CITY OF HENDERSONVILLE
CITY COUNCIL REGULAR MEETING
Operations Center Assembly Room | 305 Williams St. | Hendersonville, NC 28792
Thursday, April 02, 2026 – 5:45 PM

AGENDA

1. **CALL TO ORDER**

2. **INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG**

3. **PUBLIC COMMENT** - *Up to 15 minutes is reserved for comments from the public not listed on the agenda.*

4. **CONSIDERATION OF AGENDA**

5. **CONSENT AGENDA** - *Items are considered routine, noncontroversial in nature and are considered approved by a single motion and vote.*

   A. Approval of Minutes - *Jill Murray, City Clerk*

      March 5, 2026 Regular Meeting

      March 25, 2026 Second Monthly Meeting

   B. Fire Engine 9-5 Replacement Project (#25010) Reimbursement Resolution - *Adam Murr, Budget & Eval. Director*

   C. April 2026 Budget Amendments – *Jennifer Floyd, Management Analyst*

   D. Monthly Tax Collector's Report (Feb) -*Tammy Heide, Deputy Tax Collector*

   E. Approval to Submit an Application for the Parks and Recreation Trust Fund Grant Program. - *Blake Fulgham, Management Analyst II*

   F. City Operations Building Finish Renovations Change Order 4 – *Richard Shook, Civil Engineer III*

   G. Real Estate Appraisal and Acquisition Services for Mud Creek Interceptor Replacement – *Richard Shook, Civil Engineer III*

   H. Patton Park and Whitmire Owner's Advisor During Design and Construction – *Richard Shook, Civil Engineer III*

   I. Authorization Allowing Mars Hill and Marshall to Join Asheville Regional Housing Consortium – *John Connet, City Manager*

J. Resolution to Permit Alcoholic Beverages at 2026 Oklawaha Brewing Jazz Fest, Oktoberfest & LAZR LUVR Rock the Block Events - *Jamie Carpenter, Downtown Manager*

K. Resolution to Permit Alcoholic Beverages at the 2026 Rhythm & Brews Summer Concert Series - *Jamie Carpenter, Downtown Manager*

6. PRESENTATIONS

A. Proclamation - HPD Police Week - *Barbara Volk, Mayor*

B. Proclamation - HPD Telecommunicator Week - *Barbara Volk, Mayor*

C. Proclamation Declaring May 2026 as Housing Month in the City of Hendersonville - *Angela Beeker, City Attorney*

D. Annual Environmental Sustainability Board Sustainability Hero Award Recognition - *Emily Davidson, Chair*

E. Hands On! Children's Museum – *Joseph C. Knight, CEO*

7. PUBLIC HEARINGS

A. Rezoning: Conditional Rezoning – Laurel Meadows LIHTC Project | C-3 to UR- CZD (26-14-CZD) – *Matthew Manley, AICP – Long-Range Planning Manager*

B. Rezoning: Conditional Zoning District – Osceola Lake Inn Redevelopment (25-102-CZD) – *Sam Hayes – Planner II*

C. Rezoning: Conditional Zoning District – 109 Florence St (26-13-CZD) – *Hannah Slyce – Planner II*

8. NEW BUSINESS

A. Oakdale Cemetery – Buffalo Soldier Historic Marker – *Sam Hayes, Planner II*

9. BOARDS/COMMISSIONS/COMMITTEE APPOINTMENTS

A. Consideration of a Student Member Appointment to the Environmental Sustainability Board & Revision of Bylaws - *Caitlyn Gendusa, Public Works Superintendent - Sustainability*

10. CITY MANAGER REPORT - John F. Connet, City Manager

A. March 2026 Contingency and Adjustment Report – *John Connet, City Manager*

B. Mayor's Memories, *John Connet, City Manager*

11. CITY COUNCIL COMMENTS

12. RECESS TO CITY HALL

A. Public Hearing: Consideration of Incentives to Project Vert – *Brittany Brady, President, Henderson County Partnership for Economic Development and Angie Beeker, City Attorney.*

13. ADJOURN

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.

MINUTES

March 5, 2026

REGULAR MEETING OF THE CITY COUNCIL

CITY OPERATIONS CENTER | 305 WILLIAMS ST. | 5:45 p.m.

Present: Mayor Barbara G. Volk, Mayor Pro Tem Dr. Jennifer Hensley, and Council Members: Lyndsey Simpson, Melinda Lowrance

Staff Present: City Manager John Connet, Deputy City Manager Brian Pahle, City Clerk Jill Murray, City Attorney Angela Beeker, Communications Director Allison Justus, and others

1. CALL TO ORDER

Mayor Volk called the meeting to order at 5:46 p.m. and welcomed those in attendance. A quorum was established with all members in attendance.

2. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

The City Council observed a moment of silence for prayer or reflection followed by the Pledge of Allegiance to the Flag.

3. PUBLIC COMMENT *Up to 15 minutes is reserved for comments from the public not listed on the agenda.*

In Person:

Tom Appleby spoke about the 100,000-gallon sewage spill in mud creek, thinks you need to do well testing downstream and he believes that the GO Bond referendum needs to be put on the general election.

Brett Werner said that a property has become available on Woodcock Drive and he urges the city to consider it for a land trust and could be used for affordable housing, market rate, and city housing. He also spoke on the city-wide speed limit suggestion of 25mph and suggested making the city hands-free and strategically reducing the speed limit where necessary.

4. CONSIDERATION OF AGENDA

Council Member Melinda Lowrance moved that City Council approve the agenda as presented. A unanimous vote of the Council followed. Motion carried.

5. CONSENT AGENDA

Council Member Melinda Lowrance moved that City Council approve the consent agenda as presented. A unanimous vote of the Council followed. Motion carried.

A. Adoption of City Council Minutes – *Jill Murray, City Clerk*

February 5, 2026 Regular Meeting
February 25, 2026 Second Monthly Meeting
February 26, 2026 Budget Retreat Part 1
February 27, 2026 Budget Retreat Part 2

B. March 2026 Budget Amendments – *Jennifer Floyd, Management Analyst*

TO MAYOR & COUNCIL
APPROVAL: March 05, 2026

FISCAL YEAR 2026
FORM: 03052026-01

BUDGET AMENDMENT

FUND 010

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
010-0000-410001	Local Sales & Use Tax	7,020,919	384,081	-	7,405,000
010-0000-420010	Powell Bill Allocation	573,796	-	4,742	569,054
010-0000-430006	Boyd Park Golf Revenues	20,000	9,000	-	29,000
010-0000-430007	Boyd Park Concessions	1,500	1,100	-	2,600
010-0000-440008	Zoning Permits	15,000	7,500	-	22,500
010-0000-440011	Demo Fees	100	950	-	1,050
010-0000-440012	Street Sidewalk Encroachment	500	1,150	-	1,650
010-0000-450001	Interest Income	100,000	167,000	-	267,000
010-0000-450002	Powell Bill Interest	2,000	8,300	-	10,300
010-0000-460002	Misc. Income - Police	1,000	7,980	-	8,980
010-0000-460091	Police Contribution/Donation	-	21,800	-	21,800
010-0000-460120	Refunds/Rebates	-	20,500	-	20,500
010-0000-470030	Insurance Proceeds	22,741	8,259	-	31,000
010-0000-501030	Transfer Out (ARPA-Pisgah Legal)	601,516	320,000	-	921,516
010-0000-501030	Contingency	2,618	55,022	-	57,640
010-1001-501030	Salaries - Incentive Payments	1,250	-	1,250	-
010-1002-501001	Salaries & Wages - Regular	482,571	6,000	-	488,571
010-1002-519200	Contracted Services	86,400	29,600	-	116,000
010-1002-521001	Supplies & Materials	1,000	10,000	-	11,000
010-1002-521010	Office Supplies	6,000	1,000	-	7,000
010-1002-531215	Dues & Subscriptions	17,000	5,000	-	22,000
010-1002-531280	Employee Events	6,000	500	-	6,500
010-1005-501001	Salaries & Wages - Regular	143,095	13,100	-	156,195
010-1005-502050	Retirement	20,534	1,950	-	22,484
010-1007-501010	Salaries - Overtime	-	2,750	-	2,750
010-1007-521010	Office Supplies	-	300	-	300
010-1008-501010	Salaries - Overtime	550	1,750	-	2,300
010-1008-531210	Permits, License And Fees	-	50	-	50
010-1010-501001	Salaries & Wages - Regular	55,901	2,501	-	58,402
010-1010-501010	Salaries - Overtime	100	250	-	350
010-1010-554001	Non-Capital Equipment	119,290	16,000	-	135,290
010-1010-554001	Capital Outlay - Equipment	-	4,175	-	4,175
010-1014-531215	Dues & Subscriptions	1,000	900	-	1,900
010-1014-531600	Lease/Rental - Equipment	-	4,750	-	4,750
010-1014-534000	Non-Capital Equipment	495	1,225	-	1,720
010-1200-501010	Salaries - Overtime	2,860	6,140	-	9,000
010-1200-501030	Salaries - Incentive Payments	5,100	1,000	-	6,100
010-1200-531215	Dues & Subscriptions	2,000	2,500	-	4,500
010-1200-531220	Travel	10,000	1,800	-	11,800
010-1200-532100	Grant Expense	-	1,170	-	1,170
010-1200-532400	Miscellaneous	-	195	-	195
010-1300-501010	Salaries - Overtime	100,000	25,000	-	125,000
010-1300-501030	Salaries - Incentive Payments	57,500	2,000	-	59,500
010-1300-502091	Worker's Comp Ins	4,661	15,000	-	19,661
010-1300-524010	R&M Buildings	-	15,000	-	15,000
010-1300-531700	Liab & Prop Ins & Bonds	68,875	1,000	-	69,875
010-1300-554002	Capital Outlay - Vehicles	-	4,500	-	4,500
010-1400-531280	Employee Events	-	2,500	-	2,500
010-1502-519200	Contracted Services	22,800	27,500	-	50,300
010-1502-531700	Liab & Prop Ins & Bonds	12,405	355	-	12,760
010-1521-501025	Salaries - Uniform/Taxab	5,500	1,300	-	6,800
010-1521-502091	Worker's Comp Ins	330	300	-	630
010-1521-502001	FICA	20,269	650	-	20,919
010-1523-501010	Salaries - Overtime	5,000	2,250	-	7,250
010-1525-502091	Worker's Comp Ins	4,175	140	-	4,315
010-1523-501001	Salaries & Wages - Regular	105,392	6,800	-	112,192
010-1523-502001	FICA	8,062	4,500	-	12,562
010-1523-502050	Retirement	15,123	2,350	-	17,473
010-1525-531700	Liab & Prop Ins & Bonds	18,300	2,000	-	20,300
010-1525-501001	Salaries & Wages - Regular	474,655	13,150	-	487,805
010-1525-502001	FICA	36,311	3,250	-	39,561
010-1525-502050	Retirement	68,112	1,950	-	70,062
010-1555-502091	Worker's Comp Ins	8,258	210	-	8,468
010-1555-521100	Uniforms	8,000	3,095	-	11,095
010-1555-531700	Liab & Prop Ins & Bonds	28,126	1,450	-	29,576
010-1555-531705	Damage Claims	-	2,000	-	2,000
010-1560-501010	Salaries - Overtime	5,510	500	-	6,010
010-1560-502001	FICA	15,182	1,750	-	16,932
010-1560-502050	Retirement	28,479	4,000	-	32,479
FUND 010	TOTAL REVENUES	7,757,556	637,620	4,742	8,390,434
General Fund	TOTAL EXPENDITURES	2,686,305	634,128	1,250	3,319,183

An FY26 mid-year budget amendment to the General Fund increasing the total appropriation by $632,878. This amendment is further explained in City Council's mid-year memo.

The City Manager and City Clerk certify budget ordinance amendment 03052026-01 was approved by City Council on March 05, 2026.

TO MAYOR & COUNCIL **FISCAL YEAR 2026**
APPROVAL: March 05, 2026 **FORM: 03052026-02**

BUDGET AMENDMENT

FUND 020 | 021

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
020-0000-410001	Local Sales & Use Tax	366,310	8,690	-	375,000
020-0000-400150	Tax Interest	-	255	-	255
020-0000-440001	Vendor Permits	-	3,135	-	3,135
020-1002-534999	Contingency	-	6,520	-	6,520
020-1002-501010	Salaries - Overtime	-	60	-	60
020-1002-502091	Worker's Comp Ins	5	10	-	15
020-1005-502091	Worker's Comp Ins	1	10	-	11
020-1007-501010	Salaries - Overtime	-	50	-	50
020-1008-501010	Salaries - Overtime	-	50	-	50
020-1008-519101	Prof Services-Audit	730	10	-	740
020-1010-519200	Contract Services	6,315	760	-	7,075
020-1010-531210	Permits, License And Fees	2,191	250	-	2,441
020-1523-502091	Worker's Comp Ins	79	100	-	179
020-1525-501010	Salaries - Overtime	170	500	-	670
020-1525-501025	Salaries - Uniform/Taxab	200	250	-	450
020-1525-521001	Supplies & Materials	-	850	-	850
020-1560-501010	Salaries - Overtime	50	250	-	300
020-1560-502091	Worker's Comp Ins	218	220	-	438
020-2102-524010	R & M - Bulidings	500	650	-	1,150
020-2102-531220	Travel	-	475	-	475
020-2102-531700	Liab & Prop Ins & Bonds	5,360	375	-	5,735
020-7855-501030	Salaries - Incentive Payments	700	50	-	750
020-7855-502056	COH Match Retirement Expense	90	140	-	230
020-7855-502091	Worker's Comp Ins	523	500	-	1,023
FUND 020	TOTAL REVENUES	366,310	12,080	-	378,390
Main St. MSD Fund	TOTAL EXPENDITURES	17,132	12,080	-	29,212
021-0000-410001	Local Sales & Use Tax	73,820	3,680	-	77,500
021-0000-400150	Tax - Interest	-	35	-	35
021-0000-534999	Contingency	1,000	1,000	-	2,000
021-1010-531210	Permits, License And Fees	570	150	-	720
021-1523-501010	Salaries - Overtime	100	60	-	160
021-1523-502091	Worker's Comp Ins	20	30	-	50
021-1525-501002	Salaries - Board/ Part Time/Temp/Aux	-	100	-	100
021-1525-501010	Salaries - Overtime	75	200	-	275
021-1525-501025	Salaries - Uniform/Taxab	50	200	-	250
021-1525-502091	Worker's Comp Ins	519	500	-	1,019
021-1560-501010	Salaries - Overtime	-	150	-	150
021-1560-502091	Worker's Comp Ins	55	-	-	55
021-2102-531230	Tax Billing	-	260	-	260
021-2202-502091	Worker's Comp Ins	362	720	-	1,082
021-7855-501030	Salaries - Incentive Payments	140	20	-	160
021-7855-502056	COH Match Retirement Expense	20	75	-	95
021-7855-502091	Worker's Comp Ins	171	250	-	421
FUND 021	TOTAL REVENUES	73,820	3,715	-	77,535
7th Ave. MSD Fund	TOTAL EXPENDITURES	3,081	3,715	-	6,796

An FY26 mid-year budget amendment to the Main Street MSD Fund increasing the total appropriation by $12,080; and, increasing the 7th Avenue MSD Fund total appropriation by $3,715. This amendment is further explained in City Council's mid-year memo.

The City Manager and City Clerk certify budget ordinance amendment 03052026-02 was approved by City Council on March 05, 2026.

TO MAYOR & COUNCIL
APPROVAL: March 05, 2026

FISCAL YEAR 2026
FORM: 03052026-03

BUDGET AMENDMENT

FUND 060

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
060-0000-430003	Rental Income-Non Taxable	-	5,700	-	5,700
060-0000-430502	Water Sales - Miscellaneous	2,000	3,000	-	5,000
060-0000-430702	Sewer Septic Tank Disposal	150,000	20,000	-	170,000
060-0000-431001	Lease Revenue	10,400	2,800	-	13,200
060-0000-445202	Sewer Surcharges	90,000	100,750	-	190,750
060-0000-460001	Miscellaneous Income	25,000	9,400	-	34,400
060-0000-534999	Contingencies	62,871	21,660	-	84,531
060-1002-501001	Salaries - Regular	514,614	4,575	-	519,189
060-1005-501001	Salaries - Regular	133,962	12,221	-	146,183
060-1005-502050	Retirement Expense	19,224	1,800	-	21,024
060-1007-501010	Salaries - Overtime	-	1,188	-	1,188
060-1007-521010	Office Supplies	-	90	-	90
060-1008-531200	Postage	6,000	1,000	-	7,000
060-1008-531260	Credit Card Processing Fees	230,000	28,250	-	258,250
060-1010-501010	Salaries - Overtime	550	400	-	950
060-1010-502001	Fica Tax Expense	20,947	180	-	21,127
060-1010-519200	Contract Services	296,745	25,500	-	322,245
060-1010-531100	Fuel	-	200	-	200
060-1010-534000	Non-Capital Equipment	38,265	-	18,000	20,265
060-1014-521001	Supplies & Materials	500	140	-	640
060-1014-531600	Lease/Rental - Equipment	-	10,720	-	10,720
060-1521-501025	Salaries - Uniform/Taxab	2,750	1,373	-	4,123
060-1521-502001	Fica Tax Expense	12,307	215	-	12,522
060-1523-501001	Salaries - Regular	103,197	5,824	-	109,021
060-1523-501010	Salaries - Overtime	3,400	2,550	-	5,950
060-1523-502001	Fica Tax Expense	7,895	1,182	-	9,077
060-1523-502050	Retirement Expense	14,809	2,287	-	17,096
060-7002-519102	Prof Services-Legal	-	200	-	200
060-7002-524010	R & M - Bulidings	-	250	-	250
060-7002-524020	R & M - Equipment	-	120	-	120
060-7002-531210	Permits, License And Fees	15,000	1,075	-	16,075
060-7002-531700	Liab & Prop Ins & Bonds	89,951	185	-	90,136
060-7032-502091	Worker's Comp Ins	3,109	152	-	3,261
060-7032-524020	R & M - Equipment	115,000	8,600	-	123,600
060-7032-531700	Liab & Prop Ins & Bonds	36,693	1,220	-	37,913
060-7035-522001	Chemicals	640,000	7,000	-	647,000
060-7035-534000	Non-Capital Equipment	22,329	950	-	23,279
060-7050-502091	Worker's Comp Ins	3,783	350	-	4,133
060-7050-519200	Contract Services	-	135	-	135
060-7050-531225	Training/Training	4,800	2,360	-	7,160
060-7050-534000	Non-Capital Equipment	-	620	-	620
060-7055-501025	Salaries - Uniform/Taxab	550	4,300	-	4,850
060-7055-501030	Salaries - Incentive Payments	26,800	670	-	27,470
060-7055-502055	Retiree Insurance	-	2,500	-	2,500
060-7055-531700	Liab & Prop Ins & Bonds	42,286	205	-	42,491
060-7055-532400	Miscellaneous	-	80	-	80
060-7132-501010	Salaries - Overtime	2,700	2,150	-	4,850
060-7132-502001	Fica Tax Expense	19,371	408	-	19,779
060-7135-501010	Salaries - Overtime	4,250	1,800	-	6,050
060-7135-522001	Chemicals	46,000	1,500	-	47,500
060-7135-524030	R & M - Trucks	5,000	1,000	-	6,000
060-7135-531210	Permits, License And Fees	9,000	50	-	9,050
060-7150-519200	Contract Services	-	60	-	60
060-7155-501030	Salaries - Incentive Payments	13,200	330	-	13,530
060-7155-532400	Miscellaneous	-	25	-	25
FUND 060	TOTAL REVENUES	277,400	141,650	-	419,050
Water & Sewer Fund	TOTAL EXPENDITURES	2,567,856	159,650	18,000	2,709,506

An FY26 mid-year budget amendment to the Main Street MSD Fund increasing the total appropriation by $12,080; and, increasing the 7th Avenue MSD Fund total appropriation by $3,715. This amendment is further explained in City Council's mid-year memo.

The City Manager and City Clerk certify budget ordinance amendment 03052026-03 was approved by City Council on March 05, 2026.

TO MAYOR & COUNCIL **FISCAL YEAR 2026**
APPROVAL: March 05, 2026 **FORM: 03052026-04**

BUDGET AMENDMENT

FUND 064 | 068

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
064-0000-460001	Miscellaneous Income	75	555	-	630
064-0000-460020	Parking Violations	53,080	5,590	-	58,670
064-0000-460120	Refunds/Rebates	-	144	-	144
064-1005-501001	Salaries - Regular	6,089	560	-	6,649
064-1005-502050	Retirement Expense	874	85	-	959
064-1300-502001	Fica Tax Expense	7,543	762	-	8,305
064-1560-502001	Fica Tax Expense	2,847	305	-	3,152
064-7455-519102	Prof Services-Legal	-	700	-	700
064-7455-531210	Permits, License And Fees	100,000	3,877	-	103,877
FUND 064	TOTAL REVENUES	53,155	6,289	-	59,444
Parking Fund	TOTAL EXPENDITURES	117,352	6,289	-	123,641
068-1002-501010	Salaries - Overtime	-	250	-	250
068-1005-501010	Salaries - Overtime	-	25	-	25
068-1007-501010	Salaries - Overtime	-	85	-	85
068-1008-501010	Salaries - Overtime	-	45	-	45
068-1521-501010	Salaries - Overtime	-	110	-	110
068-1521-501025	Salaries - Uniform/Taxab	-	1,300	-	1,300
068-7855-501030	Salaries - Incentive Payments	12,600	900	-	13,500
068-7855-502056	COH Match Retirement Expense	3,019	350	-	3,369
068-7855-502091	Worker's Comp Ins	15,351	400	-	15,751
068-7855-524020	R & M - Equipment	4,000	2,000	-	6,000
068-7855-531210	Permits, License And Fees	-	200	-	200
068-7855-531700	Liab & Prop Ins & Bonds	46,685	1,405	-	48,090
068-7855-532250	Outreach Program	2,000	-	2,000	-
068-7855-534000	Non-Capital Equipment	6,000	-	5,070	930
FUND 068	TOTAL REVENUES	-	-	-	-
Env. Services Fund	TOTAL EXPENDITURES	89,655	7,070	7,070	89,655

An FY26 mid-year budget amendment to the Parking Fund increasing the total appropriation by $6,289; and, amendments to the Environmental Services Fund to cover various personnel and operating costs. This amendment is further explained in City Council's mid-year memo.

The City Manager and City Clerk certify budget ordinance amendment 03052026-04 was approved by City Council on March 05, 2026.

TO MAYOR & COUNCIL **FISCAL YEAR 2026**
APPROVAL: March 05, 2026 **FORM: 03052026-05**

BUDGET AMENDMENT

FUND 199

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
199-0000-470100-00100	Transfer In (from 010, FY26)	-	320,000	-	320,000
199-1001-540001-00100	Spc. Approp. (ARPA-Pisgah Legal)	-	320,000	-	320,000
FUND 199	TOTAL REVENUES	-	320,000	-	320,000
Gov. Special Revenue	TOTAL EXPENDITURES	-	320,000	-	320,000

An amendment increasing Special Revenue Fund (199) appropriations by $320,000 for an ARPA special appropriation to Pisgah Legal Services. This appropriation was previously budgeted in FY25 but did not occur; the City intends to complete the appropriation in FY26.

The City Manager and City Clerk certify budget ordinance amendment 03052026-05 was approved by City Council on March 05, 2026.

TO MAYOR & COUNCIL **FISCAL YEAR 2026**
APPROVAL: March 05, 2026 **FORM: 03052026-06**

BUDGET AMENDMENT

FUND 010

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
010-0000-470030	Insurance Proceeds	685	1,150	-	1,835
010-1300-524030	R&M Trucks	122,370	1,150	-	123,520
FUND 010	TOTAL REVENUES	685	1,150	-	1,835
General Fund	TOTAL EXPENDITURES	122,370	1,150	-	123,520

A budget amendment reflecting insurance proceeds for the repair of asset #14-181

The City Manager and City Clerk certify budget ordinance amendment 03052026-06 was approved by City Council on March 05, 2026.

C. Purchase of 2027 Spartan/Smeal 77' RM Ladder Fire Apparatus – *Logan Hickey, Procurement & Contract Administrator and Justin Ward, Fire Chief*

Resolution #R-26-14

RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO AUTHORIZE THE PURCHASE OF 2027 SPARTAN/SMEAL 77' RM LADDER FIRE APPARATUS

WHEREAS, the City of Hendersonville's Finance Department is submitting this request on behalf of the City's Fire Department; and,

WHEREAS, the City is purchasing via Sourcewell Contract # 082025-RVG, which is allowable per NC General Statute 143-129(e)(3). Full solicitation, award, and documentation for this contract can be found at the following link; and,

- https://sourcewell-mn.gov/cooperative-purchasing/082025-RVG-4

WHEREAS, while compliant per above general statute, we deem it helpful to our valued community to detail context for this particular firetruck selection; and,

WHEREAS, the Spartan/Smeal firetrucks are sole source (NC GS 143-129(e)(6)) per the attached letter with Spartan Emergency Response. The sole authorized distributor for Spartan is Atlantic Coast Fire Trucks per the attached website verification; and,

WHEREAS, the City currently has three Smeal firetrucks and desires to continue use of Spartan/Smeal firetrucks to allow for standardization and continuity between firetrucks (NC GS 143-129(e)(6)). This helps eliminate confusion for fire staff when using different firetrucks as they are already in high stress situations. It also ensures continuity/consistency of operations when staff needs to troubleshoot the units; and,

WHEREAS, additionally, the City desires to use steal ladders rather than the standard aluminum. Aluminum is lighter and more susceptible to damage. Aluminum ladders have limited critical failure indicators. When a critical failure indicator is alerted with these ladders, it is often too late. Smeal has never experienced a catastrophic failure involving any of its aerial steel ladders or towers since its founding in 1968. Steel aerial ladders also demonstrate longer service life. Another important factor for this ladder selection is that the Smeal 77' aerial ladder provides an industry-leading 73'8" true vertical reach. This is the longest of any 77' ladder currently on the market. Beyond this, Smeal offers a patented rope rescue system featuring a built-in 4:1 mechanical advantage pulley system with tie-off capability. This enhances firefighter safety and operational efficiency during technical rescue operations. The product also features exclusive oversized, permanently mounted outrigger pads. This eliminates pad deployment delays and increases scene stability and safety. In addition, the product offers unrestricted tip load, which is rare in the industry; and,

WHEREAS, overall, this firetruck will help ensure continuity, standardization, compliance, and safety of our Fire staff operations; and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that the City's Fire Department is authorized to utilize Sourcewell Contract # 082025-RVG to purchase the aforementioned firetruck.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 5th day of March, 2026.

Barbara G. Volk, Mayor
Attest: /s/Jill Murray, City Clerk
Approved as to form: /s/Angela S. Beeker, City Attorney

D. Monthly Tax Collector's Report (January) – *Tammy Heide, Deputy Tax Collector*

E. Approval of Donating 75 Gift Cards for Use at Laura E. Corn Mini Golf Course to Children & Family Resource Center – *Caitlyn Gendusa, Public Works Superintendent, Sustainability Manager*

6. PRESENTATIONS

A. Environmental Sustainability Board Hendo Green Partnership Program – *Jill Carter, Member*

Jill Carter shared an initiative that the board has been working on for the past year and shared the following PowerPoint presentation.

