last year's meeting where the Planning Commission discussed updating the Ordinance to discuss fences, walls, and driveway gates. There was no recommendation made at that time due to the Planning Commission asking for more information from the public related to proposed changes. Last September, an open house was held to review potential changes to accessory structures, driveway gates, and walls. The survey response rate was 185 out of 675 households. The Board of Commissioners asked for Planning Commission feedback on the proposed changes during the February meeting. The proposed draft from last August was composed into a simpler Ordinance. Mr. Kanipe referred to Section 153.049, which breaks fences, gates, and walls out of the accessory structure ordinance and into its own specific guidelines. Mr. Kanipe suggested the Planning Commission review the proposed Ordinance and determine how to proceed.

Mr. Doug Bailey asked the audience for comments.

Mrs. Joyce Young provided a letter to the Board. She made a point regarding rear yard versus backyard in this letter. Mr. Kanipe thanked Mrs. Young for her feedback.

Mr. Bailey asked if this would go through the Design Review Board. Mr. Kanipe said the regular Zoning approval process still goes through the Design Review Board. This is the level of administrative approval that it has to go through before going to the Design Review Board. It is not regulatory but advisory.

Mr. Bailey said the back and rear yard sometimes back up to a neighbor's side yard. Mr. Kanipe said the idea would be on a case by case basis by showing plans.

Ms. Zimmerman suggested taking away "may" be required and adding "must" be required. Ms. Zimmerman said the word "may" sounds too permissive.

Mr. Kanipe said the fences allowed under the new ordinance would have to comply with the setbacks.

Mr. Pigossi asked how a side yard is determined. Mr. Kanipe used the example of a teardrop shaped lot and noted that if the home was situated very high on the property then there is not necessarily a lot of room in the backyard. The front plane of the house, whether it is angled or not, is the front of the house. The side yard extends to the portion between the house and runs parallel to the side yard. It becomes distinct and different on each individual lot. We remind people if they situate their house far back, then the front yard becomes very restricted in terms of what can be constructed there.

Ms. Zimmerman asked about the guidelines for a corner lot. Mr. Kanipe said corner lots are required to have a different setback on the street. There is a thirty-foot setback for a corner lot.

Mr. Bailey asked if a neighbor was to get a wall, would the surrounding neighbors be notified of the proposed project. Mr. Kanipe said it would not be required to notify the neighbors under this proposed Ordinance.

Ms. Young asked what the Planning Commission's opinion on this is. Mr. Bailey said it is not up to them, but as a resident, he would certainly like to be informed if a neighboring property owner were putting up some type of structure.

Ms. Rhoda Groce asked why neighbors would not be proactive instead of reactive. Mr. Kanipe said this is more for streamlining. A variance should only be used when there is a true hardship. The idea was not to limit neighbor input. Mr. Kanipe said this portion could certainly be revisited.

Ms. Young said this would change the way the Town looks. Mr. Kanipe said the idea was to have uniformity through administrative language. This came about in the Board meeting this past September. Ms. Young said the language is currently uniform by not allowing these structures.

Ms. Zimmerman asked if the Board of Adjustment makes a ruling, is the ruling is enforceable. Mr. Kanipe said yes it is enforceable. The Design Review Board is an advisory board and not a regulatory board.

Mr. Kanipe discussed driveway gates. Last year, there was a request that came before the Board of Adjustments. They found there was no Ordinance specifically applying to driveway gates. This portion of the Ordinance is related to driveway gates. The proposed Ordinance says they cannot be in the front and side yard setback. They cannot be in any setbacks. The height requirement is no more than 8 feet. Mr. Bailey asked if 8 feet is the typical height. Mr. Kanipe said

yes. Mrs. Zimmerman suggested making the columns and gates all the same height requirement. Mr. Kanipe said this was a good suggestion. There would have to be access for emergency vehicles to access. Ms. Young asked if it was one gate per property. Mr. Kanipe said it is one gate per driveway.

This Ordinance also discusses replacement of current fences, gates, or walls, which would be allowable. If these entities are being repaired, it is considered a maintenance issue and is allowed. Replacement over fifty percent goes before the Board of Adjustment and will continue to do so.

Mrs. Zimmerman suggested putting up a height restriction. Mr. Kanipe said the new Ordinance states six feet is the new height requirement. The maximum height for a deer fence is eight feet. Mrs. Zimmerman said fencing material should be clarified. Mr. Kanipe said chain link is not allowed.

Mr. Pigossi referenced the rear yard. Mr. Pigossi asked if one could fence across the back and fence to the side of the rear yard. Mr. Kanipe said someone could fence the rear of the house within the setback.

Ms. Hauf said she does not understand why anyone in Biltmore Forest would need a fence, as this is an open community. Ms. Hauf said the only reason she could see someone having a fence is for insurance purposes. If deer fencing is allowed it should be of specific material and abut the estate and the parkway. Ms. Hauf does not think creating an ordinance that allows fences, whether regulated or not, is a good idea because it is propagating a bad idea. Ms. Hauf said just because there are fences now does not mean the Board should keep allowing them. Ms. Hauf said that the people here live in a forested area where there are already trees that buffer and fences should not be required unless it is for safety purposes such as a pool. Ms. Hauf also said that if something happens to an existing fence, it should not be replaced just because they already exist.

Mr. Kanipe asked the Board members for their feedback. Mr. Bailey suggested having a meeting with all the Planning Commission members to discuss what steps to take next. Mr. Bailey said he appreciated all the audience members' feedback.

Ms. Hauf said it is taking a long time to make this decision and they have not come to a conclusion yet. Ms. Hauf suggestion putting a moratorium on fences, walls, and gates until a decision has been made by the Board on how to move forward. Mr. Kanipe said a Public Hearing is required for a moratorium so it will take some time to schedule it. The Board agreed to meet within the next month. Mr. Kanipe will email the Board some dates, and subsequently scheduled for Monday, April 1, 2019 at 4pm.

The meeting was adjourned at 5:03pm.

MALTA

Jonathan Kanipe Town Manager

Doug Bailey

Chairman