HENDO GREEN PARTNERSHIP

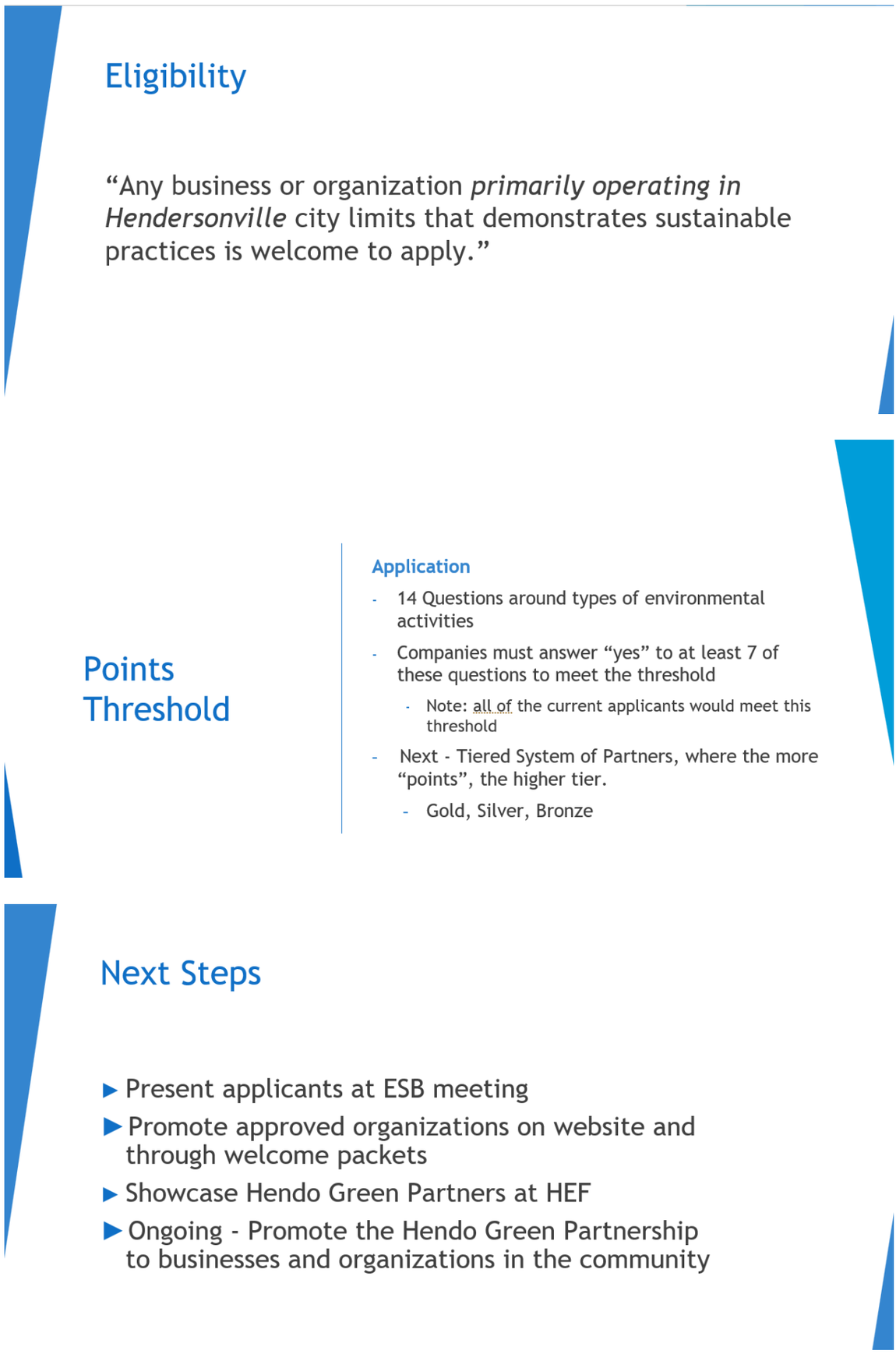
What is the Hendo Green Partnership?

An opportunity for small, local businesses/organizations to showcase their commitment to a greener future through sustainable business practices.

The Goal: Establish a green partnership with local businesses and organizations "of all sizes" to promote sustainability practices in our area.

The Selection Process

- Businesses submit an Application Form
- Team reviews the application — Eligibility check, Points check
- Site visit to validate
- Present Recommendation to ESB — ESB vote
- Added to website, "welcome kit", showcased at HEF, social media
- Annual Check-In



B. HPD Resolution for Service Side Arm and Badge – *Blair Myhand, Police Chief*

Chief Myhand introduced police officer Jennifer Lynn Drake and read the following resolution and awarded her with her badge and service side arm.

Resolution #R-26-15

RESOLUTION TO RECOGNIZE DISTINGUISHED SERVICE TO THE CITY OF HENDERSONVILLE AND AWARDING OF SERVICE SIDE ARM

WHEREAS, North Carolina General Statutes 20-187.2 provides that retiring members of law enforcement

agencies may receive, at the time of their retirement, the badge worn or carried by them during their service; and

WHEREAS, NCGS 20-187.2 further provides that the governing body of the governing law enforcement agency may, at its discretion, award to a retiring member their service side arm, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law; and

WHEREAS, the City of Hendersonville hereby recognizes **21 years & 5 months** of distinguished service by **Police Officer Jennifer Lynn Drake** for the City of Hendersonville and its residents; and

WHEREAS, the City of Hendersonville wishes to recognize **Officer Jennifer Drake's** service in a manner that is customary for persons retiring from distinguished law enforcement service; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville that the City of Hendersonville hereby awards to **Officer Jennifer Lynn Drake her service side arm, Glock model 45, 9 mm, serial number BLPU695,** for a cost of$1.00 as determined in the Policy for the Granting of Badges and Service Side Arms for Sworn Law Enforcement Officers, as a token of appreciation for her many years of service and dedication to the City of Hendersonville and its residents.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 5th day of March, 2026.

Barbara G. Volk, Mayor
Attest: /s/Jill Murray, City Clerk
Approved as to form: /s/Angela S. Beeker, City Attorney

C. MVP Quarterly and Annual – *John Connet, City Manager*

City Manager John Connet announced the quarterly and annual MVPs.





Quarterly MVPs

July - September 2025

The Service Excellence Team voted on the 14 MVPs submitted and the following Employee received the highest votes.

Quarterly MVPs

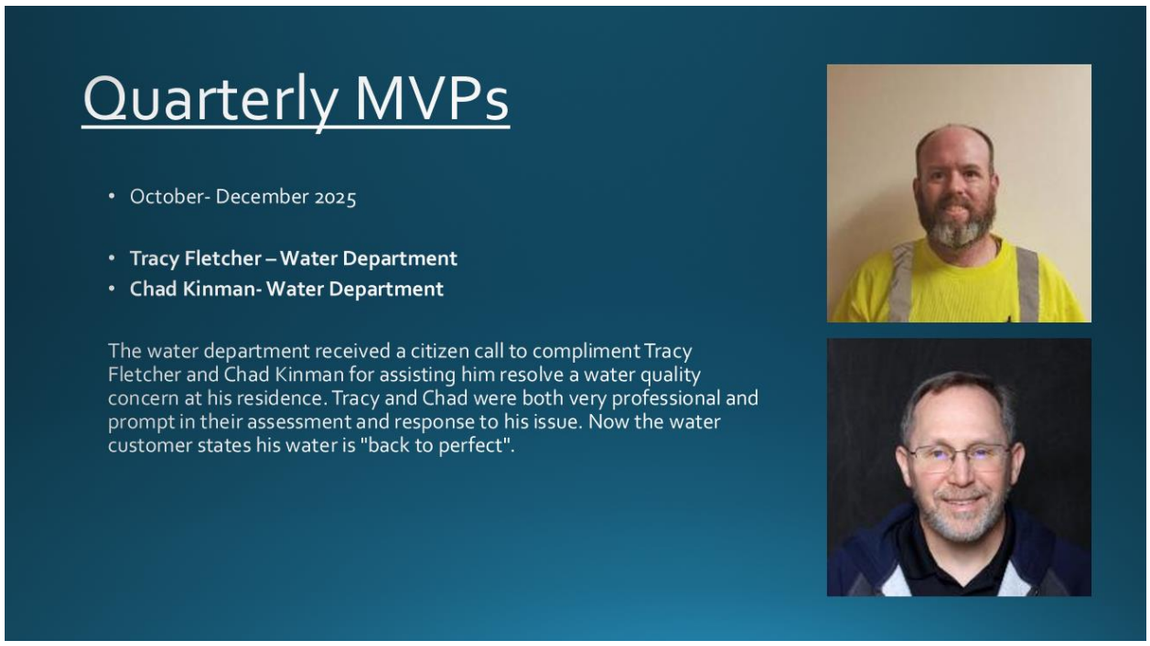
- July - September 2025
- **Kyle Nix- Hendersonville Police Department**
- On the night of July 14th, 2025, Officers were dispatched to a health and welfare check regarding a female and two small juveniles sleeping in front of a business. Officer Nix contacted multiple shelters and exhausted all available resources attempting to help this family who found themselves in a crisis. Officer Nix made the decision to pay for a hotel room for the family out of his own pocket and made sure they had food, diapers and hygiene essentials.

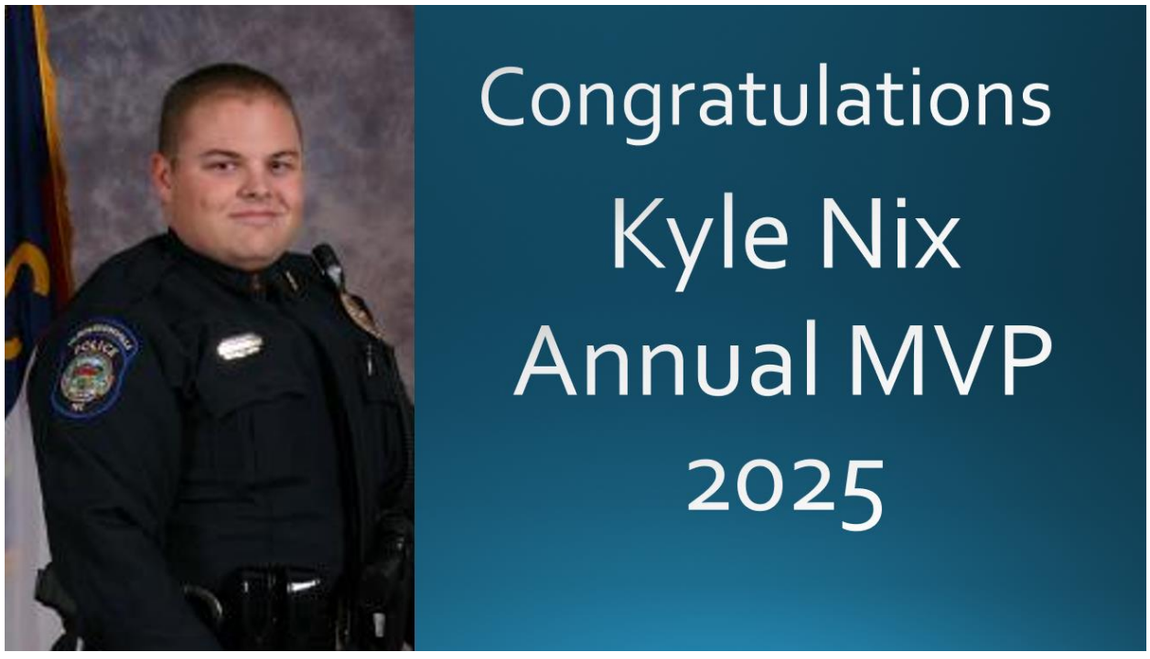


Quarterly MVPs

October - December 2025

The Service Excellence Team voted on the 5 MVPs submitted and the following Employee received the highest votes.



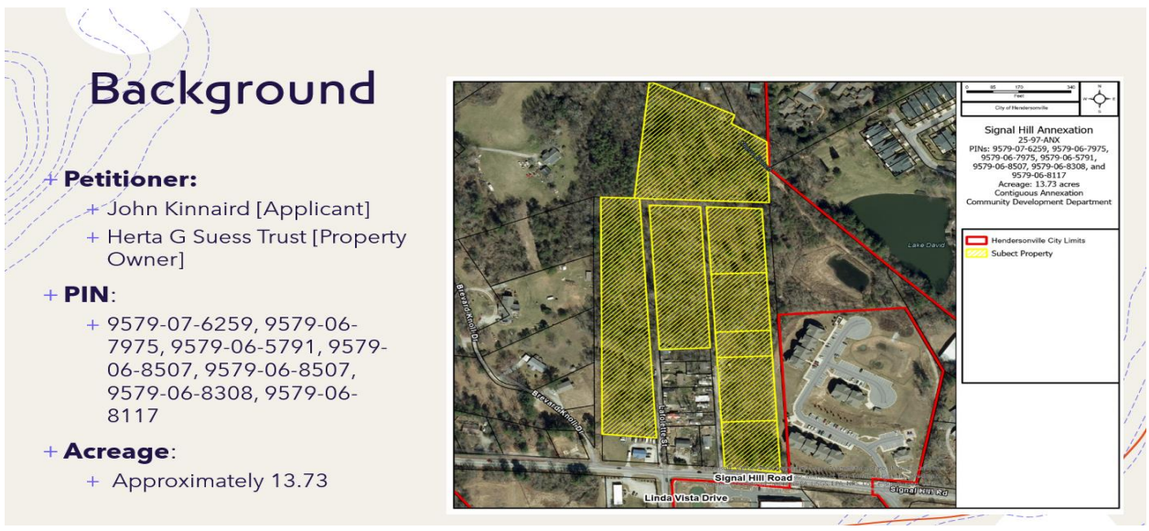


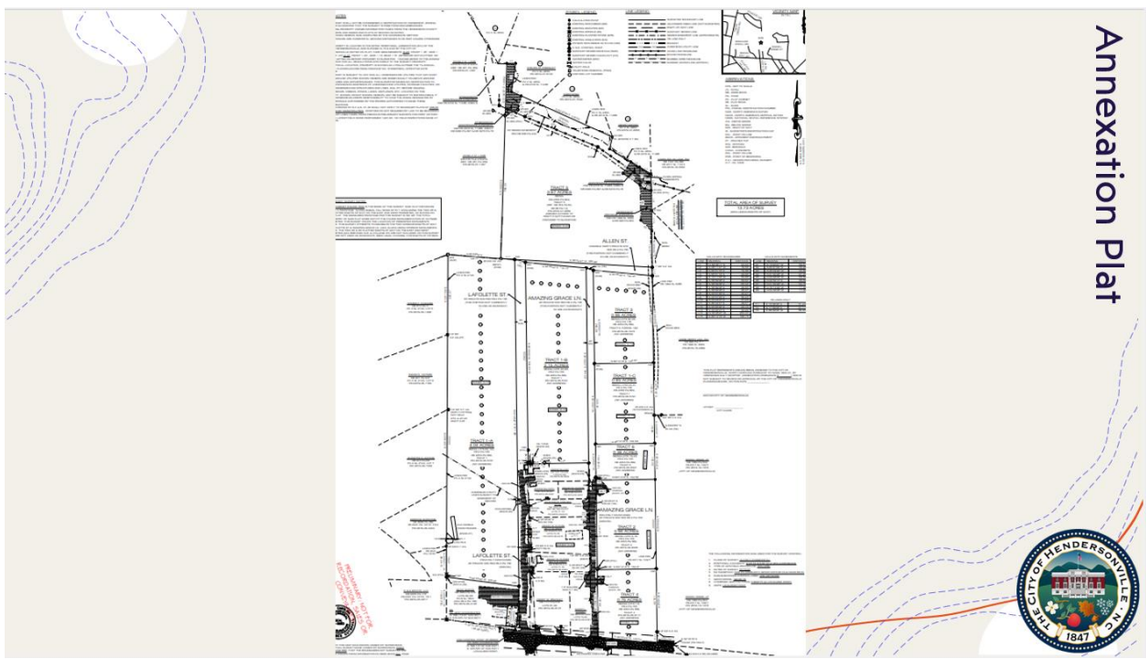
7. PUBLIC HEARINGS

A. Annexation: Public Hearing – Signal Hill Townhomes (26-97-ANX) – *Sam Hayes, Planner II*

Matt Manley explained that the City of Hendersonville received a petition from John Kinnaird and Herta G Suess Trust for contiguous annexation of PINs 9579-07-6259, 9579-06-7975, 9579-06-5791, 9579-06-8507, 9579-06-8507, 9579-06-8308, and 9579-06-8117 located on Signal Hill Road that is approximately 13.73 acres. On February 5th, 2026, City Council accepted the City Clerk's Certificate of Sufficiency for the petition and set March 5th, 2026, as the date for the public hearing.







The City Clerk confirmed this public hearing has been advertised in accordance with North Carolina General Statutes.

The public hearing was opened at 6:12 p.m.

There was no public comment.

The public hearing was closed at 6:12 p.m.

Council Member Jennifer Hensley moved that the City Council adopt an ordinance of the City of Hendersonville to annex the contiguous property owned by the Herta G Suess Trust, identified as PINs 9579-07-6259, 9579-06-7975, 9579-06-5791, 9579-06-8507, 9579-06-8507,

9579-06-8308, and 9579-06-8117, finding that the standards established by North Carolina General Statute 160A-58.1 have been satisfied and that the annexation is in the best interest of the City. A unanimous vote of the Council followed. Motion carried.

Ordinance #O-26-04

AN ORDINANCE OF THE CITY OF HENDERSONVILLE CITY COUNCIL TO EXTEND THE CORPORATE LIMITS OF THE CITY AS A CONTIGUOUS ANNEXATION

IN RE: Petition for Contiguous Annexation
Petitioner: Herta G Suess Trust
Parcel Numbers: 9579-07-6259, 9579-06-7975, 9579-06-5791, 9579-06-8507, 9579-06-8507, 9579-06-8308, and 9579-06-8117
Signal Hill Townhomes (File# 26-97-ANX)

WHEREAS, The City of Hendersonville has been petitioned by the Herta G Suess Trust, pursuant to North Carolina General Statutes (NCGS) 160A-31, as amended, to annex the area described herein below; and

WHEREAS, the City Clerk has investigated and certified the sufficiency of said petition; and,

WHEREAS, a public hearing on the question of this annexation was held at 305 Williams Street (City Operations Center), Hendersonville, NC at 5:45 pm, on the 5th day of March 2026, after due notice by publication as provided by law on February 20th, 2026; and

WHEREAS, the City Council further finds the areas described therein meets the standards of N.C. G.S. 160A-31.

WHEREAS, the City further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the City further finds that the petition is otherwise valid, and that the public health, safety, and welfare of the City and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hendersonville, North Carolina that:

1: By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described contiguous area is hereby annexed and made part of the City of Hendersonville as of the 5th day of March 2026.

Being all of that real property consisting of PINs 9567-07-6259, 9579-06-7975, 9579-06-5791, 9579-06-8507, -579-06-8507, 9579-06-8308, and 9579-06-8117 described in the plat recorded in Book 2023-_____ [to be inserted at recording of the plat] of the Henderson County Registry, said PINs 9567-07-6259, 9579-06-7975, 9579-06-5791, 9579-06-8507, -579-06-8507, 9579-06-8308, and 9579-06-8117 being described by metes and bounds as follows:

LYING AND BEING IN HENDERSONVILLE TOWNSHIP, HENDERSON COUNTY, NORTH CAROLINA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT 1-A
New legal description:
BEGINNING AT A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE SOUTHWEST CORNER OF LOT 89, PLAT BOOK 2 PAGE 156;
THENCE WITH THE EASTERN LINES OF PLAT BOOK 2021 PAGE 13157 THE FOLLOWING 4 CALLS & WITH THE WESTERN LINES OF LOTS 89 TO 124, PLAT BOOK 2 PAGE 156, N 00°02'11" E, A DISTANCE OF 7.99' TO AN EXISTING ANGLE IRON;
THENCE N 00°02'11" E, A DISTANCE OF 78.25' TO AN EXISTING #5 IRON REBAR;
THENCE N 00°18'23" E, A DISTANCE OF 590.02' TO AN EXISTING ½" IRON PIPE (PINCHED-TOP);
THENCE N 00°11'58" E, A DISTANCE OF 223.37' TO AN EXISTING PLANTED STONE (9"x6");
THENCE WITH THE LINE OF ANGELA M. LAMB & BARBED WIRE FENCE LINE, S 85°39'59" E, A DISTANCE OF 148.11' TO AN EXISTING #6 IRON REBAR (BENT);
THENCE S 86°44'47" E, A DISTANCE OF 38.61' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHEAST CORNER OF LOT 124, PLAT BOOK 2 PAGE 156 AND IN THE WESTERN MARGIN OF THE 30' RIGHT OF WAY FOR THE PLATTED LAFOLETTE STREET (NORTHERN SECTION OF RIGHT OF WAY NOT CURRENTLY IN USE AS A ROADWAY);
THENCE WITH THE WESTERN MARGIN OF SAID 30' RIGHT OF WAY & THE EASTERN LINES OF SAID LOTS 124 TO 89, S 00°45'42" E, A DISTANCE OF 911.98' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP BEING THE SOUTHEAST CORNER OF LOT 89;
THENCE WITH SEAN GIVENS LINE AND NORTHERN LINE OF LOT 88, N 82°45'42" W, A DISTANCE OF 203.86' TO THE POINT OF BEGINNING, HAVING AN AREA OF 4.04 ACRES, BEING LOTS 89-124, PB 2 PG 156, DB 4053 PG 669, TRACT 1 AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 1-B
New legal description:

BEGINNING AT A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHWEST CORNER OF LOT 48 OF PLAT BOOK 2 PAGE 156 & BEING IN THE EASTERN MARGIN OF THE 30’ RIGHT OF WAY FOR THE PLATTED LAFOLETTE STREET OF PLAT BOOK 2 PAGE 156, SAID POINT BEARS S 74°38'35" E 31.23’ FROM THE NORTHEAST CORNER OF TRACT 1-A BEING THE NORTHEAST CORNER OF LOT 124 OF PLAT BOOK 2 PAGE 156;
THENCE WITH THE SOUTH MARGIN OF THE SOUTHERN MARGIN OF THE VARIABLE WIDTH RIGHT OF WAY FOR THE PLATTED ALLEN STREET OF PLAT BOOK 2 PAGE 156, S 84°45'42" E, A DISTANCE OF 170.12' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHEAST CORNER OF LOT 43 OF PLAT BOOK 2 PAGE 156 & BEING IN THE WESTERN MARGIN OF THE 20’ RIGHT OF WAY FOR THE PLATTED AMAZING GRACE LANE OF PLAT BOOK 2 PAGE 156;
THENCE WITH SAID MARGIN OF RIGHT OF WAY, S 00°45'27" E, A DISTANCE OF 544.22' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE WITH THE LINE OF KRISTIE GILLIAM, S 89°14'18" W, A DISTANCE OF 169.15' TO A CALCULATED POINT FALLING INSIDE A DWELLING MOSTLY ON THE PROPERTY OF KRISTIE GILLIAM;
THENCE WITH EASTERN MARGIN OF SAID LAFOLETTE STREET THE FOLLOWING 2 CALLS, N 00°21'58" W, A DISTANCE OF 38.18' TO NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE N 00°47'26" W, A DISTANCE OF 523.82' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 2.15 ACRES, BEING LOTS 43-66 PB 2 PG 156, DB 4053 PG 669 TRACT 1 AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 1-C
New legal description:
BEGINNING AT A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHWEST CORNER OF LOT 31 & BEING IN THE EASTERN MARGIN OF THE 20’ RIGHT OF WAY FOR THE PLATTED AMAZING GRACE LANE OF PLAT BOOK 2 PAGE 156;
THENCE WITH SAID LOT 31, N 89°14'18" E, A DISTANCE OF 164.57' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE WITH THE LINE OF HOME DEPOT USA, INC, S 00°45'42" E, A DISTANCE OF 146.14' TO AN EXISTING #5 IRON REBAR, CORNER TO SIGNAL RIDGE, LP;
THENCE WITH LINE OF SIGNAL RIDGE, LP, S 00°45'42" E, A DISTANCE OF 78.86' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE SOUTHEAST CORNER OF LOT 23;
THENCE S 89°14'18" W, A DISTANCE OF 164.58' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE SOUTHWEST CORNER OF LOT 23;
THENCE N 00°45'27" W, A DISTANCE OF 225.00' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 0.85 ACRES, BEING LOTS 23-31 PB 2 PG 156, DB 4053 PG 669 TRACT 1, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 2
New legal description:
BEGINNING AT A CALCULATED POINT, BEING THE NORTHWEST CORNER OF LOT 18 & BEING IN THE EASTERN MARGIN OF THE 20’ RIGHT OF WAY FOR THE PLATTED AMAZING GRACE LANE OF PLAT BOOK 2 PAGE 156;
THENCE WITH SAID LOT 18, N 89°14'18" E, A DISTANCE OF 164.59' TO A CALCULATED POINT,
THENCE WITH LINE OF SIGNAL RIDGE, LP, S 00°45'42" E, A DISTANCE OF 250.00' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE SOUTHEAST CORNER OF LOT 9 PLAT BOOK 2 PAGE 156;
THENCE WITH SAID LOT 9, S 89°14'18" W, A DISTANCE OF 164.61' TO A CALCULATED POINT;
THENCE N 00°45'27" W, PASSING A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP AT 2.98’ FOR A TOTAL DISTANCE OF 250.00' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 0.94 ACRES, HAVING AN AREA OF 0.85 ACRES, BEING LOTS 9-18 PB 2 PG 156, DB 4053 PG 669 TRACT 1, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 3
New legal description:
BEGINNING AT A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHWEST CORNER OF LOT 42 & BEING IN THE EASTERN MARGIN OF THE 20’ RIGHT OF WAY FOR THE PLATTED AMAZING GRACE LANE & SOUTHERN MARGIN OF THE VARIABLE WIDTH RIGHT OF WAY FOR THE PLATTED ALLEN STREET OF PLAT BOOK 2 PAGE 156;
THENCE WITH SAID SOUTHERN MARGIN, S 84°45'42" E, A DISTANCE OF 165.45' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHEAST CORNER OF LOT 37 OF PLAT BOOK 2 PAGE 156;
THENCE WITH THE LINE OF HOME DEPOT USA, INC, S 00°45'42" E, A DISTANCE OF 242.97' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE SOUTHEAST CORNER OF LOT 32;
THENCE WITH LOT 32, S 89°14'18" W, A DISTANCE OF 164.57' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE N 00°45'27" W, A DISTANCE OF 260.26' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 0.95 ACRES, BEING LOTS 32-36 PB 2 PG 156, DB 4053 PG 669 TRACT 1, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 4
New legal description:

BEGINNING AT A CALCULATED POINT, BEING THE NORTHWEST CORNER OF LOT 8 & BEING IN THE EASTERN MARGIN OF THE 20’ RIGHT OF WAY FOR AMAZING GRACE LANE OF PLAT BOOK 2 PAGE 156;
THENCE WITH SAID LOT 8, N 89°14'18" E, A DISTANCE OF 164.61' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE WITH THE LINE OF SIGNAL HILL, LP THE FOLLWING 2 CALLS, S 00°45'42" E, A DISTANCE OF 175.35' TO AN EXISTING ½” IRON PIPE;
THENCE S 00°45'47" E, A DISTANCE OF 33.99' TO A CALCULATED POINT, BEING IN THE PAVING OF SIGNAL HILL ROAD (SR 1508) & BEING THE SOUTHEAST CORNER OF LOT 1;
THENCE N 83°22'29" W, A DISTANCE OF 166.00' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP BEING IN THE SAID EASTERN RIGHT OF WAY FOR AMAZING GRACE LANE;
THENCE WITH SAID RIGHT OF WAY, N 00°45'27" W, A DISTANCE OF 187.99' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 0.75 ACRES, BEING LOTS 1-8 PB 2 PG 156, DB 4053 PG 669 TRACT 1, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

TRACT 5
New legal description:
BEGINNING AT AN EXISTING #6 IRON REBAR (BENT) IN THE NORTHERN LINE OF LOT 124, PLAT BOOK 2 PAGE 156,
THENCE WITH THE LINE OF ANGELA M. LAMB FOR THE FOLLOWING 2 CALLS, N 01°46'19" E, A DISTANCE OF 398.52' TO AN EXISTING #5 IRON REBAR, MARKING A STREAMBANK MAINTENACE EASEMENT (PLAT BOOK 2018 SLIDE 11488);
THENCE N 01°44'57" E, A DISTANCE OF 146.69' TO A CALCULATED POINT IN OR NEAR CHERRY BRANCH, IN THE SOUTHERN LINE OF PLAT CABINET C SLIDE 285A;
THENCE WITH THE SOUTHERN LINES OF LOTS 12, 13, & 14 OF PLAT CABINET C SLIDE 285A & GENERALLY WITH CHERRY BRANCH THE FOLLLOWING 8 CALLS, N 89°38'11" E, A DISTANCE OF 24.20' TO A CALCULATED POINT;
THENCE S 08°11'47" W, A DISTANCE OF 79.56' TO A CALCULATED POINT;
THENCE S 65°51'16" E, A DISTANCE OF 29.66' TO A CALCULATED POINT;
THENCE S 65°45'06" E, A DISTANCE OF 279.64' TO A CALCULATED POINT;
THENCE S 14°11'04" W, A DISTANCE OF 34.36' TO A CALCULATED POINT;
THENCE S 58°59'08" E, A DISTANCE OF 69.64' TO A CALCULATED POINT MARKING A CORNER OF A STREAMBANK MAINTENACE EASEMENT (PLAT BOOK 2018 SLIDE 11488);
THENCE WITH SAID EASEMENT THE FOLLOWING 2 CALLS, S 58°59'08" E, A DISTANCE OF 28.65' TO A CALCULATED POINT;
THENCE S 58°59'08" E, A DISTANCE OF 36.57' TO A CALCULATED POINT;
THENCE WITH THE LINE OF CAROLINA VILLAGE, LLC , S 00°57'33" E, A DISTANCE OF 45.91' , CROSSING A PUBLIC SEWER LINE AND 30’ SEWER EASEMENT, TO AN EXISTING #5 IRON REBAR;
THENCE S 00°57'33" E, A DISTANCE OF 56.45' TO AN EXISTING 2” ANGLE IRON, CORNER OF HIGHLAND INVESTORS LIMTED PARTERNSHIP;
THENCE WITH THE LINE OF HOME DEPOT USA, INC., S 00°44'07" E, A DISTANCE OF 57.23' TO A CALCULATED POINT, MARKING THE SOUTHERN POINT OF SAID DRAINAGE EASEMENT;
THENCE S 00°44'07" E, A DISTANCE OF 101.07' TO AN EXISTING 1” IRON PIPE, IN THE NORTHERN MARGIN OF A PLATTED RIGHT OF WAY FOR ALLEN STREET, PLAT BOOK 2 PAGE 156,
THENCE WITH SAID MARGIN OF RIGHT OF WAY, N 86°44'47" W, A DISTANCE OF 384.68' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHEAST CORNER OF LOT 124, PLAT BOOK 2 PAGE 156;
THENCE N 86°42'21" W, A DISTANCE OF 38.60' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 3.67 ACRES, BEING DEED BOOK 4053 PAGE 669 TRACT 5, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563. SEE PLAT BOOK 2018 SLIDE 11488 FOR STREAMBANK MAINTENACE EASEMENTS & PLAT BOOK 1999 SLIDE 3086 FOR PERMANENT DRAINAGE EASEMENT ENCUMBERING THIS TRACT.

TRACT 6
New legal description:
BEGINNING AT A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP, BEING THE NORTHWEST CORNER OF LOT 22 & BEING IN THE EASTERN MARGIN OF THE 20’ RIGHT OF WAY FOR AMAZING GRACE LANE OF PLAT BOOK 2 PAGE 156;
THENCE WITH LINE OF LOT 22, N 89°14'18" E, A DISTANCE OF 164.58' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE WITH LINE OF SIGNAL RIDGE, LP, S 00°45'42" E, A DISTANCE OF 100.00' TO A CALCULATED POINT, BEING THE SOUTHEAST CORNER OF LOT 19;
THENCE S 89°14'18" W, A DISTANCE OF 164.59' TO A CALCULATED POINT, BEING THE SOUTHWEST CORNER OF LOT 19;
THENCE WITH SAID RIGHT OF WAY LINE, N 00°49'20" W, A DISTANCE OF 7.02' TO A NEW #5 IRON REBAR WITH COLE IDENTIFICATION CAP;
THENCE N 00°45'09" W, A DISTANCE OF 92.98' TO THE POINT OF BEGINNING,
HAVING AN AREA OF 0.38 ACRES, BEING LOTS 19-22 PB 2 PG 156, DB 4053 PG 669 TRACT 1, AS SHOWN ON SURVEY FOR TECHO FUNDING, LLC BY RONALD J. CUTSHALL, PLS 4563.

2: Upon and after the fifth day of March 2026, the above-described territory, and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Hendersonville and shall be entitled to the same privileges and benefits as other parts of the City of Hendersonville. Said territory shall be subject to municipal taxes according to NCGS 160A- 58.10, as amended.

3. The Mayor of the City of Hendersonville shall cause to be recorded in the office of the Register of Deeds of Henderson County and at the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1, above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Henderson County Board of Elections, as required by G. S. 163-288.1.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 5th day of March, 2026.

Barbara G. Volk, Mayor
Attest: /s/Jill Murray, City Clerk
Approved as to form: /s/Angela S. Beeker, City Attorney

8. NEW BUSINESS

A. USA 250th Birthday/July 4th Parade – *John Connet, City Manager*

City Manager John Connet explained that the mayor doesn't come to him with much but she asked him about celebrating the 250th birthday of the USA and he assured Council that we are taking it very seriously and so this year we will be using the longer parade route that starts at the high school and comes down Main Street and we are also looking to do some special things downtown like banners and flags so stayed tuned for that.

B. GO Bond Update – *John Connet, City Manager*

Deputy City Manager Brian Pahle said as you all know the election was on Tuesday and our general obligation bond for transportation passed pretty substantially with around 68% of the vote. What happens next is they will canvas through March 13th and at your April 2nd meeting, you will have a resolution to certify the results. At that point, we still have to get LGC approval and once they approve it, it is finalized and we can start drawing down the ten million dollars to invest in our roads.

9. BOARDS & COMMITTEES

a. Environmental Sustainability Board – *Jill Murray, City Clerk*

Council Member Gina Baxter moved that City Council appoint Joey Burnett as a member of the Environmental Sustainability Board as an At-Large Member. His term will expire in June, 2026 at which point he can apply for his first three-year term. A unanimous vote of the Council followed. Motion carried.

10. CITY MANAGER REPORT

A. February 2026 Contingency and Adjustment Report – *John Connet, City Manager*

In accordance with North Carolina General Statute (NCGS) 159-13(b) it is required that all expenditures resulting from a contingency appropriation budget be reported to the governing board at its next regular meeting and recorded in the minutes.

NCGS 159-15 permits the Budget Officer (City Manager), to transfer budget from one appropriation to another within the same fund, provided any such transfers are reported to the Governing Board. The City of Hendersonville refers to transfers of budget from one appropriation to another within the same fund as a "budget adjustment." City Council authorizes budget adjustments each year with the adoption of the annual budget ordinance (SECTION 4).

This agenda item serves to fulfill the reporting requirements of both NCGS 159-13(b) and 159-15 by providing City Council a summary of all amendments and adjustments occurring thus far in the fiscal year.

FISCAL YEAR 2025 - 2026 (FY26) BUDGET AMENDMENTS AND ADJUSTMENTS			Completed Proposed	Corrected Denied					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET	DESCRIPTION	APPROVED	TYPE	AMENDMENT NUMBER
010-1300-519200	Contracted Services	77,699	15,000	-	92,699	HPD hiring process budget	yes	adjustment	2/10/2026
010-1300-521001	Supplies and Materials	120,245	-	15,000	105,245	HPD hiring process budget	yes	adjustment	2/10/2026
010-1010-519200	Contracted Services	352,831	16,000	-	368,831	HCM - Apps Associates Analysis & Corrections	yes	adjustment	2/10/2026
010-1010-534000	Non-Capital Equipment	85,290	-	16,000	69,290	HCM - Apps Associates Analysis & Corrections	yes	adjustment	2/10/2026
060-1010-519200	Contracted Services	296,745	18,000	-	314,745	HCM - Apps Associates Analysis & Corrections	yes	adjustment	2/10/2026
060-1010-534000	Non-Capital Equipment	38,265	-	18,000	20,265	HCM - Apps Associates Analysis & Corrections	yes	adjustment	2/10/2026

B. Mayor's Memories – *John Connet, City Manager*

City Manager John Connet said that in March, 1999, the meeting did not start until 7:00pm and adjourned at 1:10am. They named what is now the Whitmire Center, they had a public hearing regarding public communication towers as cell towers were all the rage then. They had the quasi-judicial hearing for the construction of The Home Depot and that was approved. They had a public hearing to change the membership of city council from five to six members and the mayor said there was no interest in changing the charter, so it was denied. They approved the financing for the previous fires station one. There was some discussion about reducing speed on Ashe Street in Green Meadows, there was a resolution to accept a revolving loan for the wastewater treatment plant for $12,750,000. Now we are asking you to do upgrades and its over $100,000,000.

11. CITY COUNCIL COMMENTS

Councilwoman Gina Baxter thanked Brian and the Communications team and anyone else who worked on it, for the overwhelming response to the bond was a testament to the hard work of staff to motivate folks to get out and to gain an understanding of the extremely technical language that was going to be on the ballot so I am grateful for you all doing that work of engaging people in that process.

12. CLOSED SESSION

Council Member Melinda Lowrance moved that City Council enter closed session pursuant to NCGS § 143-318.11 (a) (1), (3), and (4) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, to discuss matters relating to the location or expansion of industries and businesses in the area served by the public body.

13 . ADJOURN

City Council went into closed session at 6:25p.m.

There being no further business, the meeting adjourned at 6:37 p.m. upon unanimous assent of the Council. No further action was taken.

_____

Barbara G. Volk, Mayor

ATTEST:

_____

Jill Murray, City Clerk

MINUTES

March 25, 2026

SECOND MONTHLY MEETING OF THE CITY COUNCIL

CITY OPERATIONS CENTER | 305 WILLIAMS ST. | 4:00 p.m.

Present: Mayor Barbara G. Volk, Mayor Pro Tem Dr. Jennifer Hensley and Council Members Lyndsey Simpson, Melinda Lowrance and Gina Baxter

Staff Present: City Manager John Connet, Deputy City Manager Brian Pahle, City Clerk Jill Murray, City Attorney Angela Beeker, Budget & Evaluation Director Adam Murr, Communications Director Allison Justus, Communications Coordinator II Brandy Heatherly and others.

1. CALL TO ORDER

Mayor Barbara Volk called the meeting to order at 4:00 p.m. and welcomed those in attendance. A quorum was established with all members in attendance.

2. CONSIDERATION OF AGENDA

Council Member Gina Baxter moved that City Council approve the agenda as presented. A unanimous vote of the Council followed. Motion carried.

3. CONSENT AGENDA

Council Member Melinda Lowrance moved that City Council approve the consent agenda as presented. A unanimous vote of the Council followed. Motion carried.

4. PRESENTATIONS

A. Stormwater and Environmental Services Presentation – *Adam Murr, Budget & Evaluation Director, Mike Huffman, Stormwater Director & Brent Detwiler, Assistant City Manager – Public Services.*

Adam Murr, Mike Huffman & Brent Detwiler presented a review of major capital and operating initiatives related to the City's Stormwater Fund and Environmental Services Fund that focuses on rate studies, operational efficiency studies, and project reviews. Council will receive a recommended FY27 Stormwater Fund and recommended FY27 Environmental Services Fund budget for consideration and comment. Approval of the recommended budgets is suggested at the June 04, 2026 regular meeting. The following PowerPoint presentation was given.



Stormwater Fund

Council Workshop
Mar. 25, 2026

STORMWATER

2021 SW Rate Study Overview

- Evaluated existing SW Fee ($3.00 - Flat)
- Defined Level of Service (LOS)
- Determined Desired LOS & Assoc. Cost
- Developed preliminary CIP Estimates
- Projected financing and future SW Rev. Needs



Level of Service Matrix

B-C

General Stormwater Operations Level of Service Matrix

Level of Service	Program Management Activities $	NPDES Compliance Activities $$		Capital Improvement Projects $$$
		Non-O&M Related Compliance Activities	Operation and Maintenance Program Activities	
A or 5	Comprehensive Planning + Full Implementation Capabilities	Exemplary Permit Compliance	Fully Preventative/ 100% Routine	10-year Plan
B or 4	Pro-Active Planning + Systematic CIP Implementation Capabilities	Pro-Active Permit Compliance	Mixture of Routine and Inspection Based	20-year Plan
C or 3	Priority Planning + Partial CIP Implementation Capabilities	Minimal Permit Compliance	Inspection Based	40-year Plan
D or 2	Reactionary Planning + Minimal CIP Implementation Capabilities	Below Minimum Permit Compliance	Responsive Only (Complaint-based)	50-year Plan
F or 1	No Planning + No CIP Implementation Capabilities	Non-Compliance	Less than full response to all complaints	75-year or More Plan

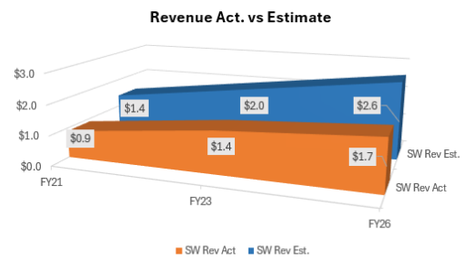
Rate Study Assumptions
based on desired LOS

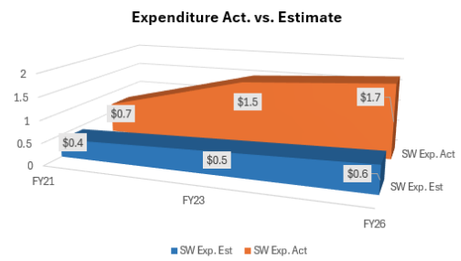
- $36M 10-year CIP
- $5 Rate (Flat/ERU)
- Personnel: +1 FTE/Use of Contract Services
- Annual vs. 5yr Fee increases
- 2021 $1.4M → 2026 $2.6M
- Fund Balance in FY26 = **$3.1M**

Actual Fund Implementation

- $31M 20-year CIP
- $8Rate (Flat/ERU) in FY26
- Personnel: +2 FTE/Salary Splits to GF
- Annual Fee increases starting in FY23
- 2021 $900k → 2026 $1.7M
- Fund Balance in FY26 = **$94k**

Driver	Impact
2-yr rate hold	Revenue Neutral/Decrease
No Fee in ETJ	Revenue Decrease
Rate Cap	Revenue Decrease
Personnel Cost	Expenditure Increase





Rate Increases

Rate Study

- Evaluated annual vs. 5-yr interval
- FY 22-24 +3% annually FY25-30 +10% annually
- FY26 +80% = $9/ERU

Actual

- No rate increase for 2 years
- Increase $1 annually since FY23 – FY27 = $9/ERU

STORMWATER

Identified Capital Projects (Review from 12/04/25)

Chronic localized flooding locations (not 100-yr floodplain)

Undersized and Aging Infrastructure

Reduce Private Risk Exposure

Project ID	Major Streets	Construction Cost Estimate	Total Project Cost
Wash-06-01	4th & 3rd Ave W and Valley St	$2,356,000	$3,453,000
Mud-01-02	Ashe St	$1,338,000	$1,987,000
Wash-06-02	5th Ave W and Oak Hill Ct	$788,000	$1,195,000
Wash-02-01	1st Ave W	$516,000	$868,000
Wash-03-00	Lenox Park Dr and W Pine St	$1,904,000	$2,802,000
Wash-05-00	5th, 4th, and 3rd Ave W	$1,901,000	$2,797,000
Wash-01-00	W Barnwell St	$281,000	$465,000
Wash-02-02	Buncombe St, 4th Ave W, 3rd Ave W	$3,442,000	$5,016,000
Wash-04-00	4th Ave W and 5th Ave W	$200,000	$348,000
Mud-01-03	Lynn St, Maple St, 8th Ave, Patton St	$876,000	$1,322,000
Mud-04-00	Spartanburg Hwy	$676,000	$1,034,000
Mud-01-01	N Church St, Bearcat Blvd, and N King St	$2,421,000	$3,546,000
Mud-03-00	2nd Ave E, 1st Ave E, and N Grove St	$1,174,000	$1,751,000
Mud-02-00	N Grove St, 5th Ave E, 4th Ave E	$2,697,000	$3,944,000
Wash-07-00	4th Ave W	$556,000	$861,000
	Total Estimated Budget		**$31,389,000**

STORMWATER

FY27 Recommended Budget

STORMWATER FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
REVENUES						
Stormwater Fees	(1,684,970)	(1,905,000)	(1,905,000)	(1,924,100)	220,030	13.1%
Investment Earnings	(50)	(50)	(50)	(50)	-	0.0%
Miscellaneous	(1,000)	(1,000)	(1,000)	(1,010)	-	0.0%
TOTAL REVENUES	**(1,686,020)**	**(1,906,050)**	**(1,906,050)**	**(1,925,110)**	**220,030**	**13.1%**

Revenues

- FY27 Recommended: **$1,906,050**, +$220k compared to FY26 Revised
  - $1.00 Rate Increase:
    - $8.00 → $9.00/month per ERU
    - +$50.00 Cap
    - $450.00 Max Payment

$1.00 per year rate increases prepare the fund for future revenue bond issuances. Bond proceeds will be used to complete projects identified in the Comprehensive Stormwater Master Plan where grant funding is not an available source.

STORMWATER

FY27 Recommended Budget

STORMWATER FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
EXPENDITURES						
Personnel/Benefits	1,089,302	1,141,861	940,900	901,472	(148,402)	-13.6%
Operating	370,833	369,949	591,100	566,331	220,267	59.4%
Capital	-	-	-	-	-	
Debt Service	75,885	74,050	74,050	74,005	(1,835)	-2.4%
TOTAL EXPENDITURES	**1,536,020**	**1,585,860**	**1,606,050**	**1,541,808**	**70,030**	**4.6%**

Expenditures

Personnel:

- $148k ↓ compared to FY26 revised
- 4.0% COLA ↑
- 2.0% Med. Insurance ↑
- 4.0% 401k Match ↑
- LGERS 15.10% ↑
- **Adjusted PW/Streets Salary Splits** ↓

Operating:

- $220k increase for work with contractors on Stormwater Infrastructure

STORMWATER

FY27 Recommended Budget

STORMWATER FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
OTHER FINANCING (SOURCES)/USES						
Insurance Proceeds	-	-	-	-	-	
Debt Proceeds	-	-	-	-	-	
Capital Lease	-	-	-	-	-	
Sale of Capital Assets	-	-	-	-	-	
Transfers (In)	-	-	-	-	-	
Transfers Out	150,000	300,000	300,000	300,000	150,000	100.0%
TOTAL OTHER (SOURCES)/USES	**150,000**	**300,000**	**300,000**	**300,000**	**150,000**	**100.0%**

Other Financing (Sources)/Uses

- **$300,000** transfer to the Stormwater Capital Reserve Fund
- **Important** reminders on capital reserve:
  - Funding must be used for infrastructure rehabilitation or expansion
  - Intentionally saving improves financial position for future borrowings
  - If we issue a revenue bond, we **must** have an established reserve

STORMWATER

FY27 Recommended Budget

STORMWATER FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
Fund Balance Appropriated	-	(20,190)	-	(83,302)	-	
NET CHANGE IN FUND BALANCE	**-**	**(20,190)**	**-**	**(83,302)**	**-**	
FUND BALANCE, BEGINNING OF YEAR	**178,136**	**272,699**	**272,699**	**272,699**		
FUND BALANCE, END OF YEAR	**178,136**	**292,889**	**272,699**	**356,001**		

Fund Balance

- **FY25 (audit)**: Fund Balance $178,136 + repaid General Fund $100,000
- **FY26 (est)**: Fund Balance $272,699 (+$9,563)
- **FY27 (est)**: Budgeted FBA $0 | Estimated FBA ($83,302) →$356,001

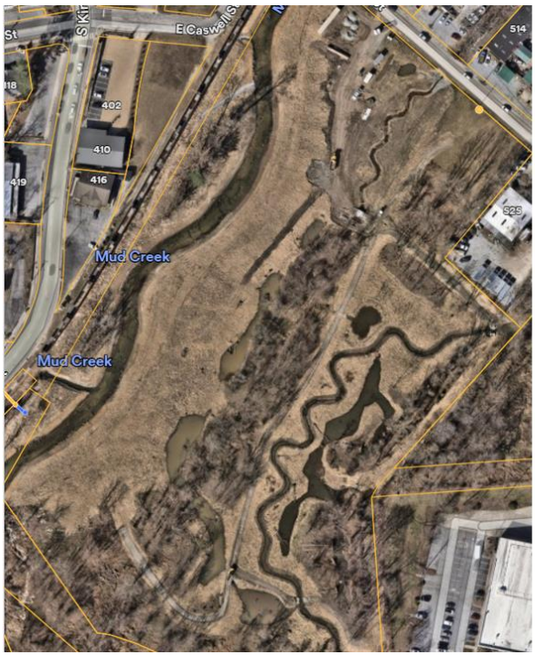
Intentionally building fund balance and adding to capital reserves is important to future debt issuance and projects. We estimate the fund to be self-sufficient.

Capital Projects Update

1. Lower Mud Creek Floodplain Restoration
2. Wash Creek Stormwater CIP
3. Prioritized CIP Projects

Recommended Funding Strategy Review

Stormwater Utility Revenue	Leverage External Funding (Grants & State/Federal Programs)
• Use available annual capital funds for design, permitting, and small-scale improvements • Support local match requirements for grants.	• Hazard Mitigation Grant Program (HMGP) • NC Emergency Management: Disaster Mitigation Fun - ☑ • NC Flood Resiliency Blueprint ☑

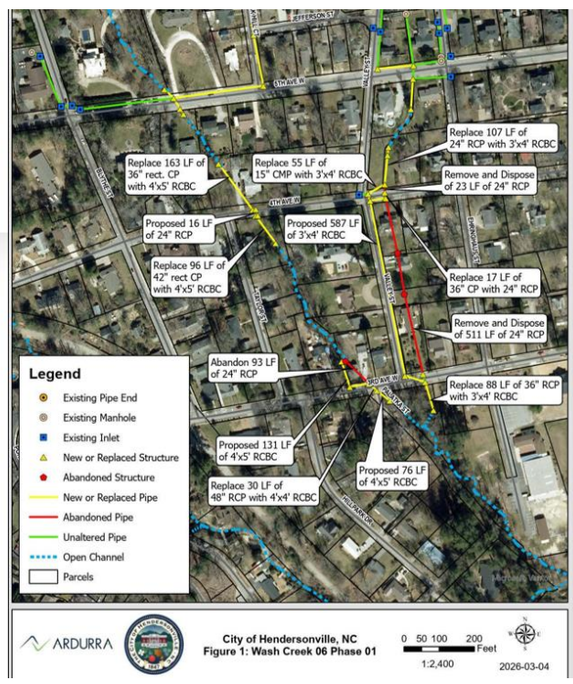


Lower Mud Creek Floodplain Restoration

- $4M Flood Risk Reduction/Restoration Project
- $3.9M External Funding
- Restore 26 Acres Floodplain around Southside
- Acquire additional 20 acres flood prone property
- Reduce Direct Flood Risk to 93 Properties (75 Commercial/18 Residential)
- Increase resilience of critical transportation corridor (176/225)
- Enhance stormwater treatment and ecological resources

Wash Creek 06 Ph. 1

- Construction budget - $2.4
  - NCEM $2M
  - NC Blueprint $400k
- Engineering/Design Fee - ~$400k
  - Stormwater Revenue
- Replace failing critical SW infrastructure
- Reduce flood risk to public & private property
- Increase infrastructure resilience
- Estimated Construction Schedule FY28



Future Projects

- CIP will be re-evaluated as we complete projects and continue assessments
- HMGP Application Under Review
- Some large projects require coordination with NCDOT
- Does not currently include flood mitigation or water quality improvement projects
  - Better grant opportunities

Project ID	Major Streets	Construction Cost Estimate	Total Project Cost
Wash-06-01	4th & 3rd Ave W and Valley St	$2,356,000	$3,453,000
Mud-01-02	Ashe St.	$1,338,000	$1,987,000
Wash-06-02	5th Ave W and Oak Hill Ct	$788,000	$1,195,000
Wash-02-01	1st Ave W	$516,000	$868,000
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Mud-01-01	N Church St, Bearcat Blvd, and N King St	$2,421,000	$3,546,000
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Mud-02-00	N Grove St, 5th Ave E, 4th Ave E	$2,697,000	$3,944,000
Wash-07-00	4th Ave W	$556,000	$861,000
	Total Estimated Budget		**$31,389,000**

Env. Services Fund

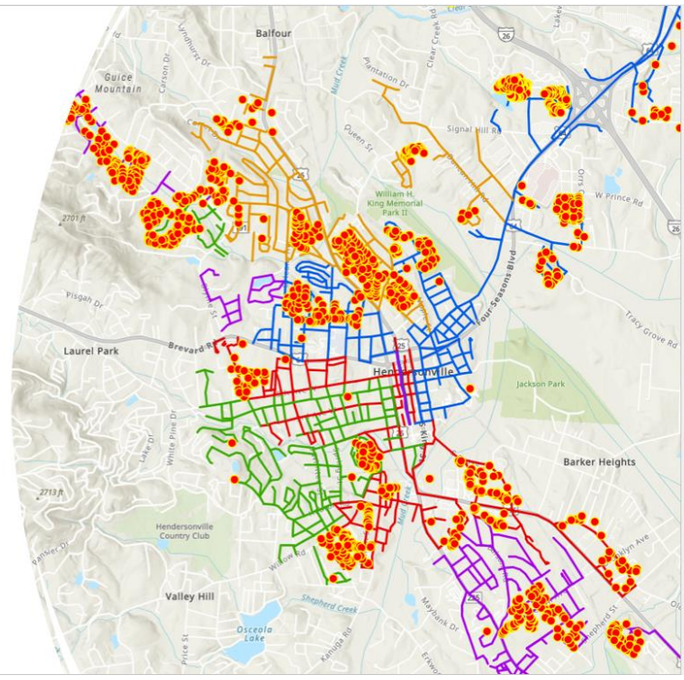
Council Workshop

Mar. 25, 2026



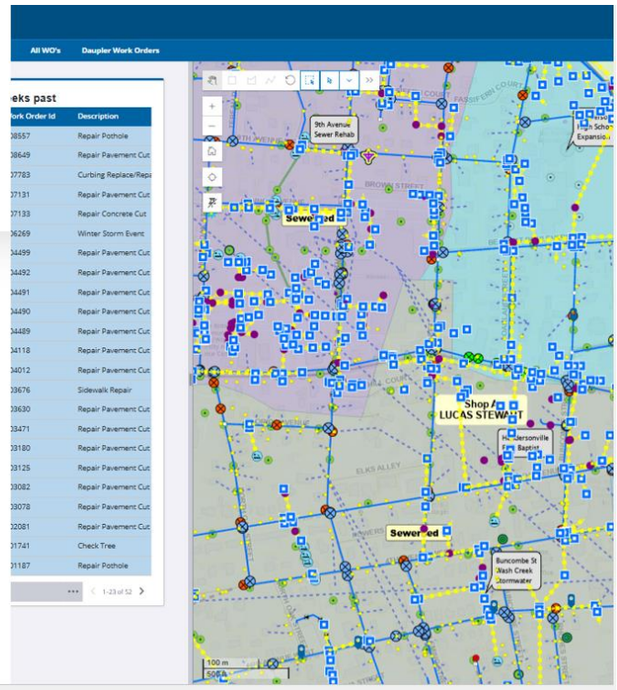
RFID tag progress

- ~3000 receptacles tagged
- ~1500 accounts
- Tagged receptacles are being cross-referenced in billing software leading to 85 corrections
- Floater staff are tagging through spring and summer



Floater Staff

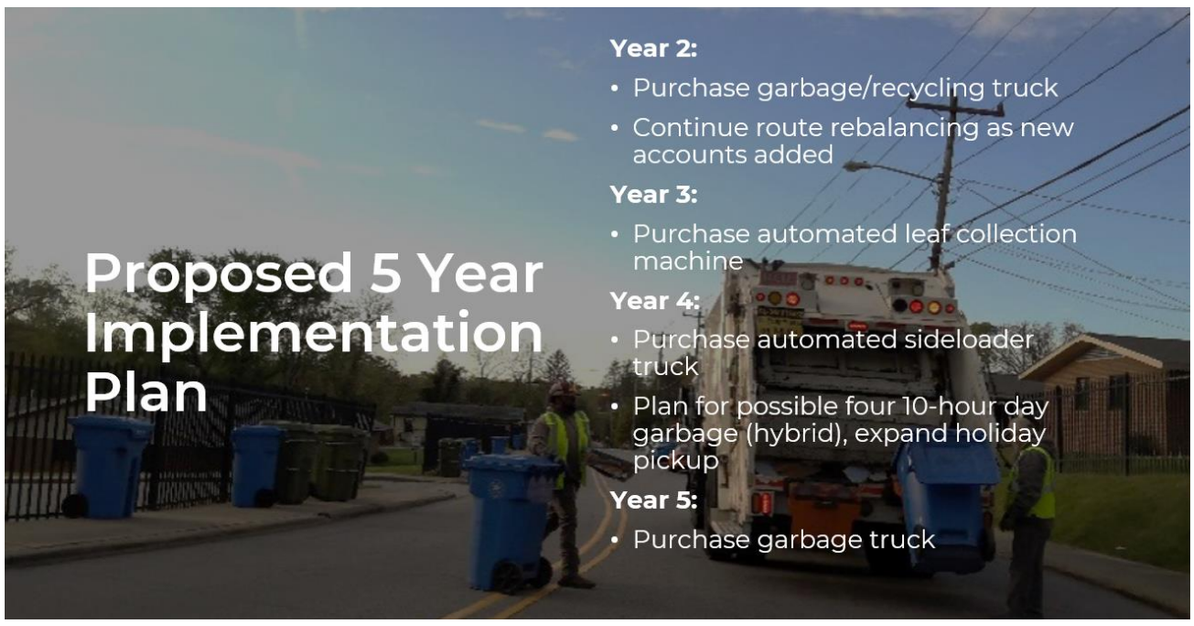
- Improved morale in other departments
  - Environmental Services is not pulling from other Divisions as much
- Improved level of service throughout organization:
  - Ex.: 57.4% reduction in Asphalt & Concrete repair Work Order duration (from FY25 to current FY)
  - Ave 35 vs 83 days





Restructuring Routes

- Average of ~15 new accounts/month over the last 2+ years (several new subdivisions coming online)
- Purchasing routing software this spring
- Works within ArcGIS



Things to Watch For

- Tipping fee increases:
  - Henderson County recently completed SW Funding plan
  - Current tipping fee $70/ton
  - Plan includes several options:
    - Option 1: $90/ton
    - Option 2: $72.10/ton, $45 annual availability fee
    - Option 3: $200 availability fee
    - Option 4: Flow Control
- Diesel fuel prices in flux
- Continue to work on better staff retention, safety training



ENVIRONMENTAL SERVICES

FY27 Recommended Budget

ENV. SERVICES FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
REVENUES						
ESF Fees	(2,407,820)	(2,453,000)	(2,393,000)	(2,404,966)	(14,820)	-0.6%
Investment Earnings	(300)	(300)	(300)	(300)	-	0.0%
Miscellaneous	(700)	(700)	(700)	(704)	-	0.0%
TOTAL REVENUES	**(2,408,820)**	**(2,454,000)**	**(2,394,000)**	**(2,405,970)**	**(14,820)**	**-0.6%**

Revenues

- FY27 Recommended: **$2,364,000**, same as FY26 adopted.
- **No Rate Change**
  - Residential = **$30/mo**. for 32gal service | **$32/mo**. for 96gal service
  - Commercial = **$40/mo**. waste service | **$20/mo**. Recycling
- Future years → incremental rate adjustments to remain self-sufficient

ENVIRONMENTAL SERVICES

FY27 Recommended Budget

ENV. SERVICES FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
EXPENDITURES						
Personnel/Benefits	1,534,005	1,479,296	1,564,893	1,479,229	30,888	2.0%
Operating	680,200	678,209	686,312	648,743	6,112	0.9%
Capital	-	-	-	-	-	
Debt Service	194,615	194,046	213,465	213,465	18,850	9.7%
TOTAL EXPENDITURES	**2,408,820**	**2,351,551**	**2,464,670**	**2,341,437**	**55,850**	**2.3%**

Expenditures

Personnel:
- 4.0% COLA ↑
- 2.0% Med. Insurance ↑
- 4.0% 401k Match ↑
- LGERS 15.10% ↑
- Adjusted Salary Splits - other depts.

Operating:
- $6k increase – cleanup of splits for operating expenses such as portions of IT, vehicle monitoring, audit, etc.
- Tipping fee budget ↑ from $265k in FY26 to $300k in FY27

Debt Service:
- Added ½ pmt. $250k recycle truck

ENVIRONMENTAL SERVICES

FY27 Recommended Budget

ENV. SERVICES FUND	FY26 REVISED	FY27 REQUESTED	FY27 RECOMMENDED	FY27 ESTIMATE	*FY26 Rev. to FY27 Rec.* DOLLAR ($) CHANGE (Δ)	*FY26 Rev. to FY27 Rec.* PERCENT (%) CHANGE (Δ)
Fund Balance Appropriated	-	(191,295)	70,670	(64,533)	70,670	
NET CHANGE IN FUND BALANCE	**-**	**(191,295)**	**70,670**	**(64,533)**	**70,670**	
FUND BALANCE, BEGINNING OF YEAR	**193,960**	**319,645**	**319,645**	**319,645**		
FUND BALANCE, END OF YEAR	**193,960**	**510,940**	**248,975**	**384,179**		

Fund Balance

- **FY25 (audit)**: Fund Balance $193,960
- **FY26 (est)**: Fund Balance $319,645 (+$125,685)
- **FY27 (est)**: Budgeted FBA $70,670 | Estimated FBA ($64,533) →$384,179

Historically, the ESF has relied on the General Fund for support, with recent rate and operational efficiency improvements, we estimate the fund to be self-sufficient.

B. Presentation Regarding Credit Card Processing Fees & Security Deposits – *Krystal Powell, Finance Director*

As a follow-up to the Council / Staff Retreat, Krystal Powell presented City Council with options regarding the credit card processing fees and utility security deposits. Staff will request direction to be included in FY 26-27 Budget. She gave the following PowerPoint presentation.

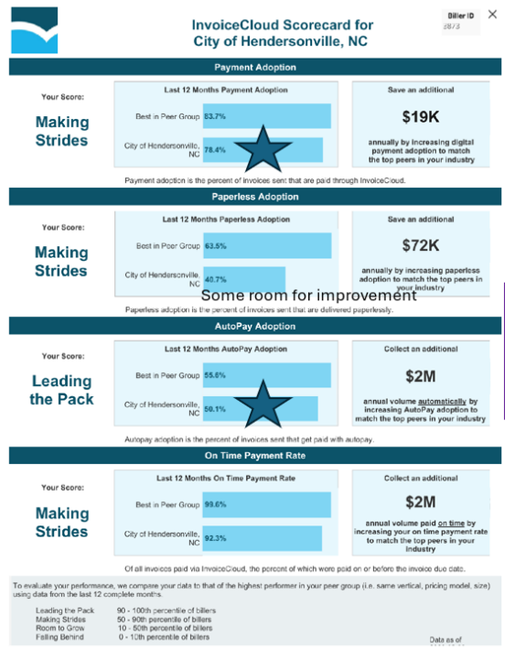


InvoiceCloud®

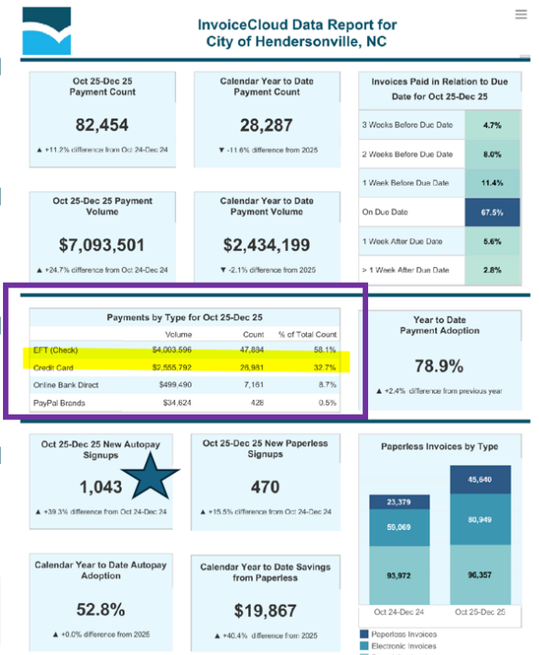
- Digital Customer Payment Portal that integrates with Munilink – Utility Billing Platform
- November 2023 – we transitioned to Invoice Cloud (mandatory change required by Munilink and we only had 3 Vendors as options to choose from)
- All 3 Platforms were researched and Invoice Cloud chosen for best pricing and best services provided
- Success with Invoice Cloud
  - Quarterly Business Reviews
  - Free ACH Campaigns – we will be participating in this Summer/Fall 2026
  - Free Paperless Adoption Campaigns (last one we participated in was May & June 2025) –cut down on printing costs
  - Marketing Materials provided to the City for free (website, mailers, magnets, banners for the lobby, etc)
  - They provide great customer service and try to help us save money (postage, fees, increase collections)
  - We are able to run analytical reports to track success with payment methods, paperless adoption, etc.
  - QR codes provided to us on free marketing material, that help track success and promote our campaigns.

Quarterly Scorecard

Designed to keep you informed of your progress



Some room for improvement



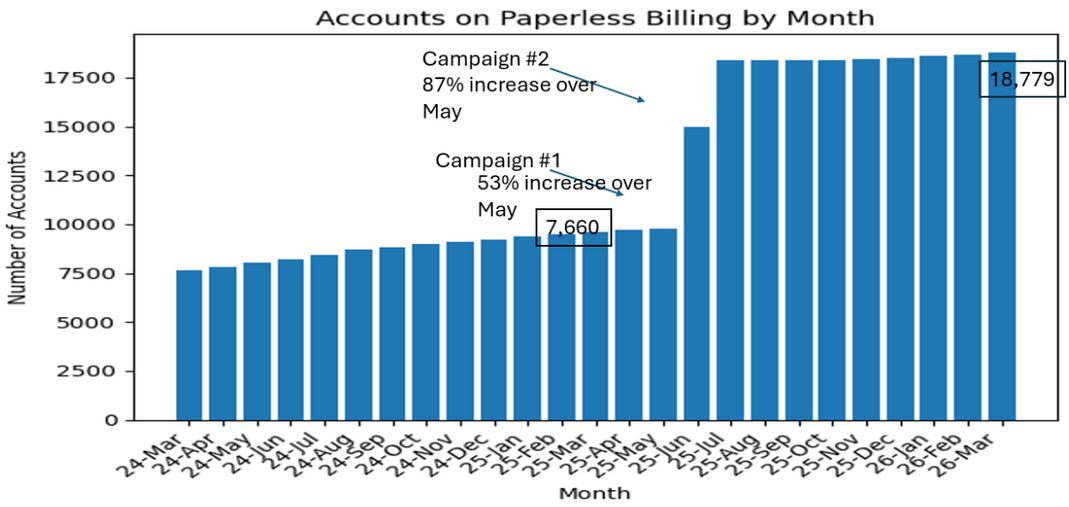
INVOICE CLOUD PAPERLESS CAMPAIGN RESULTS May/June 2025

- 2 Campaigns were run by Invoice Cloud to get more customers enrolled in Paperless Billing
- 1st Campaign – May 2025 5,441 customers signed up
- 2nd Campaign – June 2025 3,433 customers signed up
- Total Customer Accounts converted to Electronic Bills = 8,874
- Since "Go Live" date with Invoice Cloud in Nov 2023 we have reduced from 31,335 bills printed to 16,940 (46% decrease)

In FY26 we are projected to spend $154,000 in mailing and printing bills.

- Postage around $9,700 per month and printing/envelope supply cost around $3,700 (Total $13,400 per month) Smartbill is vendor that handles our mailing.
- We are going out for bids to try to reduce the cost for FY27.

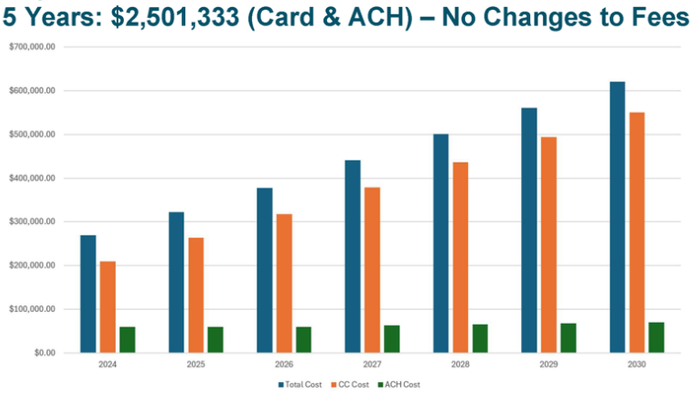
Paperless Billing Growth



Invoice Cloud & Chase Paymentech Credit Card Fees – Utility Billing

- Credit Card fees from Invoice Cloud Payment Portal and Chase Paymentech Interchange Fees
- FY25 $231,356
- FY26 Projecting $285,000
- Projecting by FY30 Credit Card fees will be around $550,000

City of Hendersonville, NC Total Forecasted Spend 2026 - 2030
5 Years: $2,501,333 (Card & ACH) – No Changes to Fees



Forecasted TOTAL spend:
$2,501,333

Forecasted CARD spend:
$2,175,817

Forecasted ACH/eCheck spend:
$325,516

- 2024 – 2025 ~20%
- 2025 – 2026 ~17%
- 2026 – 2030 5% - 10%

InvoiceCloud

Confidential & Proprietary | 24

Credit Card Fee Breakdown by Revenue Source July 2025 – February 2026



Iparq – Parking Violations Paid

July 2025 – February 2026

787 Transactions

Total Collected:	$24,138	
Collected by Cash:	$2,800	11%
Collected by Check:	$13,179	55%
Collected by CC:	$8,159	34%

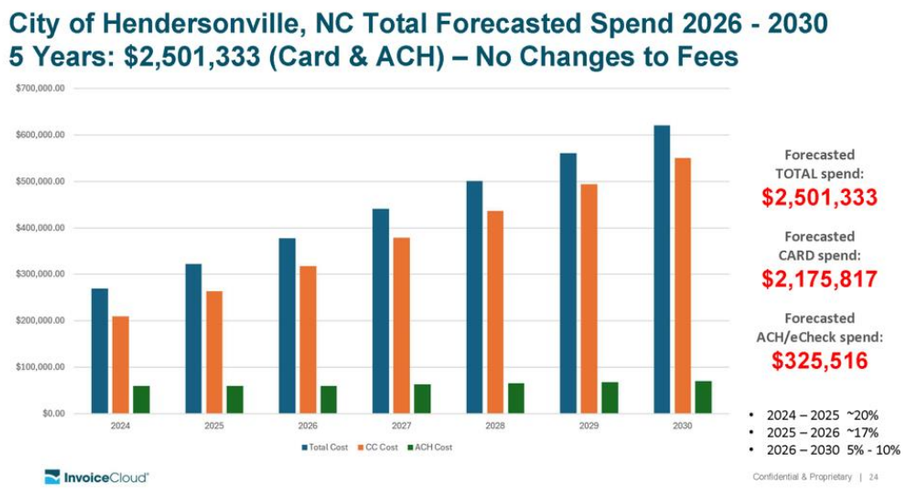
Citation Payment Transaction Fee: flat $2.95

- Previously fee was paid by the customer and now City is absorbing this fee. This is on all payment types.
- City also absorbs the credit card interchange fees (787 transactions x $2.95 = $2,322)
- City has paid $33,000 in credit card fees through Feb of this year.

System Development Fee Revenue July 2025 – February 2026

- Total Revenue Collected: $757,266
  - Checks/Cash: $351,331 (a few big checks – check/cash volume very low)
  - Credit Card: $405,930
  - Total CC Fees: $12,090
- Roughly 90% of all SDF Revenue collected via credit card payment
- Checks received: $351,331
  - Taproots: $127,610
  - Apple Ridge: $70,920
  - Lofts at Chadwick: $68,556
  - Pardee Medical Office Building: $17,576
- Credit Card payments received 11 were between $5,000 and $38,000

Council Member Hensley had several questions about the fees on this slide. After some back and forth, City Manager Connet said that he and Mr. Pahle were a little bit behind on this and asked if she could stop the presentation as he has some questions and things he is not clear about and would like to talk to Invoice Cloud. He apologized and said we will come back to this at our next workshop meeting.



5. CLOSED SESSION

Council Member Lyndsey Simpson moved that City Council enter closed session pursuant to NCGS § 143-318.11 (a) (1) and (4) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes and to discuss matters relating to the location or expansion of industries and businesses in the area served by the public body. A unanimous vote of the Council followed. Motion carried.

6. ADJOURN

City Council went into closed session at 5:09 p.m.

There being no further business, the meeting adjourned at 5:21 p.m. upon unanimous assent of the Council. No further action was taken.

_____

Barbara Volk, Mayor

ATTEST:

_____

Jill Murray, City Clerk

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Adam Murr **MEETING DATE:** 04/02/2026

AGENDA SECTION: CONSENT **DEPARTMENT:** Administration

TITLE OF ITEM: Fire Engine 9-5 Replacement Project (#25010) Reimbursement Resolution – *Adam Murr, Budget & Eval. Director*

SUGGESTED MOTION(S):

I move City Council adopt the revised DECLARATION OF OFFICIAL INTENT TO REIMBURSE for the Fire Engine 9-5 Replacement Project (#25010) as presented.

SUMMARY:

Staff recommend the adoption of a revised declaration of official intent to reimburse for the Fire Engine 9-5 Replacement project. The new reimbursement resolution amount matches the project budget as amended, totaling $1,640,000.

BUDGET IMPACT: Described Above

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded.

ATTACHMENTS:
DECLARATION OF OFFICIAL INTENT TO REIMBURSE

Resolution #_____

HENDERSONVILLE, NORTH CAROLINA
DECLARATION OF OFFICIAL INTENT TO REIMBURSE

BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina, this declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of HENDERSONVILLE, North Carolina (the "Issuer") with respect to the matters contained herein.

Expenditures to be Incurred. The Issuer anticipates incurring expenditures (the "Expenditures") for EXECUTION, ACQUISITION, CONSTRUCTION, AND INSTALLATION OF THE FIRE ENGINE 9-5 REPLACEMENT PROJECT (#25010), ORDINANCE #O-25-27 (the "Projects").

Plan of Finance. The Issuer intends to finance the costs of the Project(s) with the debt proceeds to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.

Maximum Principal Amount of Debt to be Issued. The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is $1,640,000.

Declaration of Official Intent to Reimburse. The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

ADOPTED by the City Council of the City of Hendersonville, North Carolina, on this 2nd day of April 2026.

Attest: _____
Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Jennifer Floyd **MEETING DATE:** 04/02/2026

AGENDA SECTION: CONSENT **DEPARTMENT:** Administration

TITLE OF ITEM: April 2026 Budget Amendments – *Jennifer Floyd, Management Analyst*

SUGGESTED MOTION(S):

I move City Council adopt budget amendment(s) 04022026-01, 04022026-02, 04022026-03, 04022026-04, 04022026-05.

SUMMARY:

- **04022026-01:** A budget amendment reflecting the purchase of spare parts related to parking meters and payment collection
- **04022026-02:** An amendment reflecting a contribution from Friends of the Ecusta Trail to the Clear Creek Greenway Project #18026
- **04022026-03:** A budget amendment reflecting an increase in insurance proceeds related to the repair of asset 17-26.
- **04022026-04:** A budget amendment reflecting an increase in insurance proceeds to cover the repair of the pump station located at 211 Dunroy.
- **04022026-05:** A budget amendment reflecting an increase in contract services to cover the cost of an organizational assessment of the police department.

BUDGET IMPACT: Described Above

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded.

ATTACHMENTS:
Budget Amendments 04022026-01, 04022026-02, 04022026-03, 04022026-04, 04022026-05.

TO MAYOR & COUNCIL
APPROVAL: April 02, 2026

FISCAL YEAR 2026
FORM: 04022026-01

BUDGET AMENDMENT

FUND 064

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
064-0000-460020	Parking Violations	58,670	19,200	-	77,870
064-7455-534000	Non-Capital Equipment	-	19,200	-	19,200
FUND 010	TOTAL REVENUES	58,670	19,200	-	77,870
General Fund	TOTAL EXPENDITURES	-	19,200	-	19,200
A budget amendment reflecting the purchase of spare parts related to parking meters and payment collection systems.					

The City Manager and City Clerk certify budget ordinance amendment 04022026-01 was approved by City Council on April 02, 2026.

City Manager _____ Date _____

City Clerk _____ Date _____

TO MAYOR & COUNCIL
APPROVAL: April 02, 2026

FISCAL YEAR 2026
FORM: 04022026-02

BUDGET AMENDMENT

FUND 410

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
410-0000-460090-18026	Contributions/Donations - Carolina Village	250,000	-	-	250,000
410-0000-460090-18026	Contributions/Donations - Blue Ridge Bicycle Club	10,000	-	-	10,000
410-0000-460090-18026	Contributions/Donations - WRDG	150,000	-	-	150,000
410-0000-460090-18026	Contributions/Donations - PARTF 2020	376,000	-	-	376,000
410-0000-460090-18026	Contributions/Donations - STBG-DA	1,686,020	-	-	1,686,020
410-0000-460090-18026	Contributions/Donations - Friends of the Escusta Trail	-	3,399	-	3,399
410-1014-550102-18026	Capital Outlay - Fees and Services	306,620	-	-	306,620
410-1014-551000-18026	Capital Outlay - Land, Easement, ROW	77,820	-	-	77,820
410-1014-550103-18026	Capital Outlay - CIP	2,087,580	3,399	-	2,090,979
FUND 010	TOTAL REVENUES	2,472,020	3,399	-	2,475,419
General Fund	TOTAL EXPENDITURES	2,472,020	3,399	-	2,475,419
An amendment reflecting a contribution from Friends of the Ecusta Trail to the Clear Creek Greenway Project #18026					

The City Manager and City Clerk certify budget ordinance amendment 04022026-02 was approved by City Council on April 02, 2026.

City Manager — Date

City Clerk — Date

TO MAYOR & COUNCIL
APPROVAL: April 02, 2026

FISCAL YEAR 2026
FORM: 04022026-03

BUDGET AMENDMENT

FUND 064

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
060-7055-470030	Insurance Proceeds	2,060	6,658	-	8,718
060-7055-524030	R&M Trucks	75,000	6,658	-	81,658
FUND 010	TOTAL REVENUES	2,060	6,658	-	8,718
General Fund	TOTAL EXPENDITURES	75,000	6,658	-	81,658
A budget amendment reflecting an increase in insurance proceeds related to the repair of asset 17-26.					

The City Manager and City Clerk certify budget ordinance amendment 04022026-03 was approved by City Council on April 02, 2026.

City Manager _____ Date _____

City Clerk _____ Date _____

TO MAYOR & COUNCIL
APPROVAL: April 02, 2026

FISCAL YEAR 2026
FORM: 04022026-04

BUDGET AMENDMENT

FUND 060

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
060-7055-470030	Insurance Proceeds	8,718	25,860	-	34,578
060-7032-524010	R&M Buildings	40,000	25,860	-	65,860
FUND 010	TOTAL REVENUES	8,718	25,860	-	34,578
General Fund	TOTAL EXPENDITURES	40,000	25,860	-	65,860
A budget amendment reflecting an increase in insurance proceeds to cover the repair of the pump station located at 211 Dunroy					

The City Manager and City Clerk certify budget ordinance amendment 04022026-04 was approved by City Council on April 02, 2026.

City Manager _____ Date _____

City Clerk _____ Date _____

TO MAYOR & COUNCIL
APPROVAL: April 02, 2026

FISCAL YEAR 2026
FORM: 04022026-05

BUDGET AMENDMENT

FUND 010

ACCOUNT NUMBER	DESCRIPTION OF ACCOUNT	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET
010-1300-501001	Salaries Regular	4,114,391	-	15,000	4,099,391
010-1300-519200	Contract Services	92,699	15,000	-	107,699
FUND 010	TOTAL REVENUES	4,114,391	-	15,000	4,099,391
General Fund	TOTAL EXPENDITURES	92,699	15,000	-	107,699

A budget amendment reflecting an increase in contract services to cover the cost of a organizational assessment of the police department.

The City Manager and City Clerk certify budget ordinance amendment 04022026-05 was approved by City Council on April 02, 2026.

City Manager _____ Date _____

City Clerk _____ Date _____

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Tammy Heide **MEETING DATE:** 04/02/2026

AGENDA SECTION: CONSENT **DEPARTMENT:** Finance

TITLE OF ITEM, Presenter Name, Title: Monthly Property Tax Collector's Report -*Tammy Heide, Deputy Tax Collector*

SUGGESTED MOTION(S): I move that City Council approve the Monthly Tax Collector Report

SUMMARY:

Monthly Property Tax Collector Report

Pursuant to N.C.G.S. § 105-350(7), it is the duty of the tax collector to submit to the governing body at each of its regular meetings a report of the amount collected on each year's taxes with which is charged, the amount remaining uncollected, and the steps taken to encourage or enforce payment of uncollected taxes.

Attached is the month-end report for collections, refunds, and releases (current and prior years), provided by the Henderson County Tax Collector. The tax department is using all collection remedies as provided by general statute to collect delinquent taxes

BUDGET IMPACT: $ 0.00

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded.

PROJECT NUMBER: N/A **PETITION NUMBER:** N/A

ADDITIONAL PETITION NUMBER: N/A

PETITIONER NAME: N/A

ATTACHMENTS:

i. Monthly Tax Collector's Report

CITY OF HENDERSONVILLE TAX COLLECTOR'S REPORT

TO: City of Hendersonville Board of Commissioners

FROM: Tammy Heide, Deputy Tax Collector

DATE: Thursday, April 2, 2026

SUBJECT: Feburary 2026 Tax Collector Report

According to NCGS 105-350(7) it is the duty of the tax collector to submit to the governing body at each of its regular meetings a report of the amount collected on each year's taxes with which is charged, the amount remaining uncollected, and the steps taken to encourage or enforce payment of uncollected taxes.

Below is the month end report for collections (current and prior years), amounts are provided by the Henderson County Tax Collector. The tax department is using all collection remedies as provided by general statute to collect delinquent taxes including but not limited to garnishments, attachments, and NC Debt Setoff.

This summary does not include Late List Penalties and Interest. Late List Penalties collected are transferred to the Henderson County School System per NCGS 115C-437.

REAL AND PERSONAL PROPERTY TAXES MONTHLY COLLECTIONS

CURRENT YEAR

	CITY	DOWNTOWN	7TH AVENUE
BILLED	$16,706,936.03	$301,549.89	$49,620.16
COLLECTED YEAR TO DATE	$16,373,283.78	$290,205.53	$46,885.42
ADJUSTMENTS AND RELEASES YEAR TO DATE	$37,307.41	$846.46	$1,288.82
OUTSTANDING REAL AND PERSONAL PROPERTY TAX	**$370,959.66**	**$12,190.82**	**$4,023.56**
CURRENT YEAR TAX COLLECTION PERCENTAGE	97.78%	95.97%	92.10%

PRIOR YEARS

BEGINNING OUTSTANDING BALANCE	$116,409.18	$8,618.27	$2,323.10
MONTHLY COLLECTION	$6,904.68	$470.12	$0.00
MONTHLY ADJUSTMENTS AND RELEASES	$0.00		$0.00
OUTSTANDING REAL AND PERSONAL PROPERTY TAX	**$109,504.50**	**$8,148.15**	**$2,323.10**

Per NCGS 105-381(b) the Tax Collector is reporting tax releases/refunds within the current period of:

Total Ad Valorem Released due to taxable value Adjustments	$2,503.33
Total Ad Valorem Refunds Processed for the Month	$0.00
Total Motor Vehicle Releases and Refunds for the Prior Month	$1,172.73

*** Taxes releases/refunds are only allowed when taxes (1)were illegal or (2)were imposed due to a clerical error.*

Detailed information for releases and refunds is available from the Henderson County Tax Collector.

Date run: 3/1/2026 2:00:41 AM

TR-401G Net Collections Report

NCPTS V4

Data as of: 2/28/2026 6:24:41 PM

Report Parameters:

Date Sent to Finance Start: **Min - February 1, 2026** Date Sent to Finance End: **Max - February 28, 2026** Abstract Type: **BUS,IND,PUB,REI**

Tax District: **DOWNTOWN-MAIN ST, HENDERSONVILLE, SEVENTH AVENUE**

Fiscal Year Activity from July 1, 20XX to February 28, 2026								Activity from February 1, 2026 to February 28, 2026			
Tax Year	Orig. Billed Amt ($)	Abs. Adj ($)	Bill Releases ($)	Disc. Levy ($)	Net Levy ($)	Amt Collect. ($)	Unpaid Balance ($)	Amt Collect. ($)	Abs. Adj ($)	Bill Releases ($)	Disc. Levy ($)
		Assessor Refunds ($)	Net Collections ($)	Additional Levy ($)	Collection Fee Amt ($)	% Coll.	% Uncoll.			Assessor Refunds ($)	Additional Levy ($)
TAX DISTRICT: DOWNTOWN-MAIN ST LEVY TYPE: TAX											
2025	301,549.89	642.37	6.85	1,495.68	302,396.35	290,205.53	12,190.82	5,512.23	642.37	0.17	0.00
		0.00	290,205.53	0.00	0.00	95.97 %	4.03 %			0.00	0.00
2024	319,139.09	18,496.05	7.92	0.00	300,645.66	296,865.35	3,780.31	64.83	0.00	0.00	0.00
		18,472.40	315,337.75	10.54	0.00	98.74 %	1.26 %			0.00	0.00
2023	306,817.86	5,382.55	8.07	714.18	302,141.42	300,961.10	1,180.32	405.29	0.00	0.00	0.00
		1,931.28	302,892.38	0.00	0.00	99.61 %	0.39 %			0.00	0.00
2022	282,613.76	527.62	4.71	1,149.32	283,230.75	282,072.29	1,158.46	0.00	0.00	0.00	0.00
		259.42	282,331.71	0.00	0.00	99.59 %	0.41 %			0.00	0.00
2021	279,707.75	120.21	7.80	649.23	280,228.97	279,560.20	668.77	0.00	0.00	0.00	0.00
		6.55	279,566.75	0.00	0.00	99.76 %	0.24 %			0.00	0.00
2020	303,748.51	4,144.30	5.50	0.00	299,598.71	299,308.06	290.65	0.00	0.00	0.00	0.00
		0.00	299,308.06	0.00	0.00	99.90 %	0.10 %			0.00	0.00
2019	301,458.76	3,159.01	6.21	2,333.01	300,686.15	299,616.51	1,069.64	0.00	0.00	0.00	0.00
		418.28	300,034.79	59.60	0.00	99.64 %	0.36 %			0.00	0.00
Sub.	**2,095,035.62**	**32,472.11**	**47.06**	**6,341.42**	**2,068,928.01**	**2,048,589.04**	**20,338.97**	**5,982.35**	**642.37**	**0.17**	**0.00**
		21,087.93	**2,069,676.97**	**70.14**	**0.00**	**99.02 %**	**0.98 %**			**0.00**	**0.00**
TAX DISTRICT: HENDERSONVILLE LEVY TYPE: TAX											
2025	16,706,936.03	28,412.84	2,562.05	23,127.09	16,744,243.44	16,373,283.78	370,959.66	235,034.28	1,859.42	1.37	0.00
		1,294.70	16,374,578.48	45,155.21	0.00	97.78 %	2.22 %			0.00	0.00
2024	16,053,485.41	12,085.14	199.47	0.00	16,046,619.04	16,001,326.42	45,292.62	1,712.61	0.00	0.00	0.00
		1,610.03	16,002,936.45	5,418.24	0.00	99.72 %	0.28 %			0.00	0.00
2023	13,941,515.71	63,224.03	1,440.39	7,407.24	13,899,227.11	13,877,804.36	21,422.75	3,407.71	0.00	0.00	0.00
		8,420.72	13,886,225.08	14,968.58	0.00	99.85 %	0.15 %			0.00	0.00
2022	11,026,379.84	28,277.86	123.85	42,582.44	11,049,502.03	11,034,986.18	14,515.85	507.41	0.00	0.00	0.00
		1,687.83	11,036,674.01	8,941.46	0.00	99.87 %	0.13 %			0.00	0.00

2021	10,768,355.48	128,822.08	5,678.08	15,069.08	10,663,536.89	10,654,893.22	8,643.67	445.91	0.00		.00
		21,332.16	10,676,225.38	14,612.49	0.00	99.92 %	0.08 %			0.00	0.00
2020	9,991,000.95	75,671.96	5,397.09	3,391.98	9,942,338.25	9,936,440.62	5,897.63	415.52	0.00	0.00	0.00
		21,611.14	9,958,051.76	29,014.37	0.00	99.94 %	0.06 %			0.00	0.00
2019	9,872,500.92	113,803.96	179.49	34,770.99	9,796,357.37	9,782,625.39	13,731.98	415.52	0.00	0.00	0.00
		26,495.88	9,809,121.27	3,068.91	0.00	99.86 %	0.14 %			0.00	0.00
2011	0.00	0.00	31.95	31.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	100 %	0 %			0.00	0.00
2004	0.00	449.61	0.00	449.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	100 %	0 %			0.00	0.00
2001	8.06	0.00	0.00	0.00	8.06	8.06	0.00	0.00	0.00	0.00	0.00
		0.00	8.06	0.00	0.00	100 %	0 %			0.00	0.00
Sub.	**88,360,182.40**	**450,747.48**	**15,612.37**	**126,830.38**	**88,141,832.19**	**87,661,368.03**	**480,464.16**	**241,938.96**	**1,859.42**	**1.37**	**0.00**
		82,452.46	**87,743,820.49**	**121,179.26**	**0.00**	**99.45 %**	**0.55 %**			**0.00**	**0.00**
TAX DISTRICT: SEVENTH AVENUE LEVY TYPE: TAX											
2025	49,620.16	133.34	3.07	1,425.23	50,908.98	46,885.42	4,023.56	933.87	0.00	0.00	0.00
		0.00	46,885.42	0.00	0.00	92.10 %	7.90 %			0.00	0.00
2024	51,101.29	0.00	2.03	0.00	51,099.26	50,204.92	894.34	0.00	0.00	0.00	0.00
		0.00	50,204.92	0.00	0.00	98.25 %	1.75 %			0.00	0.00
2023	50,148.13	37.20	2.17	0.00	50,108.76	49,127.10	981.66	0.00	0.00	0.00	0.00
		0.00	49,127.10	0.00	0.00	98.04 %	1.96 %			0.00	0.00
2022	41,590.02	160.37	1.96	325.57	41,753.26	41,644.45	108.81	0.00	0.00	0.00	0.00
		0.00	41,644.45	0.00	0.00	99.74 %	0.26 %			0.00	0.00
2021	33,865.75	77.89	3.19	113.57	33,898.24	33,774.93	123.31	0.00	0.00	0.00	0.00
		79.45	33,854.38	0.00	0.00	99.64 %	0.36 %			0.00	0.00
2020	33,080.31	77.86	1.67	0.00	33,000.78	32,838.68	162.10	0.00	0.00	0.00	0.00
		77.86	32,916.54	0.00	0.00	99.51 %	0.49 %			0.00	0.00
2019	32,879.97	589.72	1.39	884.89	33,173.75	33,120.87	52.88	0.00	0.00	0.00	0.00
		0.00	33,120.87	0.00	0.00	99.84 %	0.16 %			0.00	0.00
Sub.	**292,285.63**	**1,076.38**	**15.48**	**2,749.26**	**293,943.03**	**287,596.37**	**6,346.66**	**933.87**	**0.00**	**0.00**	**0.00**
		157.31	**287,753.68**	**0.00**	**0.00**	**97.84 %**	**2.16 %**			**0.00**	**0.00**
Total	**90,870,026.78**	**507,803.15**	**16,724.54**	**178,603.72**	**90,650,982.52**	**90,326,340.35**	**520,947.68**	**258,946.59**	**2,645.34**	**1.54**	**0.00**
		104,257.31	**90,430,597.66**	**126,879.71**	**0.00**	**99.43 %**	**0.57 %**			**0.00**	**0.00**

Signature (Tax Collector) _____

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Blake Fulgham, Management Analyst II

MEETING DATE: 04/02/2026

AGENDA SECTION: CONSENT AGENDA

DEPARTMENT: Public Services

TITLE OF ITEM: Approval to Apply for the North Carolina Parks and Recreation Trust Fund -*Blake Fulgham, Management Analyst II*

SUGGESTED MOTION(S):

I move City Council approve city staff's plan to apply for the North Carolina Parks and Recreation Trust Fund.

SUMMARY:

Rosa Edwards Park is currently utilized as an open green space located along 3rd Avenue West and Buncombe Street. City staff is seeking approval to apply for the Parks and Recreation Trust Fund grant opportunity to provide additional funding to further develop this park space to provide additional recreational resources and opportunities for the surrounding community. The City plans to utilize both city staff as well as public input received from the Parks & Greenspaces Master Plan, adopted in 2024, to provide access to high quality infrastructure that aligns with the goals and standard of living of our citizens.

BUDGET IMPACT: **We will be required to agree to a 50% match.**

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded. N/A

ATTACHMENTS:

N/A

NORTH CAROLINA
PARKS AND RECREATION TRUST FUND *(PARTF)*

2026
Application Guide



NORTH CAROLINA STATE PARKS
Naturally Wonderful

North Carolina Parks & Recreation Trust Fund

NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

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Parks and Recreation Trust Fund (PARTF)

The Parks and Recreation Trust Fund (PARTF) is funded annually through the N.C. General Assembly. PARTF, pursuant to G.S. 143B-135.56, is authorized to establish a matching grants program for qualified local governmental units for local parks and recreation purposes. Sixty-five percent (65%) for the State Parks System or a State Recreational Forest for capital projects, repairs and renovations of parks facilities, and land acquisition. DuPont State Recreational Forest receives four percent (4%) of these funds. Thirty percent (30%) provides matching funds to local governmental units on a dollar-for-dollar basis for local park and recreation purposes. Five percent (5%) for the Coastal and Estuarine Water Beach Access Program.

Grants shall be awarded by the Parks and Recreation Authority, a nine-member citizen board appointed by the Governor, the President Pro Tempore of the North Carolina Senate, and the Speaker of the North Carolina House of Representatives.

The following factors are used by the Parks and Recreation Authority when selecting local grant awards:

1. Scoring System and Description/Justification
    a. Degree of Planning for the Project
    b. Level of Public Involvement in Developing/Supporting the Project
    c. New Recreation Facilities Provided by the Project
    d. Suitability of the Site for Proposed Development
    e. Applicant's Commitment to Operate/Maintain the Site
    f. Land Acquisition (Significant, Excellent or Average)
2. Geographic Distribution.
3. Presence or Absence of Other Funding Sources;
4. Population of the Applicant;
5. Level of Compliance with Prior Grant Agreements;
6. Amount of Funds Available; and
7. Amount of Funds Requested

PARTF Annual Grant Cycle

October 31, 2025	**Announcement** The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.
November 12, 2026	**Opening Webinar** DPR and RRS hosts an opening webinar for the PARTF grant cycle. The recording is available here: bit.ly/partf-grantwebinar
March 13, 2026	**Application Review Deadline** Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.
May 1, 2026	**Application Deadline** Applications must be submitted online in WebGrants by 5 p.m. EST.
August 28, 2026	**Selecting Grant Recipients** The Parks and Recreation Authority meets to select grant recipients. The meeting date and location will be announced on the N.C. Division of Parks and Recreation website.

The Division of Parks and Recreation does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DNCR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

Program Requirements and Resources

Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply. Public authorities, as defined by GS 159-7l, are also eligible if they are if they are authorized to acquire land or develop recreational facilities for the general public.
- **Eligible Projects:** PARTF grants can be used to acquire land as well as build or renovate facilities for a public park. A PARTF grant can also be used to protect the natural and scenic resources or renovate older park facilities. The project must be located on a single park site.
- **Maximum Request:** Applicants can request a maximum of $500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match. The grantee is required to provide all matching funds within the three-year grant period.
- **Site Control:** For development projects, the applicant must have legal control of the park property where the PARTF facilities will be located by the application deadline (May 1, 2026). An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
  - For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).
- **Maintenance and Operation.** Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use.
  - These facilities are not eligible for additional PARTF assistance during this time.
- **Public Use:** Park areas and recreational facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Application Deadline:** Only information submitted by 5:00 p.m. on May 1, 2026, will be accepted.
  - Incomplete applications will not be considered. Applications not in "Submitted" status by the application deadline will not be considered.
  - The PARTF application is ONLY available only in WebGrants. No paper submissions will be accepted.
- **Begin Early:** Applicants are strongly encouraged to begin their online application as soon as possible. Do not wait until May 1 to begin entering your application as technical assistance or IT support will be limited. All required elements must be included within the application. Attachments stored in the organization profile or emailed will not be considered.
  - Complete the application at least six weeks before the deadline (March 13, 2026) and contact your RRS regional consultant for a review of your application for completeness.
- **Application Checklist** contains the list of documents needed for a complete application.
- **Evaluation of Applications:** The Division evaluates each application. The evaluation includes the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients. The factors that the Authority members consider include the following:
  - the applicant's project description/ justification.
  - the application's ranking based on the scoring system.
  - the geographic distribution of funds.
  - the population of the applicant.
  - the grant funds the applicant is requesting.
  - the grant funds available.
  - the administration of previous grants.

Assistance for Completing the Application

Your PARTF project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your regional consultants to discuss your application or project.

Complete the application at least six weeks before the deadline (March 13, 2026) and contact your RRS regional consultant for a review of your application for completeness.

If you are planning a greenway project, contact your RRS consultant as soon as possible.

Templates are included in this application guide. Applicants should utilize these templates to ensure their application's eligibility and attach the completed copies where appropriate within the online application.

To Help Plan Facilities for Public Recreation

- **Making Facilities Accessible:** All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:
  - ADA Standard - index
  - About ADA Standards
  - Guidelines for Recreation Facilities
- **Playground Safety Guidelines:** PARTF suggests all applicants purchase playground equipment and playground surfacing that meets the latest American Society for Testing and Materials (ASTM) standards for public playgrounds. PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety (publication #325) for management and maintenance of playgrounds intended for public use.

Completing the Environmental Review

Contact these agencies as early as possible. Please include any correspondence or information from these agencies in your application in the application supporting documentation section.

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands. Applicants should include a map from the Wetlands Inventory.
- **Floodplains:** https://fris.nc.gov/ has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- **Cultural Resources:** North Carolina's State Historic Preservation Office can assist in identifying historical and archaeological resources. Applicants should include a map from SHPO's website.

The Division's natural resources staff will review all documentation provided in the application. If awarded, grantee will receive a copy of the environmental review checklist. If an item is marked "Yes" or "Unknown," grantees should contact the agency for a determination before breaking ground.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference this map of North Carolina's LWCF projects to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Accessible Parks Application portion of the online application.
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the LWCF Manual.

Projects on School Property

- **Site Control:** The local government must have site control with a lease or easement.
- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. The agreement must be approved by DPR before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.
- An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
  - For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

DOT, FERC, and FEMA Permitting for Facilities

- For any project requiring a DOT, FERC, or FEMA permit, DPR strongly recommends that local governments obtain the approved permit before applying. Examples include bridges and dams.

Utility Lines Underground

- All utility lines funded with a grant from PARTF must be placed underground.

Native Plant Policy

- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina. The following non-native plants shall be exempted from this requirement:
  - Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
  - Non-native turf grass; and
  - Non-native seeds and plants where the primary purpose is:
    - crop cultivation;
    - scientific research;
    - botanical or historical gardens; or
    - plantings for wildlife.

If You Receive a Grant

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract before beginning any components of a PARTF project. There is one exception – planning costs incurred prior to the contract.
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit requests for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to monitor the progress as well as financial records. All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A grantee has three years from the date specified in the contract to complete a project.

Definitions

1. **Recreational Facility:** The following list provides examples of potential projects that will qualify as recreational facilities or areas. This is not an exhaustive list. Recreational programs, such as sports activities, classes, or lessons, are not facilities but should be used in your justification for how accessible parks will impact programming.
   - **Amusement rides:** Systems that move a person through a fixed course within a defined area for the purpose of amusement (i.e.: carousels, trains, and ziplines).
   - **Sports facilities for youth and adults:** Tennis courts, pickleball courts, soccer fields, ball fields, running tracks, volleyball courts and basketball courts.
   - **Boating and fishing:** Includes boating launch/ramps and slips, piers and platforms, docks, gangways, overlooks/observation facilities, boardwalks, and marinas.
   - **Swimming facilities:** includes swimming pools, spray grounds, wave-making pools, wading pools, spas, and swim beaches.
   - **Shared use paths:** Off-road, recreational routes for a wide range of use and a variety of trip purposes. Some shared use paths are relatively short and connect single destinations such as a neighborhood to a school, park, retail center, or transit station. Some paths are longer and connect multiple destinations along a shared use path system.
   - **Trails:** Includes nature, hiking, biking, and equestrian with a minimum continuous length of 0.25 mile. Trails are considered a recreation facility and required to be in compliance with the law.
   - **Greenways:** Paved, linear open spaces connecting parks or other public areas that are 0.25 mile or longer. See shared use path.
   - **Camping facilities**: Include cabins, group camps, and tent and trailer campgrounds.
   - **Picnic facilities:** Includes picnic shelters, tables, grills, trash receptacles, etc.
   - **Indoor recreational facilities:** Include recreation centers, fitness centers, multi-purpose rooms, art centers, nature centers, weight rooms, aquatic centers, indoor sport courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
   - **Playgrounds/Tot Lots:** One or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
   - **Miniature Golf:** Includes clubhouse, course, carts, equipment, etc.
   - **Court and lawn games:** One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
2. **Support Facility:** Not recreational facilities but have useful impacts for people using and accessing recreation programs and facilities. Support facilities include accessible routes, automatic doors, power-assisted doors, marked crossings, parking lots, parking spaces, ramps, signage, transfer devices, vehicular way, bridges, utilities, sidewalks, drinking fountains, and maintenance buildings.
3. **Renovations:** Understanding and assuring compliance with ADA requirements for an existing facility should be determined by a general contractor or the completion of an ADA review by an expert to determine the best approach.
4. **Master Plan for a Park or Greenway System**
   - **Master Plan for a Park:** A long-range plan for a park that includes a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all the following items:
     - **Site analysis:** Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
     - **Recreational needs:** Identify the recreational opportunities that the public prefers using meetings or a survey.
     - **Program description:** Identify the main purposes of the park including a description of how the park is to be used by the public.
     - **Physical needs:** Identify the physical needs of the park site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.

- **Project costs** for property acquisition and capital improvements, divided into phases if necessary. This information can be provided in a separate document that is submitted with the master plan.
- **Site plans and illustrations** depicting the boundaries of land to be acquired and the location of facilities.
- **Public Involvement:** Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.

- **Master Plan for a Greenway System:** A long-range plan for building a system of natural corridors and trails that will link residents to the outdoors. A greenway system plan must adequately address all the following items:
  - **Vision, goals and objectives:** The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in-reference-to recreation/fitness/health.
  - **Inventory existing data and related plans:** The identification and mapping of existing natural resources, man-made features, and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
  - **Analyze data and develop/map proposed Greenway:** review and analysis of all data collected to allow the local government to:
    - Identify potential greenway corridors,
    - Identify hubs/destinations that are either natural resource based or man- made (or a combination of the two) which should be part of the greenway system,
    - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
    - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
  - **Mapping:** The result of the above analysis are maps and text to describe the proposed system. The maps should illustrate not only existing greenway system, but also the proposed greenway network envisioned by the local government.
  - **Action Plan:**
    - A listing of action steps that set priorities
    - Roles and responsibilities in implementing the plan
    - Cost estimates and other resources needed to address action steps
  - **Public Involvement:** A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include surveys, public meetings, focus groups or a combination of these efforts.
  - The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

5. **Comprehensive Systemwide Plan for Parks and Recreation:** a long-term plan that describes how a local government will address the recreational needs of residents in its jurisdiction. A systemwide plan document must adequately address all the following items:
   - Produced or substantially revised within the past ten years.
   - A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
   - An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, YMCA's, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
   - An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
   - A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the

representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

- A local government may use a multi-jurisdictional comprehensive plan, such as a county-wide plan, if the plan satisfies all the above criteria for that local government.

6. **Capital Improvement Plan for Park and Recreation:** A multi-year plan that lists all the capital expenditures or all park and recreation projects that a local government has approved for funding and scheduled for the near future. The plan is typically a component of the local government's regular budget cycle.

7. **Survey of Recreational Needs:** A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government typically uses the survey as one of the first steps in developing a master plan for a park or a comprehensive park and recreation plan for the entire jurisdiction.

   The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, e-mail, door-to-door, and by telephone to this representative sample. Self-selected surveys do not provide a random sample, or the number distributed and may not be accepted for scoring purposes. Examples: online surveys or surveys to be picked up at a community center.

   The following key elements of the survey must be documented:

   1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
   2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction; at a minimum — ten percent of distributed surveys.
   3. The questions must be clear and unbiased.
   4. The questions should not limit the citizens to choose from a narrow list of recreational opportunities.
   5. Copies of the same questionnaire must be distributed to everyone in the sample.
   6. The survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
   7. The survey must have been conducted within the past ten years.
   8. The survey must be conducted and results received before the local government begins planning the PARTF project.

Checklist to Submit a Complete Application

Required Application Elements

Use the (file name) shown when attaching a file in WebGrants.

1. **Application Information**
   - a. Project Contact Information
   - b. Project Information
   - c. Certification and Approval by Local Governing Board (Board Certification)
   - d. Project Description and Justification

2. **Site Information**
   - a. Facilities List(s)
   - b. Site Plan
   - c. Site Control – must attach Attorney's Certification of Site Control (Site Control Certification)
   - d. Site Operations and Maintenance
   - e. Suitability of Site for Proposed Project
   - f. First Park (if applicable)
   - g. Land Acquisition (if applicable)

3. **Environmental Review**

4. **Project Costs**
   - a. Project Costs
   - b. Contingency and Planning Costs
   - c. Source of Matching Funds

Documents for the Scoring System

5. **Planning**
   - a. Master Plan (Master Plan)
   - b. Comprehensive Systemwide Plan for Parks and Recreation (Comp Plan)
   - c. Capital Improvement Plan

6. **Public Involvement**
   - a. Recreational Needs Survey (Rec Survey)
   - b. Group Presentations (Group Presentations)
   - c. Support from Parks and Recreation Board (P&R Board)
   - d. Public Meeting (Public Meeting)

7. **WNC Prioritization**

Application Attachments

Required Attachment

8. **Applicant's Scoring System (Applicant Self-Scoring)**

Optional Attachments

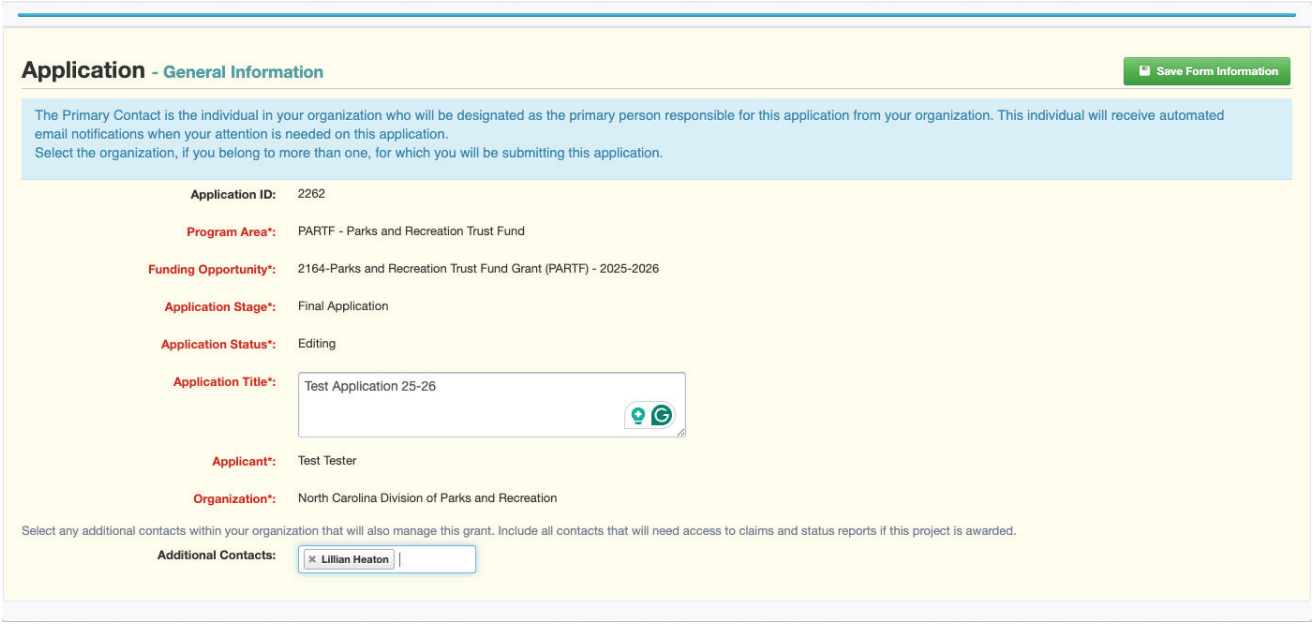
9. **Community Letters of Support (Letter of Support)**
10. **Other**

Beginning Your Application in WebGrants
General Information

To start a new application for this opportunity, Click the "Start New Application" button to start a new application. If the "Copy Existing Application" button appears, you may copy data from an existing application.

Enter your application title first. We recommend your application title include the park or trail name.

If multiple people in your organization will be working on the application, the individual originating the application must add additional contacts in the application general information.



Individuals must be associated with your organization to be added to the application. If an external consultant is editing or completing your application, please contact your RRS consultant to request the selected individuals be added to your organization.

Application Section

Project Contact Information Form

The Project Contact Information section includes the contact information for the local government grant contact, the local government manager, and the chief elected official.

The local government grant contact must be an employee of the sponsoring government. If awarded, all communication regarding the grant contract and grant milestones will be sent to this individual.

Project Information Form

This section should include the name of your project, which if awarded, will become the name of the grant.

For the project name, please use the name of the park, current or anticipated, as this will be used in public records, press releases, etc.

Please provide the project address as well as the latitude and longitude.

If your project is an LWCF-funded park, please list the grant number. Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the LWCF Manual. It is the applicant's responsibility to ensure they are compliant with any LWCF requirements in their PARTF request.

Certification and Approval by Local Governing Board

The chief elected official must sign the application certification and approval. This certification provides that the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application.

Applications must include this certification to be eligible for consideration. Applicants are encouraged to use the template provided in Appendix III to ensure eligibility.

Project Description

Describe your project in 3-5 sentences. Be concise and discerning, including number of acres to be acquired and/or recreation facilities added or renovated. This description could be published and/or used publicly.

Project Justification

Explain why the project is needed and how it will impact your community. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in length.

Site Information Section

List of Facilities

Applicants should list the facilities provided in this project here. Click on 'Add Entry' for each facility you wish to add. Select the type of facility from the dropdown: New, Like, Renovated, or Support. In the text box, enter the facility and the number provided in parenthesis, as shown below:

Type of Facility	Facility
New Facility	Playground (1)
New Facility	Multi-Use Trail (3200LFT)
Like Facility	Picnic Shelter (2)
Renovated Facility	Pickleball Court (2 courts)
Support Facility	Restroom (1)
Support Facility	Parking (40 spaces)

To remove a project element, choose the specific element you would like to remove and click on 'Remove Ro

Recreational facilities can be new facilities, like facilities (adding a second or similar facility to something already on site), or renovated facilities. Please review the definitions for examples of recreational facilities.

Renovation is defined as the extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Support facilities are also eligible. Support facilities are not recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings.

Recreational programs, such as sports activities, classes, or lessons, are not facilities.

Site Plan

Attach a one-page color-coded site plan to the online application.

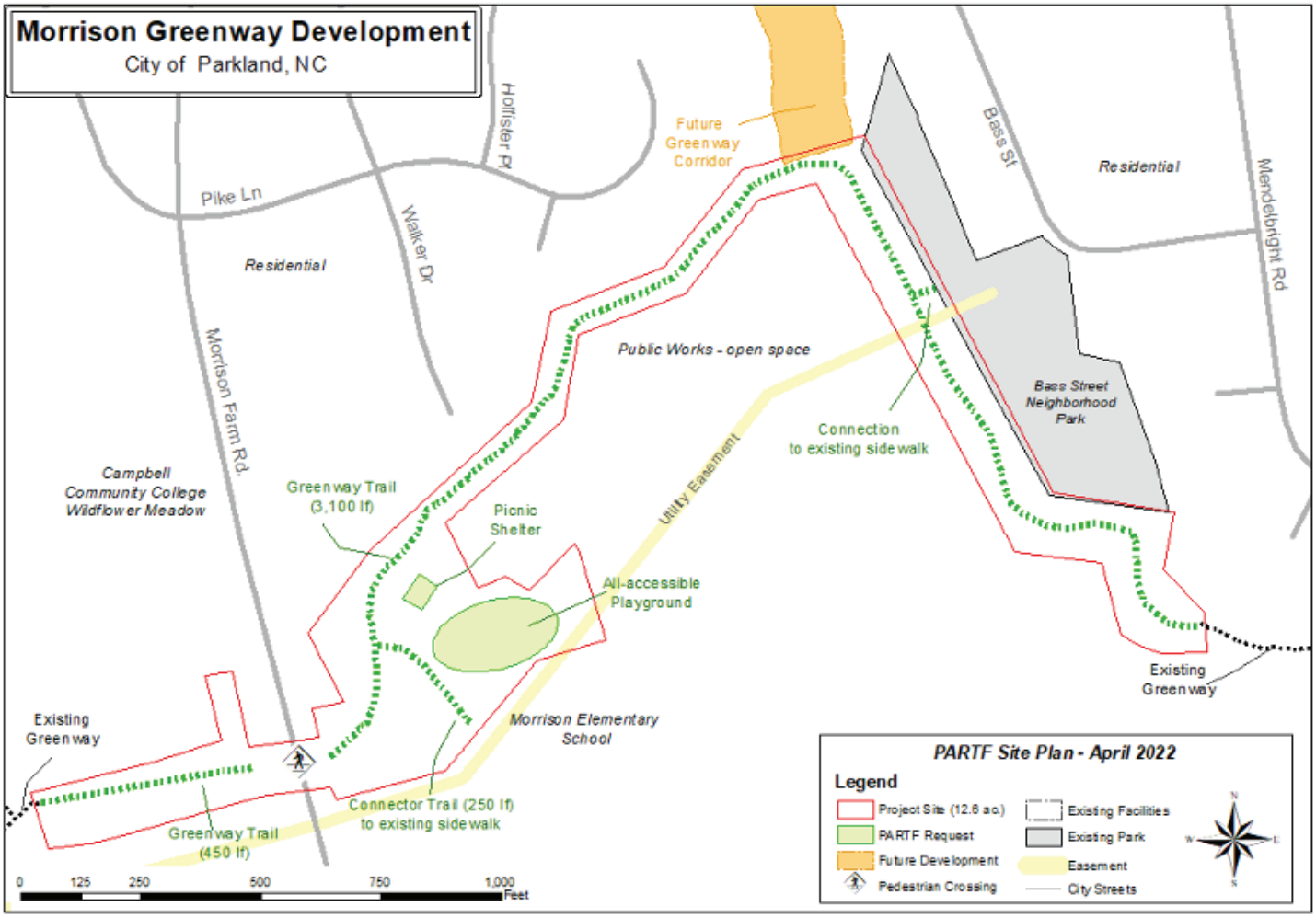
Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Attach a floor plan in the field provided if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings. Include the following items and color-codes on the site plan:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include trail amenities and trail connections.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Example site plan of a non-linear park



Example site plan of a linear park



Attorney's Certification of Site Control

An attorney should review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. The project must be located on a single contiguous site.

Please contact your regional consultant about linear parks and greenways.

For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

If there are any limitations, conditions, or encumbrances that would impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years, documentation describing these conditions must be attached to the application.

Important: The application can be declared ineligible without this certification. Please use the template provided in Appendix III.

Site Operation and Maintenance

Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use. These facilities are not eligible for additional PARTF assistance during this time.

A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.

Applicants should select the option that best describes their organization and include the name of the organization in the space provided:

- The applicant has a full-time parks and recreation department that will manage the project site to provide programming and ensure adequate operation and maintenance.
- The applicant has a full-time staff, such as public works, who will manage the project site and ensure adequate operation and maintenance.
- The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance.
- An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site.

If the applicant is not going to operate the site with full-time staff, please describe how and when the site will be open to the public in the space provided.

Suitability of Site for Proposed Project

Applicants should describe the proposed project site suitability, addressing the following 5 statements.

- The site is suited for the proposed development with minimal adverse impact to the environment.
- The location of the site enhances the park and the public's access to the park.
- The site is enhanced by adjacent property use.
- The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located.
- The site is free of restrictive easements, overhead powerlines, or other intrusions.

An onsite inspection will be conducted by the RRS consultant in advance of award selection.

Land Acquisition

The following requirements apply to land to be acquired by fee simple title, donation, or easement. Items to Submit with the Application:

- List of properties to be acquired
- Estimated value of the property according to an appraisal or the county property tax value
- Legal description of the land and conceptual site plan
- Five-year history of ownership (donated land only)

Dedicated for Public Recreation: Property acquired fee simple via purchase with a grant from PARTF must following clause in the deed –

"This property was acquired with State financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from N.C. Department of Natural and Cultural Resources (NCDNCR) or its successor agency in accordance with the applicable rules."

Donated property or easements acquired with a PARTF project will require a similar clause.

When to Take Title to Land: Grant recipients must sign a contract with the State before accepting title to land that will be acquired as part of a PARTF grant, either by purchase or donation.

Is It Urgent? Request a Waiver

If necessary, a local government can request permission to acquire land before receiving a grant. This request must be submitted and approved prior to acquiring land. DPR staff will consider a written request that identifies the proposed site and explains why the property must be acquired early due to factors beyond its control.

In addition, the local government acknowledges that the waiver does not indicate any preferential treatment in grant selection.

If approved, a waiver is in effect for 24 months. The applicant needs to submit a PARTF application to acquire the land before the waiver expires; prior to application deadline if necessary.

Applying for Land Acquisition with a Waiver:

- On the Project Costs form, include the property acquired and its value.
- On the Site Plan, include the property and color-code it green as part of the PARTF project. Indicate future development in orange.
- In the Project Description and Project Justification, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, its significance, and why it should be acquired.
- The applicant is strongly encouraged to complete a USPAP appraisal prior to closing.
- Please discuss with your RRS consultant the requirements for reimbursements, prior to closing on the property that involved a waiver.

Land Acquisition Only Projects: A local government with land acquisition only projects must provide recreational facilities within five years. Applicants must submit a conceptual site plan to show the proposed development.

Donated Land: A local government can use the appraised value of donated land as its matching funds for the grant.

Requirements for land donations include:

- The donor of the land must be a private organization or individual.
- The applicant must provide a five-year history of ownership for the property.
- Land that is transferred to the applicant due to a statute or rule is not considered a donation.

Bargain Sale: If a landowner agrees to sell property for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant. For projects involving bargain sales, applicants are encouraged to contact their regional consultant. All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

Property Values and Appraisals: When submitting a PARTF application, local governments can use an appraisal completed using the Universal Standard of Professional Appraisal Practices (USPAP) or the assessed property tax value for land to be acquired. PARTF grant recipients will be required to submit a USPAP appraisal. This includes property acquired prior to the application deadline using a PARTF waiver.

Accurate appraisals are important. Tax values are generally not as accurate or current as appraisals. If a local government underestimates a property's value for the PARTF application, it will need to cover the higher purchase price with local funds. A licensed appraiser must certify that each appraisal is completed using USPAP standards.

For property with a value more than, $750,000 two appraisals will be required if the grant is approved. The S Property Office will review the appraisals and determine the value of the property.

Complete the "List of Properties to be Acquired" to identify each parcel of land proposed for acquisition. Include the estimated value and proposed purchase price for each parcel.

Are there existing capital improvements located on the property? If so, only those improvements that will be used for public park purposes can be included in the cost of the property to be reimbursed with a PARTF grant. Identify the value of each of these improvements and describe how they will be used for the proposed park.

Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Legal descriptions are needed for all parcels included on the List of Properties to be Acquired. In addition to the legal description, applicants with acquisition-only projects must submit a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the Site Plan instructions. Include the following items:

- Project name, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

Project Budget

- **Project costs** submitted in the application will become the grant's budget. List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for grading, utilities, planning, and similar items. Round costs to the dollar. Consider the impact of inflation. Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.
- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.
- Project costs are used to generate the contract scope, and only elements included in the project scope are eligible for reimbursement.
- Consider how you will track expenses to each line item as you prepare your project budget. Each line item in the budget requires separate reconciliation in reimbursement submissions. Each line item in the budget requires separate reconciliation in reimbursement submissions. Ex:
  - Playground (Pour in place surfacing, installation, freight)
  - Site Amenities (trash receptacles, benches)

Project Costs – Sample

Applicant: Town of Parkland **Project Name:** Green Park Redevelopment

Project Elements *(Include specific units — sizes, numbers, lengths, etc. — for each item.)*	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic shelter *(2 grills, 4 tables, and 2 trash receptacles)* and restroom renovation – 20 x 30 feet	Lump Sum	$147,000	$147,000
Playground *(play structure and accessible surfacing)*	Lump Sum	$80,200	$80,200
Walking trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	$32 / linear foot	$48,000
Ballfield with irrigation, dugouts, fencing and benches	Lump Sum	$239,000	$239,000
Accessible routes *(paved, 6 feet wide)*	400 linear ft.	$45 / linear foot	$18,000
Parking lot – paved for 45 cars	Lump Sum	$72,800	$72,800
Site preparation *(clearing, grading, and erosion control)*	4 acres	$23,750	$95,000
Utilities	Lump Sum	$40,000	$40,000
		Cost to Build or Renovate:	**$740,000**
Contingency for the Cost of Building / Renovating			
Contingency *(not to exceed 5% or $50,000 of the cost to build, whichever is less)*	5%		$37,000
Land Value (indicate purchase or donation)			
Land Acquisition ☐ Purchase ☑ Donation	5 acres	$14,600	$73,000
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application *(not to exceed 20% or $200,000 of the cost of the project, whichever is less)*	8%	$74,000	$74,000
		Total Project Cost:	**$924,000**
		Total PARTF Grant Request:	**$400,000**
		Total Local Match:	**$524,000**

EXAMPLE

Project Costs - WebGrants Screenshot of Sample Budget

Project Costs to Build or Renovate - Current Version

PARTF Grant Request cannot exceed $500,000. Local Match must equal remaining project cost.

Project costs submitted in the application will become the grant's budget. All elements included in project costs must be shown on the site plan, except grading, utilities, planning, and contingency. **Round costs to the nearest dollar.**

Project Costs (Building and/or Renovating Costs) - Multi-List

+ Add Entry

Project Element - Include specific units - sizes, numbers, lengths, etc. - for each item.
Click on 'Add Entry' for each new project element you wish to add.
To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Ineligible project costs will be removed by the Division staff during the application scoring process, which could impact the grant request. Be sure to reference the application guide when creating the budget to avoid including ineligible expenses.

Round costs to the nearest dollar.

Project Element	Unit	Unit Cost	Total Item Cost
Picnic shelter (2 grills, 4 tables, 2 trash receptacles) and restroom renovation	Lump sum	$147,000.00	$147,000.00
Playground (play structure and accessible surfacing)	Lump sum	$80,200.00	$80,200.00
Walking trail (6-feet wide, 1 bench)	1500 LF	$32.00	$48,000.00
Ball field with irrigation, dugouts, fencing, and benches	Lump sum	$239,000.00	$239,000.00
Accessible routes (paved, 6-feet wide)	400 LF	$45.00	$18,000.00
Parking lot (paved, 45 cars)	Lump sum	$72,800.00	$72,800.00
Site preparation	4 acres	$23,750.00	$95,000.00
Utilities	Lump sum	$40,000.00	$40,000.00
			$740,000.00

Acquisition, Planning, and Contingency

Edit Form

Be sure to verify the contingency and planning costs do not exceed the allowable amounts. Contingency should 5% of the costs to build or renovate listed in the Project Costs table above or $50,000, whichever is less. Planning should be 20% of the costs to build or renovate listed in the Project Costs table above or $200,000, whichever is less.

Planning & contingency costs will be adjusted by the Division staff during the application scoring process if either exceeds the allowable amount, which could impact the grant request.

Land Acquisition (if applicable) Indicate Purchase or Donation: Donation
(if project includes acquisition)

Land Value: $73,000.00

Contingency for the Cost of Building/Renovating
Contingency (not to exceed 5% of the costs to build or renovate listed in the Project Costs table above or $50,000 - whichever is less)

Contingency*: $37,000.00

Does the contingency cost equal 5% of the costs to build or renovate listed in the Project Costs table above or $50,000, whichever is less? *: Yes

Planning and Incidental Land Acquisition Costs
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 or $200,000 - whichever is less)

Planning Costs*: $74,000.00

Does the planning cost equal 20% of the costs to build or renovate listed in the Project Costs table above or $200,000, whichever is less? *: Yes

Source of Matching Funds - Multi-List

+ Add Entry

Name/Description of Funding (Include Type of Funding and Source)	Amount	Availability of Funding
Recreation Fund (cash)	$524,000.00	In hand
	$524,000.00	

Budget Summary

Edit Form

Total Project Cost: $924,000.00

Total Local Match: $524,000.00

Total PARTF Grant Request: $0.00 May not exceed $500,000

Planning Costs

- For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans, system-wide plans, and ADA transition plans are not eligible for reimbursement.
  - **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.
- **Limit on Planning Costs:** The sum of planning costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or $200,000, whichever is less. Applications that exceed 20%, or $200,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.
- **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.

Contingency

- A contingency of five percent of the total cost to build or renovate a project (up to $50,000, whichever is less) may be included. Applications that exceeds 5%, or $50,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.

Source of Matching Funds

Applicants must provide the matching funds during the three-year project period.

Applicants should provide the amount of match, the source of match, and the availability of the funds, and all matches should be listed separately.

The grant request + the total matching funds MUST equal the total project costs.

Western N.C. Prioritization

Per S.L. 25-26, for the 2025-2026 fiscal year, the Parks and Recreation Trust Fund must prioritize applicants from counties that (i) were designated, in whole or in part, by the United States Department of Housing and Urban Development (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

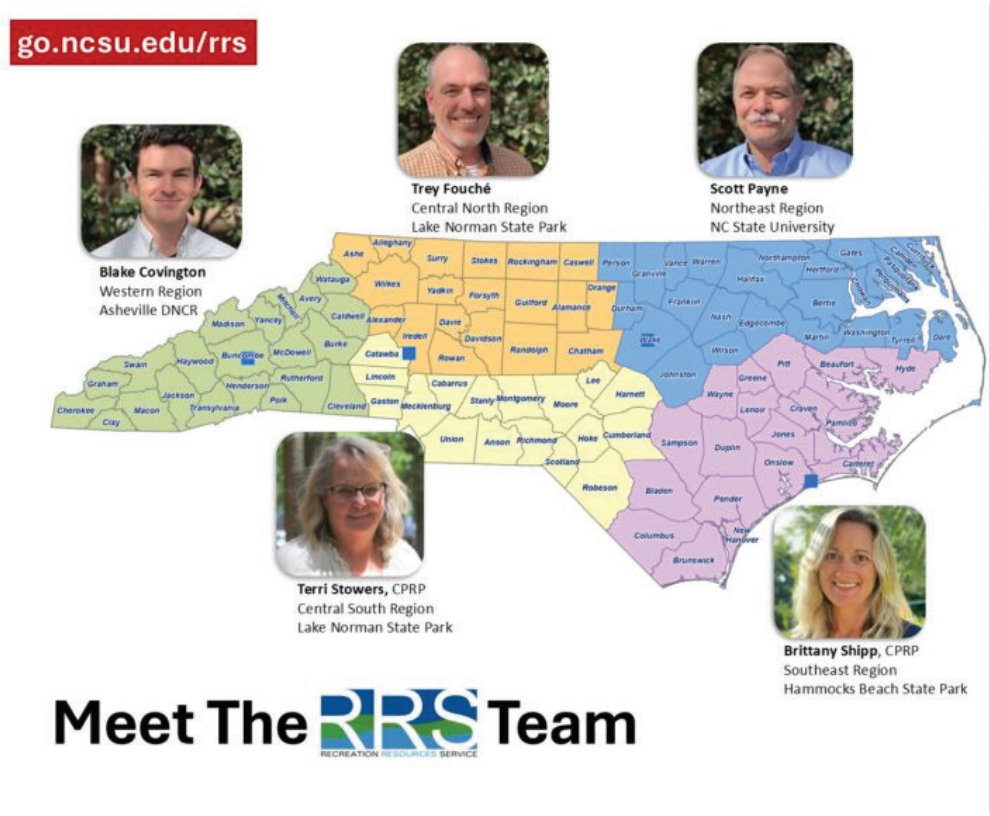
For applicants choosing to utilize this prioritization, there will an additional 10 points available in the scoring system.

APPENDIX I: Recreation Resources Services (RRS) Consultants

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

Find your RRS Consultant





APPENDIX II: PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all the information requested for each item. Before beginning, refer to the "Definitions" section describing the requirements for planning and public involvement documents. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant's score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high-quality park and recreation project requires adequate time to collect public input, review the results, and then plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application. The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences.
- New parks can be located to respond to current deficiencies and future demands.
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment.
- PARTF funds can be used more efficiently.

Applicants must complete a self-scoring system and attach it to the online application.

PARTF Scoring System for Grants

Applicant: _____ **Project Name:** _____

A. Planning: (20 possible points)

1. Master plan for a park and/or greenway system (10 points)

- This item does not apply for applications proposing only land acquisition
- Please refer to the definitions for the required components of the plan

a. ☐ The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (9 points)

OR

b. ☐ The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (4 points)

c. ☐ The local governing board has adopted the master plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A park master plan or greenway system plan.
2. A local governing board's meeting minutes or resolution as documentation of the adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

2. Comprehensive systemwide parks and recreation plan for the local government's jurisdiction (7 points) Please refer to the definitions for the required components of the plan

a. ☐ The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: _____ (6 points)

b. ☐ The local governing board has adopted the systemwide plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. A local governing board's meeting minutes or resolution as documentation of the official adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

3. **Capital improvement plan for parks and recreation (3 points)** Please refer to the definitions for the required components of the plan

☐ The applicant has a capital improvement plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted (required): _____ (3 points)

Documentation Required

1. A capital improvement plan.
2. A local governing board's meeting minutes or resolution as documentation of their adoption as a part of the local government's budget process.
3. List the page number(s) where the project is referenced in the plan in the online application.

B. Level of public involvement in developing and supporting the project: (15 possible points)

1. **Public meetings (5 points):**

☐ The applicant conducted a public meeting(s) ***exclusively*** for discussing the PARTF grant project and obtaining comments within the past 24 months. The public supported the project.

Date of the meeting(s): _____

Documentation Required

1. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertised through more than one source.
2. The minutes, including the discussion of the project, who was present and public comments.

2. **Recreational needs survey (5 points):**

☐ The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.

- The survey must be conducted during the past ten years
- Please refer to the definitions for the required components of the survey

Documentation Required

1. The following information about the survey
   - Copy of the questionnaire
   - Results of the survey
   - Describe how the survey was distributed.
   - Give the date(s) of distribution and the number of surveys distributed.
   - Provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.
   - Describe how the results of the survey show that the citizens support the project.

Note: To receive points for the survey, the following must be demonstrated in the provided documentation:

- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
- The results should include at least three of the following demographics (age, gender, education level, race, ethnicity, household income or household size) to ensure that they are representative of the population in the jurisdiction.

3. **Support from civic groups (3 points):**

☐ The applicant presented the PARTF grant project to two or more local groups and received support for the project within the last 24 months. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

List the organizations and the date of the presentations:

Documentation Required

1. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.
2. The documentation must demonstrate the project was supported by the group to receive points.

***Note**: Letters expressing support for the project do not count as presentations.*

4. Support from a parks and recreation board (2 points):

☐ The applicant presented the PARTF Grant project to the parks and recreation advisory board or a similarly appointed, non-elected group, and received a motion of support for the project within the last 24 months.

Date of the meeting(s): _____

Documentation Required:

1. The minutes from the meeting that include support for the project.

C. Public recreational facilities provided by the project: (45 possible points)

Not applicable to land acquisition only projects.

1. The local government will be building its first public park on property that it owns. (20 points)

☐ Yes ☐ No

2. New, like, or renovated facilities to be provided: (30 points)
A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.

a. The project will provide (check one):

- ☐ 3 or more types of new recreational facilities (20 points)
- ☐ 2 types of new recreational facilities (15 points)
- ☐ 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- ☐ 3 or more types of recreational facilities (12 points)
- ☐ 2 types of recreational facilities (8 points)
- ☐ 1 type of recreational facility (4 points)

List the types of recreational facilities:

c. The project will provide major renovation of (check one):

- ☐ 3 or more types of recreational facilities (8 points)
- ☐ 2 types of recreational facilities (6 points)
- ☐ 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

3. **The project will provide a trail or greenway (¼ mile or longer) that links to existing recreation are school(s), downtown businesses, and/or communities located outside of the park. (5 points)**

☐ Yes ☐ No

Site plan must show trail linkage. Identify by name and location the existing trail and areas to be linked by the proposed trail:

D. The Suitability of the Site for the Proposed Project. (5 possible points) Explanations are needed below to be considered for each point.

1. ☐ **The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)**

2. ☐ **The location of the site enhances the park and the public's access to the park. (1 point)**

3. ☐ **The site is enhanced by the adjacent property uses. (1 point)**

4. ☐ **The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)**

5. ☐ **The site is free of restrictive easements, overhead powerlines, or other intrusions (1 point):**

☐ Yes ☐ No*

E. The applicant's commitment to operating and maintaining the project. (15 possible points)

1. ☐ **The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)**

2. ☐ **The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)**

3. ☐ **The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)**

4. ☐ **An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)**

Provide the name of the organization that will operate and maintain the site:

D. Land Acquisition (15 possible points) Does not apply for applications proposing development only.

1. ☐ **If not purchased at this time, a significant natural, cultural, recreational, scenic, or highly threatened resource will be used for other purposes. (15 points)**

2. ☐ **The site is an excellent natural and/or recreational resource. (10 points)**

3. ☐ **The site is an average natural and/or recreational resource. (5 points)**

What is the specific significant resource?

What is the specific potential threat?

E. WNC Prioritization (10 possible points)

County designated by HUD as most impacted and distressed: _____

County Population per 2023 State Demographer Report: _____

☐ Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

☐ I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application. This application has been approved by the local governing board.

Chief Elected Official
(Print or Type Name and Title)

Signature

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.

Attorney's Certification of Site Control

Local Government: _____ **Project Name:** _____

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.

Type of Control – *Check all that apply*

☐ **Fee Simple Title**	☐ Entire site ☐ Portion of site
☐ **Lease** (25 years or longer)	☐ Entire site ☐ Portion of site
☐ **Easement**	☐ Entire site ☐ Portion of site

2. Limitations, Conditions or Encumbrances:

☐ No limitations, conditions, or encumbrances

☐ Limitations, conditions, or encumbrances

Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.

3. Attorney's Certification

I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.

Name: *(Printed/typed):* _____

Title: _____

Signature: _____ Date: _____

Prioritization Attestation

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: _____

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: _____

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

☐ I hereby certify the information contained in the attached application is true and correct

_____ _____

Chief Elected Official
(Print or Type Name and Title)

Signature

NOTICE:

- **Receipt of Allocations:** A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.
- **Remittance of Funds:** If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.

Resolution #__-____

RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL IN SUPPORT OF APPLICATION FOR THE PARKS AND RECREATIONTRUST FUND

WHEREAS, the City of Hendersonville is committed to providing its citizens and visitors with safe, accessible, and valuable parks and recreational infrastructure with the goal of providing the highest quality of life for its citizens.

WHEREAS, the City of Hendersonville wishes to pursue funding opportunities that would allow the City to further develop the public recreational infrastructure at Rosa Edwards Park to provide recreational opportunities for our community visitors.

WHEREAS, the City of Hendersonville staff's goal is to align the recreation project with public feedback provided during public input discussions during the development of our adopted 2024 Parks & Greenspaces Master Plan, which include infrastructure concepts such as: dog parks, picnic tables, benches, increased tree canopy, pollinator gardens, and playground structures.

WHEREAS, the City's financial resources have limited the City's ability to expand our recreational park infrastructure while we continue restoration work from Hurricane Helene.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that:

1. The City hereby endorses the application for the Parks and Recreation Trust Fund and, if awarded, provide dollar-for-dollar matching funds for the project, as well as staff assistance for the duration of the project; and
2. The City Manager is authorized to execute said application.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 2nd day of April 2026.

_____

Attest: Barbara G. Volk, Mayor, City of Hendersonville

_____

Jill Murray, City Clerk

Approved as to form:

_____

Angela S. Beeker, City Attorney

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Richard Shook **MEETING DATE:** 04/02/2026

AGENDA SECTION: Consent **DEPARTMENT:** Engineering

TITLE OF ITEM: City Operations Building Finish Renovations Change Order 4 – *Richard Shook, Civil Engineer III*

SUGGESTED MOTION(S):

I move City Council adopt the *Resolution Authorizing the City Manager to Approve Change Order 4 for the City Operations Building Finish Renovations Project.* for $11,029.56.

SUMMARY:

The City of Hendersonville awarded the contract for City Operations Building Finish Renovations on March 31, 2025, to Enterprises G, Inc. who was the lowest bidder. The amount of this contract was $427,182.00. There have been three (3) previously approved change orders:

- Change Order 1: $22,329.38

  Contract changes include replacing epoxy flooring with vinyl tile, a fire-rated door to meet updated code requirements, and epoxy flooring is extended into the Water/Sewer Supervisor's offices and cubicle areas, removing and reinstalling cubicles, omitting new paint in areas that were recently painted, electrical updates, material changes, and cost-saving adjustments based on existing conditions.

- Change Order 2: $19,844.84

  Contract changes include repairing deficient flashing and drip edge fasteners on the exterior of the building, window sealing removal and replacement, and changing baseboard materials.

- Change Order 3: $34,563.96

  Contract changes include sealing the exterior of the building, additional electrical troubleshooting, and minor adjustments to finishes.

Change Order 4 work includes installing cabinets and countertops in the Day Room Conference Room. The cost of Change Order 3 is $11,029.56 and will bring the total contract amount to $514,949.74

BUDGET IMPACT: $0

Is this expenditure approved in the current fiscal year budget? yes

If no, describe how it will be funded

ATTACHMENTS:
Proposed Change Order 4

Resolution #R-XXXXX

RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO APPROVE A CHANGE ORDER FOR THE CITY OPERATIONS BUILDING FINISH RENOVATIONS PROJECT

WHEREAS, the City of Hendersonville, North Carolina awarded a contract to Enterprises G, Inc. for the City Operations Building Finish Renovations; and

WHEREAS, the City Council previously authorized the City Manager to approve change orders up to a cumulative total of 10% of the original contract amount of $427,182.00; and

WHEREAS, The City Manager has previously approved change orders with a cumulative total of 10% of the original contract amount.

WHEREAS, the City Engineer therefore recommends that the City Manager be authorized to approve Change Order 4 for the construction of the City Operations Building Finish Renovations.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that

1. The City Manager is authorized to execute a change order to the contract for the construction of the City Operations Building Finish Renovations to Enterprises G, Inc. in the amount of $11,029.56 which includes installing cabinets and countertops in the Day Room Conference Room.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 2nd day of April, 2026.

Attest: _____ Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

CHANGE ORDER NO. 4

Owner:	City of Hendersonville	Owner's Project No.:	24017
Engineer:	City of Hendersonville	Engineer's Project No.:	24017
Contractor:		Contractor's Project No.:	
Project:	CITY OPERATIONS BUILDING FINISH RENOVATIONS		
Contract Name:	CITY OPERATIONS BUILDING FINISH RENOVATIONS		
Date Issued:	April 6, 2026	Effective Date of Change Order:	April 6, 2026

The Contract is modified as follows upon execution of this Change Order:

Description:

The contract changes include installing cabinets and countertops in the Day Room Conference Room.

Attachments:

See the attached itemized registry of changes.

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ $ 427,182.00	Original Contract Times: Substantial Completion: October 27, 2025 Ready for final payment: December 12, 2025
Increase or Decrease from previously approved Change Orders: $ $ 76,738.18	**Increase or Decrease** from previously approved Change Orders: Substantial Completion: n/a Ready for final payment: n/a
Contract Price prior to this Change Order: $ $ 503,920.18	Contract Times prior to this Change Order: Substantial Completion: October 27, 2025 Ready for final payment: December 12, 2025
Increase for this Change Order: $ $ 11,029.56	**Increase or Decrease** this Change Order: Substantial Completion: 165 Ready for final payment: 165
Contract Price incorporating this Change Order: $ $ 514,949.74	Contract Times with all approved Change Orders: Substantial Completion: April 10, 2026 Ready for final payment: May 30, 2026

	Recommended by Engineer (if required)	Authorized by Owner
Sign:		
Name:		
Title:		
Date:		

EJCDC® C-941, Change Order.
Copyright© 2018 National Society of Professional Engineers, American Council of Engineering Companies and American Society of Civil Engineers. All rights reserved.

	Agreed by Contractor	Approved by Funding Agency (if applicable)
Sign:		
Name:		
Title:		
Date:		

IF CHANGE ORDER RESULTS IN INCREASE IN CONTRACT PRICE:

I hereby certify that this contract has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director *Date*

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Change	Room Name	Room Num.	Cost Change	Description
Meeting Room Cabinets	DAY ROOM	158	$11,029.56	Add cabinets under the TV for the meeting room
		Total Cost Change:	**$11,029.56**	

Client:

City Of Hendersonville
305 Williams St.
Hendersonville, NC 28792

Proposal # 2002137

Provide all materials and labor for the following projects:

Provide Cabinets from Builders First Source (option 1 base cabinets)

Install cabinets and counter top

total price: $11,029.56

john guzman
VP

City of Hendersonville Rep

Enterprises G, Inc.

Tel 252-367-0902 John
Tel 828-412-1163 Matt

1412 Sand Branch Road
Black Mountain, NC 28711

www.buildwithenterprisesg.com
jguzmanenterprises@gmail.com
matt.enterprisesg@gmail.com

City of Hendersonville
Hendersonville, NC

OPS Building Renovation
(Guzman Enterprises)

Classroom Cabinetry Layout

10 February 2026

433 Fourth Avenue East | Hendersonville, NC 28792 | Sam Griffis 828-393-6371

City of Hendersonville
Classroom Storage Cabinetry





MANTRA CABINETRY
Stained Finish



Mantra Cabinetry
HAMMOCK Stained Finish
Omni Door Style

Countertop



Quartz
Light Silt

City of Hendersonville Classroom Cabinetry Layout Option 2

Notes:
Tall cabinets removed

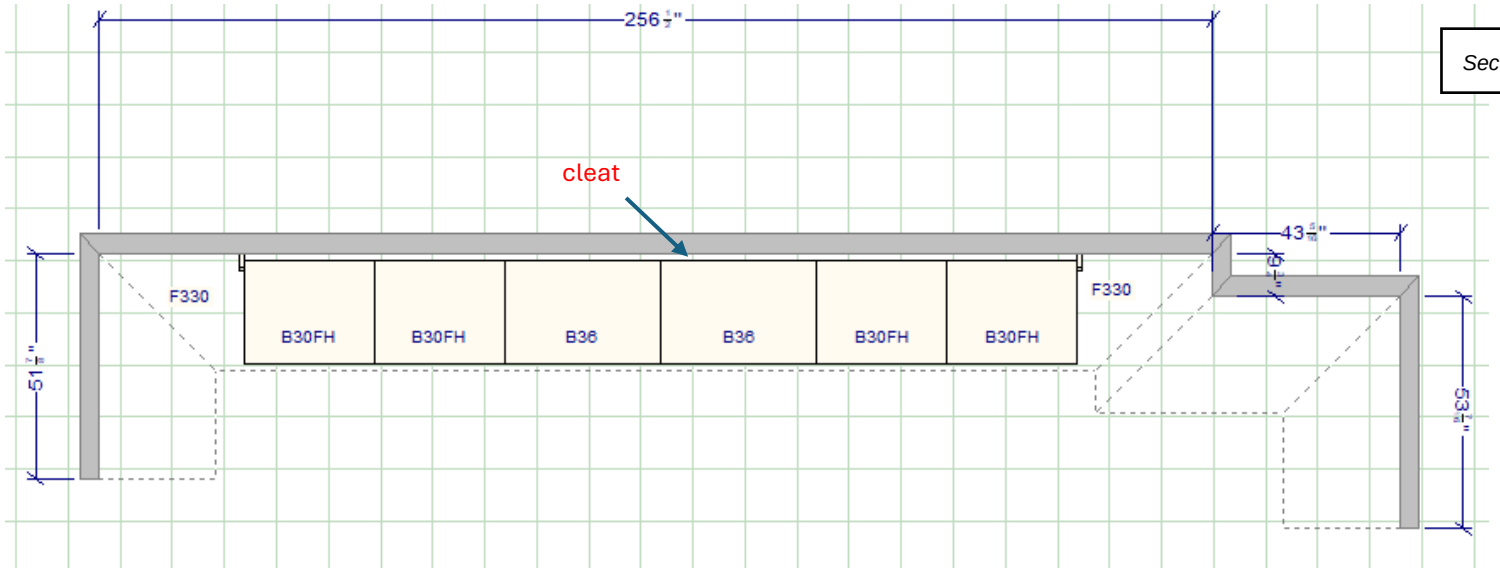
Same cabinetry style/finish as breakroom
Same hardware as breakroom

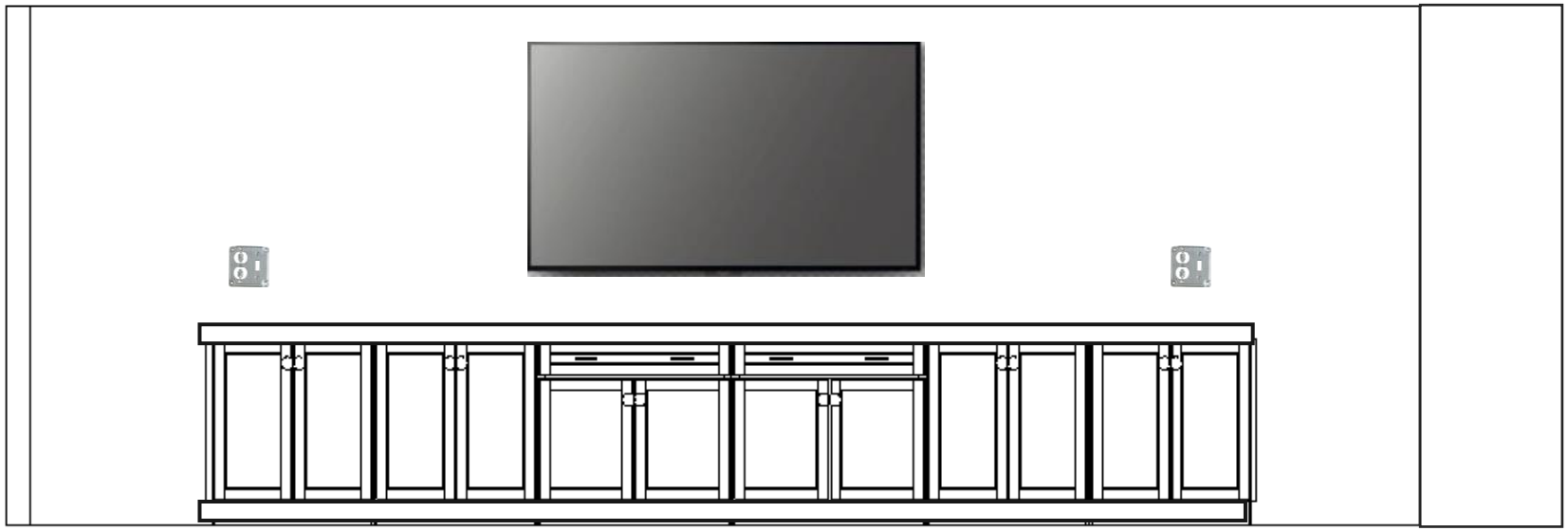
All cabinetry pulled off wall to allow for 2x4 cleat for cabinet attachment to the wall. This allows cabinetry to be installed in front of existing baseboard.

Two center cabinets feature a single top drawer for storing small items for classroom

Remaining cabinets are full height doors with single shelf within

All cabinets are standard height of 36” with top.





CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Richard Shook **MEETING DATE:** 04/02/2025

AGENDA SECTION: Consent **DEPARTMENT:** Engineering

TITLE OF ITEM: Real Estate Appraisal and Acquisition Services for Mud Creek Interceptor Replacement – *Richard Shook, Civil Engineer III*

SUGGESTED MOTION(S):

I move City Council adopt the *Resolution Authorizing the City Manager to Negotiate and Execute a Contract for Real Estate Appraisal and Acquisition Services for the Mud Creek Interceptor Replacement Project* and authorize the City Manager to approve change orders for the Real Estate Appraisal and Acquisition Services for the Mud Creek Sewer Interceptor Replacement Project as presented.

SUMMARY:

The City issued RFQ No. 180321014002 to procure real estate appraisal and acquisition services for the Mud Creek Interceptor Project. Responses were received on April 18, 2025, and independently scored by the City's selection committee. Cushman & Wakefield received the highest overall ranking and was identified as the most qualified firm to perform the work.

BUDGET IMPACT: TBD

Is this expenditure approved in the current fiscal year budget? yes

If no, describe how it will be funded

ATTACHMENTS:

RFQ Scorecard
Cushman and Wakefield SOQ

Resolution #R-XXXXX

RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A CONTRACT FOR REAL ESTATE APPRAISAL AND ACQUISITION SERVICES FOR THE MUD CREEK INTERCEPTOR REPLACEMENT PROJECT

WHEREAS, the City of Hendersonville issued RFQ No. 180321014002 seeking qualified real estate appraisal and acquisition services for the Mud Creek Interceptor Replacement project; and

WHEREAS, the City received and evaluated responses on April 18, 2026, and the selection committee independently scored each proposal for completeness, experience, qualifications, and project approach; and

WHEREAS, Cushman & Wakefield was identified as the highest-ranked and most qualified firm to perform real estate appraisal and acquisition services.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that

1. The City Manager is authorized to negotiate and execute design contracts with Cushman & Wakefield for real estate appraisal and easement acquisition services for the Mud Creek Interceptor Replacement project; and
2. The City Manager is authorized to approve change orders that cumulatively do not exceed 10% of each approved contract amount, provided that any amendments beyond this threshold must be brought back to City Council for approval; and
3. The City Manager is authorized to undertake all necessary administrative actions to implement the intent of this resolution.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 2nd day of April, 2026.

Attest: _____ Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

SOLICITATION EVALUATION SCORECARD – SUMMARY Real Estate Appraisal and Acquisition Services – Mud Creek Interceptor Replacement RFQ # 180321014002			
EVALUATION CRITERIA	**Criterion Description**		**Cushman & Wakefield**
A. EVALUATION CRITERIA #1	**Project Team Qualifications**		**36.5**
	[40 Possible Points]		
B. EVALUATION CRITERIA #2	**Project Approach and Management**		**17**
	[20 Possible Points]		
C. EVALUATION CRITERIA #3	**References**		**12.25**
	[15 Possible Points]		
AVERAGE TOTAL SCORE			**65.75**

CUSHMAN & WAKEFIELD

Colliers Engineering & Design

Statement of Qualification #180321014002

Real Estate Appraisal and Acquisition Services for the *Mud Creek Interceptor Replacement* Project



Prepared by
Cushman & Wakefield

Prepared for
City of Hendersonville, NC

April 2025

April 18, 2025

City of Hendersonville
160 Sixth Avenue E
Hendersonville, NC 28792
ATTN: Civil Engineer, Adela Gutierrez Ramirez

RE: Request for Qualifications Solicitation # 180321014002 – Real Estate Appraisal and Acquisition Services for the Mud Creek Interceptor Replacement Project

Dear Ms. Gutierrez Ramirez:

Cushman & Wakefield appreciates the opportunity to present the City of Hendersonville in North Carolina with our Statement of Qualifications for the Real Estate Appraisal and Acquisition Services for the Mud Creek Interceptor Replacement Project. In response to the Request for Statements of Qualification, we have included our firm information, proposed project team, approach, references, fee schedule, and requested forms.

We are a leading real estate services firm with a Valuation & Advisory team comprised of professionals experienced in all aspects of real estate appraisal, including a specialized Infrastructure Practice Group with expertise in right-of-way projects. We are teaming with Colliers Engineering & Design for any additional acquisition services needed. The Colliers Land Acquisition Services team includes certified GIS professional to handle geospatial and geodatabase needs. Together, our teams are well-versed in valuation, consultation, and acquisition services relating to municipalities of all sizes including federal, state, local, and tribal government entities. We are committed to quality, timely services, and implement our resources and team members to ensure we meet agreed upon deadlines.

We appreciate the opportunity to provide our qualifications for this project. Should you have any questions, or require additional information regarding our response, please do not hesitate to contact us at any time to discuss.

Respectfully Submitted,

CUSHMAN & WAKEFIELD

David Wortman, MAI
Senior Director, Valuation & Advisory Infrastructure Practice Group
333 2nd Street NW, Hickory, NC 28601
828.900.7389 | david.wortman@cushwake.com

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Firm Information

Cushman & Wakefield is a leading global real estate services firm with a proven history of over 100 years. Our business is focused on meeting the needs of our clients through dedicated service units such as our Valuation & Advisory Team. This team includes a focused Infrastructure Practice Group comprised of right-of-way professionals whose expertise is in acquisition appraisal, including right-of-way and easement advisory reports and valuation consultation.

Our team is located at 333 2nd Street NW, Hickory, NC 28601, with additional team at 5605 Carnegie Blvd., Ste 100, Charlotte, NC 28209. Our primary contact for this project is:

David Wortman, MAI, Senior Director, Valuation & Advisory Infrastructure Practice Group
333 2nd Street NW, Hickory, NC 28601
david.wortman@cushwake.com, 828.900.7389
https://www.cushmanwakefield.com/en/united-states

Our team conducts valuation and consultation services relating to federal, state, local, and tribal government entities, and we are experienced with an array of asset types unique to these government bodies. Right-of-way assignment types include:

- Total acquisitions
- Partial acquisitions
- Litigation preparation
- Expert witness testimony
- Land exchanges and asset monitoring
- Feasibility Studies
- Highest and Best Use Studies
- Advisory services
- Pre-disposal redevelopment planning/positioning

Cushman & Wakefield takes pride in providing services to government clients. Assisting federal, state, local, and tribal governments with their real estate needs is something we have done consistently over our history. Our Infrastructure Practice Group works on valuation assignments ranging from single-parcel on-call appraisals to projects consisting of hundreds of parcels. We have a national presence, and complete thousands of parcel reports every year. Our team is accustomed to handling projects of all sizes and complexities, including large, multi-parcel right-of-way assignments.

In addition to the team of appraisers, our firm has a dedicated research team to assist in identification of subject properties and gathering basic information on each property assignment in order to maximize time and efficiency. This system allows us the capacity to take on on-call projects of any size as needed.

For additional acquisition services that may be requested, we will partner with Colliers Engineering Design. They are a multi-discipline engineering and surveying firm with an experienced Land Acquisition Services team offering a full suite of land acquisition services.

Colliers is also accustomed to working with local, state, and federal government agencies, including projects completed in NC, SC, and GA for DOT and local municipalities. Their services include pre-acquisition support, post-acquisition support, relocation coordination & advisory services, utility coordination, property title research, condemnation support, among other offerings.

Additionally, the Colliers team is well-equipped to handle any geospatial and geodatabase needs this project may require. Their team includes certified GIS professionals (GISPs), offering knowledgeable, comprehensive Geographic Information System management services. Their GIS services include, but are not limited to, GPS/GNSS data collection, mobile field applications, story maps, public & secure web-based mapping portals, land base mapping, utility mapping, environmental mapping, suite analysis, property record mapping, database integration, and additional GIS and GPS training.

We are committed to quality, timely services and implement our resources and team members to ensure we meet agreed upon deadlines. Cushman & Wakefield's deep bench of highly talented valuation professionals, state of the market technology platform, and dedicated portfolio team management enables the firm to execute assignments efficiently and expeditiously.

Proposed Project Team Qualifications

Team Overview

Project Management



David Wortman, MAI
Project Contact
Certified General Real Estate Appraiser

Appraisal Team



Anthony Alderman, FRICS, SR/WA,CRE
Executive Managing Director, National IPG Lead | NCDOT Approved Appraiser
Executive Oversight



Justin Beebe
Appraisal Reports
Certified General Real Estate Appraiser



Mike Elwell, MAI, SRA, R/W-AC
Appraisal Reports
Certified General Real Estate Appraiser



David W. Moore, MAI
Appraisal Reports
Certified General Real Estate Appraiser



Steve Motsinger
Appraisal Reports
Certified General Real Estate Appraiser



Philip Porter, MAI
Appraisal Report Review & Litigation Support
Certified General Real Estate Appraiser

Acquisition Services



Matt Starling
Colliers Engineering & Design
Geographic Discipline Lead, Land Services

Additional Support

Research Team

CUSHMAN & WAKEFIELD

Team Qualifications



Anthony Alderman, FRICS, SR/WA, CRE Executive Managing Director Valuation & Advisory

Practice Group Leader | Infrastructure Practice Group Cushman & Wakefield of North Carolina, Inc.

Professional Expertise

Anthony Alderman, FRICS, SR/WA, CRE is an Executive Managing Director within the Valuation & Advisory service line at Cushman & Wakefield. He leads the Infrastructure Practice Group, which provides eminent domain and right of way valuations among other services. The group has extensive experience in assisting property owners, financial institutions, and government agencies via accurate and objective appraisals.

Anthony is the former founder and CEO of North by Northwest Consulting, established in 2013 and acquired by Cushman & Wakefield in 2022. He is a right of way and eminent domain expert and has completed more than 500 appraisals for right of way projects, reviewed more than 2000 right of way appraisals and negotiated contracts with right of way consultants and engineering firms. Projects have involved: natural gas, sewer, utility easements, water damage, proximity damage, bridge projects, road widening, intersection projects and multiple highway easements. Located in Hickory, NC, he is pre-qualified with NCDOT, SCDOT, TDOT and VDOT. He has also been an expert witness for litigation for highway, natural gas and convenience stores.

Anthony has more than 12 years of real estate experience and has contributed to the success of The Palmer Company, Inc. and John Bosworth & Associates in addition to his work at North by Northwest Consulting. Other appraisal experience includes gas stations, subdivision analysis, retail development, land valuations and banks.

Major Right of Way Projects

- NCDOT U-5713/ R-5777, Craven County Project with 200 parcel reports
- NCDOT I-3819B, Iredell County with 52 parcel reports
- NCDOT R-5014, Dare County with 107 parcel reports
- NCDOT 1-5507, Mecklenburg County (485 Loop) with 71 parcel reports
- NCDOT R-3833C, Iredell County with 90 parcel reports
- NCDOT R-4705, Marin County with 91 parcel reports

Memberships, Licenses, Professional Affiliations and Education

- Member, Royal Institute of Chartered Surveyors
- President, Chapter 31 International Right of Way Association, 2018-2019
- Courses in appraiser review for eminent domain, right of way acquisition for pipeline projects; easement valuation
- Practicing Affiliate, Appraisal Institute
  - Courses in real estate finance statistics and valuation modelling; general appraiser sales comparison approach; site valuation and cost approach; report writing and case studies; apartment appraisal; concepts and application; eminent domain and condemnation; 7-hour National USPAP equivalent (2011)
- Certified General Real Estate Appraiser in the following states:
  - North Carolina – A7611
  - South Carolina – 7071
  - Tennessee – 5157
  - Commonwealth of Virginia – 4001017143
- Master of Arts and Bachelor of Arts in English Literature, Appalachian State University



Justin T. Beebe Appraiser Valuation & Advisory

Practice Group Member
Infrastructure Practice Group

Professional Expertise

Justin Beebe is an Appraiser within Cushman & Wakefield's Valuation & Advisory service line and a member of the Infrastructure Practice Group, which provides eminent domain consultations and right of way valuations among other services.

Prior to attaining licensure as a Certified General Appraiser, Justin worked as a valuation associate and registered trainee under David Wortman, Director within the Infrastructure Practice Group. He has been with Cushman & Wakefield since June of 2022. His experience includes commercial real estate consulting and appraisal assignments involving eminent domain, convenience stores, billboards, commercial properties, complex highest and best use analysis, and analysis for land valuations.

Memberships, Licenses, and Professional Affiliations

- International Right of Way Association, Chapter 31 – Membership Committee Chair
- Certified General Real Estate Appraiser in the following states:
  - North Carolina #A9427
  - Arkansas #CG5291
- Practicing Affiliate, Appraisal Institute

Education

- Bachelor of Science-Education, Western Carolina University, Honors College, Summa Cum Laude
- Bachelor of Music, Western Carolina University, Summa Cum Laude



Mike Elwell, MAI, SRA, R/W-AC Senior Director

Valuation & Advisory
Infrastructure Practice Group
Cushman & Wakefield of North Carolina, Inc.

Professional Expertise

Mike Elwell, MAI, SRA, R/W-AC has been appraising commercial and residential real estate since 2002 and currently specializes in the appraisal of properties impacted by right-of-way acquisition and eminent domain condemnation. Recent clients include the North Carolina Department of Transportation, various utility companies, and highway design-build contractors.

As a member of the Appraisal Institute, Mike Elwell has earned the MAI and SRA designation. He is active in the North Carolina Chapter of the Appraisal Institute, currently serving as President, and he is the past President Elect, Vice President, Treasurer, Secretary, and Chairperson of the Government Relations Committee. He is also a member of the International Right of Way Association, Chapter 31, with the designation of R/W-AC.

Memberships, Licenses, Professional Affiliations and Education

- Designated Member (MAI, SRA), Appraisal Institute. As of the current date, Mike Elwell, MAI, SRA has completed the requirements of the continuing education program of the Appraisal Institute
- Appraisal Certified (R/W-AC), International Right of Way Association.
- State Certified General Real Estate Appraiser in the following states:
  - California – AG029076
  - North Carolina – A6073
  - Commonwealth of Virginia – 4001-013230
  - South Carolina - 8637
- Licensed Real Estate Broker in the following states:
  - North Carolina Real Estate Broker – State of North Carolina License #242805
- Qualified Expert Witness: North Carolina Superior Courts
- Qualified Expert Witness: District Court, Commonwealth of Virginia
- Bachelor of Science, Sociology, University of Wisconsin, La Crosse
- Bachelor of Science, Secondary Education, University of Wisconsin, La Crosse
- Recent Professional Education:
- 2021 Real Estate Valuation Conference: NC Economic Update (Appraisal Institute)
  - Residential Applications: Using Technology to Measure and Support Assignment Results (Appraisal Institute)
  - Appraising Convenience Stores (Appraisal Institute)
  - Advanced Land Valuation: Sound Solutions to Perplexing Problems (Appraisal Institute)
  - The Valuation of Partial Takings (IRWA, Course 421)
  - Problems in the Valuation of Partial Acquisitions (IRWA, Course 431)
  - Condemnation Appraising: Advanced Topics and Applications (Appraisal Institute)
  - Evaluating Residential and Commercial Construction: A Primer (Appraisal Institute)
  - Today's FHA and VA Appraising (Superior School of RE)



David W. Moore, MAI Senior Director
Valuation & Advisory
Practice Group Member | Infrastructure Practice
Group Cushman & Wakefield of Georgia, Inc.

Professional Expertise

David W. Moore, MAI is a Director within the Valuation & Advisory (V&A) Group at Cushman & Wakefield and is a member of the Infrastructure Practice Group, which provides eminent domain consultations and right of way valuations among other services. Since joining Cushman & Wakefield's Valuation and Advisory service line in 2019, Mr. Moore has experience with a variety of property types including industrial, office, multifamily, commercial land, residential subdivisions, rural land and agricultural properties.

Prior to joining Cushman & Wakefield, Mr. Moore held a position as associate appraiser with Parker Property & Appraisals, Inc. in Athens, GA where he gained valuable expertise with a variety of commercial property types and land. Prior to becoming an appraiser, Mr. Moore was a commercial real estate salesperson with VIP Realty Services, Inc. in Augusta, GA who focused on commercial sales and leasing and site selection for developers.

Memberships, Licenses, Professional Affiliations and Education

- Designated Member, Appraisal Institute. As of the current date, David W. Moore, MAI has completed the requirements of the continuing education program of the Appraisal Institute
- Associate Member, American Society of Farm Managers and Rural Appraisers (ASFMRA)
- Member, International Right of Way Association (IRWA)
- Approved NCDOT Right of Way Appraiser, March 2022-current
- Certified General Real Estate Appraiser in the following states:
  - Georgia - 345274
  - South Carolina – 7912
  - North Carolina - A8422
  - Arkansas – CG-5135
  - Alabama - 003137
- Bachelor of Arts, Business Administration, Furman University
- Coursework accredited by the Appraisal Institute and IRWA



Steven Motsinger, Director

Valuation & Advisory

Practice Group Member – Infrastructure Practice Group

Cushman & Wakefield of North Carolina, Inc.

Professional Expertise

Steven Motsinger is a Director with Cushman & Wakefield's Valuation & Advisory service line and a member of the Infrastructure Practice Group, which provides eminent domain consultations and right of way valuations among other services. He has more than 20 years of experience in the real estate appraisal industry. For the past eight years he has specialized in eminent domain valuations appraising properties across North Carolina. Steven has appraised a wide variety of properties including single-family and multi-family residential, industrial, agricultural, convenience stores, luxury inns, mixed-use and specialty properties.

Steven is a confirmed right of way expert with a strong reputation in ethical and technical work.

Memberships, Licenses, Professional Affiliations and Education

- Carolina Certified General Real Estate Appraiser Licenses
  - North Carolina #A6364
  - South Carolina #7420
  - Commonwealth of Virginia #4001018707
- Member, International Right of Way Association, Chapter 31
- Approved NCDOT, VDOT, Right of Way Appraiser
- Associate Member – Appraisal Institute, North Carolina Chapter
- Member - Catawba Valley Association of Realtors
- Appalachian State University - Boone, NC -Master of Arts –May 1994
- Bachelor of Business Administration, Appalachian State University 1988

Relevant Work Experience

- Industrial properties: light industrial, manufacturing, transit warehouse, general warehouse, lumber yard
- Specialty: churches, poultry farms, overnight camps
- Office: variety of single and multi- tenant buildings
  - Retail: strip shopping centers, restaurants, automotive retail, downtown row buildings
  - Multi-family: apartment buildings, mobile home parks
  - Unimproved land: multi-acre industrial, office-retail lots, subdivision analysis
  - Residential appraisal experience includes single family, multi-family housing, lake properties, condos, horse farms



Philip Porter, MAI Senior Director

Valuation & Advisory
Practice Group Member | Infrastructure Practice Group
Cushman & Wakefield of North Carolina, Inc.

Professional Expertise

Philip Porter, MAI is a Senior Director with Cushman & Wakefield's Valuation & Advisory service line and a member of the Infrastructure Practice Group, which provides eminent domain consultations and right of way valuations among other services. He has more than 15 years of experience in the commercial real estate industry, most recently as Appraisal Team Manager with North by Northwest Consulting, where he supervised a team of professional, commercial and residential appraisers providing appraisals for lending, engineering, government and private institutions. He specialized in eminent domain and provided USPAP- and NCDOT-compliant reviews, reviewing appraisal reports for compliance with governmental and client guidelines.

Previously, he was a Real Estate Review Appraiser for the Department of Transportation in Charlotte, NC, and an appraiser for firms T.B. Harris Jr. and Associates and First Appraisal Group, Inc.

Philip is a confirmed right of way expert with a strong reputation in ethical and technical work. Specific accomplishments include appraising some of the first Map Act properties in North Carolina, a regional shopping center for tax appeal, and a complex commercial right of way acquisition for litigation.

Memberships, Licenses, Professional Affiliations and Education

- Designated Member, Appraisal Institute. As of the current date, Philip Porter, MAI has completed the requirements of the continuing education program of the Appraisal Institute
- Approved NCDOT Right of Way Appraiser, September 2014-current
- Certified General Real Estate Appraiser in the following states:
  - North Carolina – A7392
  - South Carolina – 6832
  - Tennessee – 5934
  - Commonwealth of Virginia – 4001018777
- Master of Divinity, Cross Cultural Ministry, Southeastern Baptist Theological Seminary
- Bachelor of Science in Mathematics, Appalachian State University



David Wortman, MAI Director

Valuation & Advisory
Practice Group Member | Infrastructure Practice Group
Cushman & Wakefield of North Carolina, Inc.

Professional Expertise

David Wortman is a Director within Cushman & Wakefield's Valuation & Advisory service line and a member of the Infrastructure Practice Group, which provides eminent domain consultations and right of way valuations among other services.

Prior to Cushman & Wakefield, starting in 2020, he worked as an appraiser at North by Northwest Consulting, providing commercial real estate appraisals in the North Carolina market area. Assignments included eminent domain, mini-storage, multi-family, retail, and industrial properties, as well as analysis for land valuations. Before North by Northwest, he worked with Miller and Associates, appraising property types including income-producing, industrial, multi-family, vacant land, retail, proposed, churches, mini-warehouses, offices, restaurants, sub-divisions, and changing-use. He was an Appraiser Trainee with Foster Rich and Company in Greensboro, NC, from 2004-2007.

Memberships, Licenses, Professional Affiliations and Education

- Approved NCDOT and VDOT Right of Way Appraiser
- Member, IRWA Chapter 31
- Certified General Real Estate Appraiser in the following states:
  - North Carolina – A6291
  - South Carolina – 8722
  - Tennessee – 6372
  - Commonwealth of Virginia – 4001018572
- Master of Education, University of North Carolina Greensboro
- Bachelor of Education, Appalachian State University
- Member, Appraisal Institute



Matthew A. Starling

Geographic Discipline Lead| Land Services

Mr. Starling is an experienced Manager with over 18 years of extensive experience and training in all aspects of Right of Way. He currently oversees CED's Land Services Division in the Carolinas, which includes managing Right of Way Project Managers, Agents, and support staff across North and South Carolina. In this role, he ensures the seamless execution of right of way projects from initiation to completion while maintaining strict adherence to budget, schedule, & quality standards.

Mr. Starling is responsible for leading negotiations to acquire right of way properties and ensuring full compliance with all legal and regulatory requirements. He also provides expert guidance on complex right of way issues and disputes. Throughout his career, Mr. Starling has successfully managed more than 100 projects and acquired well over 5,000 parcels for public and private projects.

Education

B.S. Real Estate and Finance, Florida State University, 2006

Professional Registrations

NC Broker, License No. 295264

SC Notary Public

NC Notary Public

Affiliations & Memberships

IRWA Chapter 31, Member

ASHE Carolina Piedmont Section – Assistant Treasurer & Program Co-Chair

Project Management Institute (PMI), Member

Training

IRWA – 501 Residential Relocation; 502 Business Relocation; 503 Mobile Home Relocation; 504 Computing Replacement Housing PMT; 505 Advanced Residential Relocation

ODOT – Relocation 201 & 202; Acquisition 101, 102, & 105; Appraisal 102; Highway Plan Reading

Appraisal Institute, Basic Appraisal Principles

Years of Experience

18

Key Projects

Roadway - Project Management

- NCDOT - U-5717 - Camden & Currituck County, NC
- NCDOT - U-5873 - Mecklenburg County, NC
- NCDOT - U-5907 - Mecklenburg County, NC
- NCDOT - U-2729 – Forsyth County, NC
- NCDOT – Div. 7 - Bridges 125-143 - Rockingham, Guilford, & Caswell
- NCDOT - W-5702G - Beaufort County, NC
- NCDOT - BP10.R015.3 - Bridge 129 - Cabarrus County, NC
- NCDOT - B-5631 - Sampson County, NC
- York County - SC-557, Clover, SC
- SCDOT - SC-160/I-77 (P029270) – Fort Mill, SC
- Town of Huntersville – Huntington Green Sidewalk Project

Roadway Design-Build Projects

- NCDOT - U-5713 & R-5777A/B (US-70) – Craven County, NC
- NCDOT - Bridge 585 DB - Buncombe County, NC
- SCDOT - I-85 Design-Build (P027114) - Gaffney, SC

Responsible for managing all right-of-way and real estate acquisition services on the project. The overall project required the acquisition of approximately 323 Tracts and the relocation of more than 50 residents, businesses and billboards.

Sewer & Water

- City of Charlotte – SWS – Minor Projects – Charlotte, NC

Storm drainage improvements, repairs, and maintenance. 2,000+ Parcels were acquired with a 90% settlement and donation rate.

- York County – Hwy 274 Sewer Force Main – Rock Hill, SC
- City of Lumberton – Tanglewood Drainage - Lumberton, NC
- City of Asheville – Patton Ave. Waterline Project – Asheville, NC
- County of Durham – Snow Hill Road Force Main – Durham, NC


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

ANTHONY L ALDERMAN

24 25

A7611 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

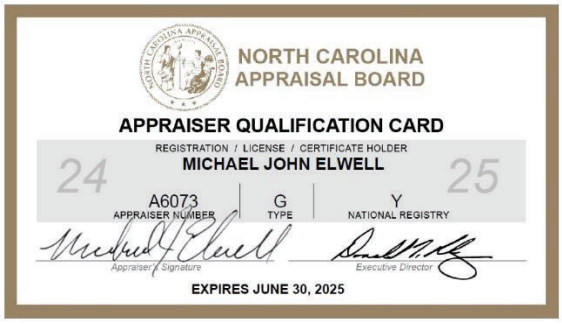
JUSTIN T BEEBE

24 25

A9427 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

MICHAEL JOHN ELWELL

24 25

A6073 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

DAVID W MOORE

24 25

A8422 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

STEVEN E MOTSINGER

24 25

A6364 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

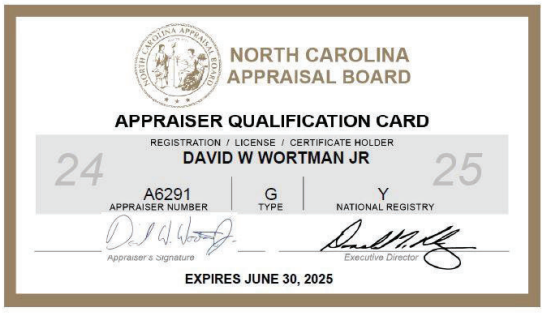
PHILIP S PORTER

24 25

A7392 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025


NORTH CAROLINA APPRAISAL BOARD

APPRAISER QUALIFICATION CARD

REGISTRATION / LICENSE / CERTIFICATE HOLDER

DAVID W WORTMAN JR

24 25

A6291 APPRAISER NUMBER | G TYPE | Y NATIONAL REGISTRY

Appraiser's Signature | Executive Director

EXPIRES JUNE 30, 2025

Team Experience

Cushman & Wakefield is comprised of highly qualified appraisal professionals. We have extensive experience in acquisition appraisal, including right-of-way and easement advisory reports, and have conducted valuation and consultation services relating to government entities of all sizes. Complexity of reports have ranged from uncomplicated to highly technical and those involving litigation and testimony. Additionally, our team is experienced in a vast range of supplementary services including consulting, feasibility studies, highest and best use studies, and advisory services We offer valuations in compliance with the reporting requirements set forth under Standards Rule 2-2 of the Uniform Standards of Professional Appraisal Practice (USPAP) and CFR 49 Part 24.103 Subpart B – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs. We also offer valuations in compliance with the Uniform Appraisal Standards for Federal Land Acquisition compliance (Yellow Book). Our reporting format is tailored to meet the specific needs of the assignment.

Past assignments include national laboratory campuses, military properties, and veterans' administration campuses. Right-of-way assignments include total acquisitions as well as partial acquisitions for large projects, in excess of 500 parcels, to small projects in rural and urban locations.

Our highly trained team is experienced with an array of asset types, ranging from common to highly specialized, and those unique to government bodies. Right-of-way assignment types include partial acquisitions as well as total acquisitions, including:

- Utility Easements
- Conservation easements
- Greenways and other corridors
- Special Purpose
- Highways and Roadways
- Litigation & Expert Witness Testimony
- Pipelines
- High tension power lines
- Floodways
- Airports and hangars
- Railroad corridors

A sampling of similar projects completed for government entities includes:

- **I-2513** – Asheville I-26 expansion project – 150 parcels started May of 2023. All initial parcel reports are complete.
- **U-5821** – Widening of New Hope Road in Gaston County – 55 parcels started in 2024 and ongoing.
- **W-5710R** – Pineville Matthews Road expansion – 35 parcels started in 2023.
- **U-5814** – 15/501 widening in Pinehurst – 55 parcels started in 2022.
- **U-5713/ R-5777** – Design-build project involving upgrading US 70 in Craven County – 200 parcels completed 2019-2021.

- **R-3833C** – A project to widen a portion of Brawley School Road in Iredell County – 90 parcels from 2019 through 2020.
- **R-4705** – Widening project on NC 125/SR 1142 in Marin County, including roadway shift – 91 parcels from 2019 through 2020.
- **R-5014** – Roadway improvements in Dare County – 107 parcels in 2018 with updates in 2020.
- **I-3819B** – I-40/I-77 interchange improvements and access management solutions in Iredell County – 53 parcels 2019- 2020.
- **1-5507 (485 Loop)** – Interchange and express lane in Mecklenburg County – 71 parcels 2019- 2020.

Further, we have multiple team members experienced in litigation support, including our executive oversight on this project, Mr. Anthony Alderman, FRICS, SR/WA, CRE, who has been an expert witness for litigation for highway, natural gas and convenience stores. Mr. Mike Elwell, MAI, SRA, R/W-AC is also a qualified expert witness in North Carolina Superior Courts and District Court in the Commonwealth of Virginia.

Additionally , the Colliers Land Acquisition Services team is versed in providing services for a variety of needs including transportation projects, airports, electrical transmissions & distribution, disaster recovery & resiliency, pipeline, railroad & freight, renewable energy, school development, stormwater, telecommunications, transit improvements, and water & sewer.

Together, our teams are dedicated to completing projects in a timely, efficient manner while remaining within budget.

Project Approach and Management

Approach

APPRAISAL SERVICES

We understand the City of Hendersonville is seeking real estate appraisal and acquisition services related to the **Mud Creek Interceptor Replacement Project**, which is a project to replace approximately 10,600 linear feet of existing sewer main along Mud Creek. We further understand the City is seeking appraisals for real property or easements to be acquired by the City, acquisition support, and litigation support, as needed. Our firm is accustomed to handling projects of this magnitude. We work on assignments ranging from single-parcel on-call appraisals to projects consisting of hundreds of parcels. We have a national presence, and complete thousands of parcel reports every year. This experience enables our team to work seamlessly with client staff members, engineering firms, environmental agencies, and additional groups requiring collaboration.

We are experienced in preparing valuation assignments for organizations, municipalities, and government entities of all sizes. We prepare reports in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as well as agency specific guidelines such as the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA aka Yellow Book Standards) and/or the Uniform Relocation Assistance and Real Property Acquisition Act (URA).

In addition to the team of appraisers, our firm has a dedicated research team to assist in identification of subject properties and gathering initial information on each property assignment in order to maximize time and efficiency. This system allows us the capacity to handle large multi-parcel projects, or to take on on-call assignments of any size on an as-needed basis.

Collaboration is key to our project team's performance and ensures efficiency and success in achieving objectives. When contracts are awarded, our administrative staff and research team sets up work files and sort information from clients to begin initial tax and GIS research on subject properties. Appraisers make contact and discuss the project with client and property owners, as applicable. We perform property research, such as verifying zoning and taxes and tracking comparable properties.

The team at Cushman & Wakefield leverages cutting-edge technology and sophisticated data analytics tools to ensure quality results. Our team has vast expertise in the real estate market and access to large amounts of data from sources such as CoStar, RMLS, Moody, STDB, ESRI, and DataTree. All reports are then reviewed by a senior Cushman & Wakefield quality control professional versed in the market or region.

This comprehensive approach to valuation and advisory ensures services are in compliance with applicable laws and regulations. Our process also ensures that inspections are scheduled

and conducted in a timely manner. Our dedicated research team guarantees background information is handled appropriately, such as investigating zoning, parcel history, and existence of encumbrances. Our appraisal team is also experienced in researching comparable sales, highest and best use analysis, and determining a final opinion of value.

LAND ACQUISITION SERVICES

Colliers Engineering & Design provides a full line of integrated service offerings throughout every phase of the land acquisition process. Our professionals offer a strategic outlook and the necessary knowledge to provide clients industry leading solutions and effective strategies throughout the project life cycle. Services will be tailored to meet the needs of this particular project.

GEOSPATIAL SERVICES

Colliers' Geographic Information System (GIS) management services provides clients with a comprehensive platform to map and manage their assets across departments, locations, facilities, and business units. They have a team of certified GIS professionals (GISPs) utilizing state-of-the-art methods for data collection, data modeling, mapping, asset inventory, and condition assessment. GIS services save time and improve workflows and business processes through intuitive and easy-to-use web maps and applications, story maps, public surveys and service request options.

Our project team works cohesively to ensure we meet agreed upon deadlines with high-quality reports.

Process

As noted previously, the process to analyze acquisition of a parcel starts with data collection and inspection of the property. One must also initially identify the impacts of the acquisition on the property and assess the effects of the acquisition on the remainder. This is achieved through a series of steps including:

- Reviewing plats and plans of the proposed taking, proposed utilities, grade changes, access changes, etc.
- Discussing the specific parcel with the engineering group to make sure nothing is overlooked and plans accurately reflect the proposed changes
- Discussing expected impacts with property owners and representatives, noting concerns in the report.

Once the changes are understood and documented, the appraiser can begin to value the property 'after the taking,' valuing the property under the hypothetical condition that the project is

completed as of the effective date. The valuation after the taking includes any benefit or diminution in value to the remainder. The appraiser may also appraise the part acquired depending on the jurisdictional requirements. The appraiser will select new comparables as needed to reflect the subject's characteristics after the taking.

Any severance damages and costs to cure must also be calculated. Severance damages must be supported with market-based evidence, such as paired sales, setback studies, parking studies, market participant interviews, etc. Cost to Cure is best supported by independent engineering reports, which design the cure and include the expected cost to complete. Finally, if the property is improved and relocation is required, appraisers must coordinate with relocation agents to ensure compliance and associated costs of relocation and site clearance.

Summary

We are committed to quality, timely services, and implement our resources and team members to ensure we meet agreed upon deadlines and remain within budget. Cushman & Wakefield's deep bench of highly talented valuation professionals, state of the market technology platform, and our dedicated practice groups enables the firm to execute assignments efficiently and expeditiously. Our capacity to take additional workload is adequate to handle a project of this magnitude.

References

Cushman & Wakefield's Valuation & Advisory Infrastructure Practice Group has wide-ranging experience in acquisition appraisal, including right of way and easement advisory reports and other valuation and consultation services relating to federal, state, local, and tribal government entities. Right of way assignments include total acquisitions as well as partial acquisitions for large projects, in excess of 500 parcels, to small projects in rural and urban locations. The following references can speak to our team's skillset.

1. Karen Thompson, AECOM, 5438 Wade Park Blvd, Suite 200, Raleigh, NC 27607 tel: 919-720.3180, email: karen.thompson@aecom.com. Project: I-2513 – Asheville I-26 expansion project – 150 parcels – appraisals started May of 2023. All initial parcel reports are complete.
2. Kevin Kilpatrick, Vaughn & Melton, a JMT Co., 2550 West Tyvola Road, Suite 120, Charlotte, NC 28217, tel: 704-357-0488, email: kdkilpatrick@jmt.com. Project: U-5814 – 15/501 widening in Pinehurst, NC – 55 parcels started in 2022, with revisions into 2025.
3. Hugh Thompson, Professional Property Services, Inc., 18335 Old Statesville Rd., Unit A, Cornelius, NC 28031, tel: 910-512-4215, email: hughthompson@ppsnc.com. Project: U-5821 – Widening of New Hope Road in Gaston County, North Carolina – 55 parcels – started in 2024 and is continuing.
4. Jason Bloch, TELICS, 3440 Lakemont Blvd, Fort Mill SC 29708, tel: 803-316-7793, email: JBloch@telics.com. Project R-3833C – intersection project at Brawley School Road in Iredell County – 90 parcels – from 2019 through 2020.
5. Neil Burleson, THC Inc., 8514 McAlpine Park Dr., Suite 295, Charlotte, NC 28211, tel: 704-568-1112, email: nburleson@thcinc.net. Project: W-5710R – Pineville Matthews Road expansion – 35 parcels started in 2023, revised parcels being processed now.

Fee Schedule

Hourly rates

Our hourly rates, as laid out in *E. Affidavit of Compliance with E-Verify Statutes* (included with forms) are as follows:

PERSONNEL	HOURLY RATE
Executive Managing Director	$400
Senior Managing Director	$375
Managing Director	$325
Senior Director	$300
Director	$250
Associate Director	$200
Administrative	$100

Rates for Deposition/Trial services:

PERSONNEL	HOURLY RATE
Executive Managing Director	$650
Senior Managing Director	$600
Managing Director	$550
Senior Director	$500
Director	$450

Any reimbursement for milage would be mutually agreed upon in advance of task and would be billed in alignment with current IRS rates.

Additionally, acquisition services provided by Colliers would be billed according to the following fee schedule:

Land Services

2025 Rate Schedule

Billing Titles	**Hourly Rates**
GDL / Principal	$250.00
ROW Project Manager	$190.00
GIS Specialist	$150.00
Senior ROW Agent	$145.00
ROW Agent	$125.00
Researcher/Title Agent	$100.00
Sr. Document Specialist/Sr. Title Agent	$110.00
Document Specialist/Admin	$90.00

Reimbursable Expenses

Mileage …….. IRS Rate

Miscellaneous Expenses ……... Cost + 15%

(Miscellaneous expenses include but not limited to - courthouse document expenses, recording fees, printed copies, approved travel expenses, etc.)

Price per Unit

The following offers a unit price for appraisals based on type of property or utility easement or size of property, which price shall be guaranteed for at least one year.

1. Total Acquisitions (the entirety of a property is acquired in fee simple)
    a. Vacant Land: $2,300
    b. Single Family Residence: $3,500
    c. Commercial Improved: $4,000 to $8,000 depending on complexity

2. Partial Acquisitions that do not result in either a) the loss of building(s) or b) damages to the remainder (a loss in value beyond the right of way or easements themselves).
    a. Vacant Land: $2,300
    b. Single Family Residence: $2,500
    c. Commercial Improved: $2,700

3. Partial Acquisition that does result in the loss of building(s) and/or damages to the remainder.
    a. Vacant Land: $3,500
    b. Single Family Residence: $4,500
    c. Commercial Improved: $4,500 to $10,000 depending on complexity.

Required Forms

The following required forms are included on the following pages:

A. Statement of Qualifications Certification
B. Certification Regarding Lobbying
C. Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
D. Affidavit of Compliance with NC E-Verify Statutes
E. Affidavit of Compliance with NC E-Verify States (Rate Sheet)

A. Statement of Qualifications Certification

STATEMENT OF QUALIFICATIONS CERTIFICATION

Firms Signature: _____ **Date:** 4/16/2025

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFQ; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Statement of Qualifications being submitted and have the authority to sign Statement of Qualifications on behalf of my organization. **It is the Firm's responsibility to assure that all addenda have been reviewed prior to Statement of Qualifications submission.**

BY (Printed): David Wortman, MAI

TITLE: Senior Director, Infrastructure Practice Group, Valuation & Advisory

COMPANY: Cushman & Wakefield of North Carolina, Inc.

ADDRESS: 333 2nd Street NW, Hickory, NC 28601

TELEPHONE: 828-900-7389

EMAIL: david.wortman@cushwake.com

The Firm supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

☐Sole Proprietorship

☐Partnership (limited or general)

☑Corporation

☐Limited Liability Co.

☐Other (Please specify: _____

2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Resolution, who will execute the contract on behalf of entity (generally President and Secretary).

Richard Cenkus, President V&A Americas

Firm is incorporated in what state?

NC

If firm is a foreign corporation, does firm have a certificate of authority from the North Carolina Secretary of State?

3. If business is a Partnership, please answer the following:
Name in full or all general partners and addresses:

n/a

Is this a limited or general partnership? n/a

If a limited partnership, what is the state of registration? n/a

If business is a foreign limited partnership, does business have a certificate of authority from the North Carolina Secretary of State? n/a

4. If business is a Sole Proprietorship, please answer the following:

Name of owner: n/a

5. If business is a limited liability company, please answer the following:

List the names and titles of managers or member-managers who will execute the contract on behalf of the company? n/a

What is the state of organization? n/a

If business is a foreign limited liability company, does business have a certificate of authority from the North Carolina Secretary of State? n/a

6. For all bidders:
If the business operates under an assumed name, what is the assumed name?
n/a

Has a certificate of assumed name been filed in the Henderson County Registry?
n/a

If so, please provide the recording information: Deed Book _____at Page_____.

B. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transactions imposed by 31 USC §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Consultant, David Wortman, MAI, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 USC §1352, *et seq.*, apply to this certification and disclosure, if any.

Date: 4-15-25

Signature of Consultant's Authorized Official

David Wortman, MAI

Senior Director, Infrastructure Practice Group, Valuation & Advisory

Printed Name and Title of Consultant's Authorized Official

STEPHEN WILLIAMSON NOTARY PUBLIC CATAWBA COUNTY, NC Commission Expires October 20, 2025

Subscribed and sworn to before me this 15th day of Apr, 2025 in the State of N. Carolina;
and the County of Catawba.
Notary Public Stephanie Williamson

My Appointment Expires October 20, 2025

C. Certification Regarding Debarment Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction

(To be submitted with all bids exceeding $25,000.)

1. The prospective lower tier participant (Bidder/Consultant) certifies, by submission of this bid or Statement of Qualifications, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. The prospective Bidder/Consultant also certifies by submission of this bid or Statement of Qualifications that all SubConsultants and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

3. Where the prospective lower tier participant (Bidder/Consultant) is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this bid or Statement of Qualifications.

The lower tier participant (Bidder/Consultant), David Wortman, MAI, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

DATE 4-15-2025

SIGNATURE

COMPANY Cushman & Wakefield

City of Hendersonville, NC

Request for Statements of Qualifications # 180321014002

NAME David Cortman

TITLE Senior Director

State of N. Carolina

County of Catawba

Subscribed and sworn to before me this 15th day of April 2025

STEPHEN WILLIAMSON NOTARY PUBLIC CATAWBA COUNTY, NC Commission Expires October 20, 2025

Notary Public Stephen Williamson

My Appointment Expires October 20, 2025

D. Affidavit of Compliance with N.C. E-Verify Statutes

STATE OF NC
COUNTY OF Catawba

AFFIDAVIT of COMPLIANCE with N.C. E-Verify Statutes

I, David Wortman, MAI (hereinafter the "Affiant"), duly authorized by and on behalf of Cushman & Wakefield (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the Senior Director, Infrastructure Practice Group, Valuation & Advisory (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.

2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with N.C. Gen. Stat. §64-25 (5).

3. _X_ Employer employs 5 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification in accordance with N.C. Gen. Stat. §64-26.
   OR
   ____ Employer employs fewer than 5 employees in the State of North Carolina and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.

4. All subConsultants engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.

5. Employer shall keep the City of Hendersonville informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the 15th day of April, 2025.

Signature of Affiant

STATE OF N. Carolina

COUNTY OF Catawba

STEPHEN WILLIAMSON NOTARY PUBLIC CATAWBA COUNTY, NC Commission Expires October 20, 2025

Sworn to and subscribed before me, this the 15th day of April 2025.

Notary Public

My commission expires: October 20, 2025

E. Affidavit of Compliance with N.C. E-Verify Statutes

The hourly labor rates **shall include all applicable overhead and profit**. **All non-labor related other than direct costs will be billed to the City of Hendersonville at cost without mark-up. Please note that only hourly rates should be submitted. Overall prices – beyond hourly rates – should not be submitted.**

POSITIONS	HOURLY RATES
Executive Managing Director	$ 400
Senior Managing Director	$ 375
Managing Director	$ 325
Senior Director	$ 300
Director	$ 250
Associate Director	$ 200
Administrative	$ 100
	$
	$
	$

Firm should include all positions, with hourly rates and attach a job description and required years of experience for each position.

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Richard Shook **MEETING DATE:** 04/02/2026

AGENDA SECTION: Consent **DEPARTMENT:** Administration

TITLE OF ITEM: Patton Park and Whitmire Owner's Advisor During Design and Construction – *Richard Shook, Civil Engineer III*

SUGGESTED MOTION(S):

I move City Council adopt the *Resolution Authorizing the City Manager to Negotiate and Execute Owner's Advisor Services Contract with Cumming Group* and Authorize the City Manager to Approve Change Orders for the Patton Park and Whitmire Owner's Advisor During Design and Construction as presented.

SUMMARY:

The City issued RFQ No. HEG141014001 to procure owner's advisor services for the Whitmire Activity Center and Patton Park and Pool Renovation projects. Responses were received on January 16, 2026, and independently scored by the City's selection committee. Cumming Group received the highest overall ranking and was identified as the most qualified firm to perform the work.

BUDGET IMPACT: TBD

Is this expenditure approved in the current fiscal year budget? no

If no, describe how it will be funded to be funded by loan and grant proceeds in future years

ATTACHMENTS:

RFQ Scorecard
Cumming Group Submission

Resolution #R-XXXXX

RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A CONTRACT FOR OWNER'S ADVISOR SERVICES FOR THE WHITMIRE ACTIVITY CENTER PROJECT AND THE PATTON PARK AND POOL PROJECT

WHEREAS, the City of Hendersonville issued RFQ No. HEG141014001 seeking qualified owner's advisor services during design and construction for the Whitmire Activity Center Improvements and the Patton Park and Pool Renovation projects; and

WHEREAS, the City received and evaluated responses on January 18, 2026, and the selection committee independently scored each proposal for completeness, experience, qualifications, and project approach; and

WHEREAS, Cumming Group was identified as the highest-ranked and most qualified firm to owner's advisor services for both projects.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that

1. The City Manager is authorized to negotiate and execute design contracts with Cumming Group for owner's advisor services during design and construction of the Whitmire Activity Center Design Project and the Patton Park & Pool Design Project; and
2. The City Manager is authorized to approve change orders that cumulatively do not exceed 10% of each approved contract amount, provided that any amendments beyond this threshold must be brought back to City Council for approval; and
3. The City Manager is authorized to undertake all necessary administrative actions to implement the intent of this resolution.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 2nd day of April, 2026.

Attest: _____ Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

SOLICITATION EVALUATION SCORECARD

Patton and Whitmire Owner's Advisor

REQUEST FOR PROPOSAL # HEG141014001

EVALUATION CRITERIA		Peacock		Cumming Group
A. EVALUATION CRITERIA #1	Project Team Qualifications [30 Possible Points]	20.2		28.5
B. EVALUATION CRITERIA #2	Project Approach and Management [20 Possible Points]	14.3		20.0
C. EVALUATION CRITERIA #3	Similar Projects [30 Possible Points]	14.0		21.0
D. EVALUATION CRITERIA #4	Timely Service/Efficiency [10 Possible Points]	8.8		5.8
D. EVALUATION CRITERIA #5	Hourly Rates [10 Possible Points]	9.0		8.3
FINAL SCORES AND RANKINGS	TOTAL SCORE	66.3		75.3
	RANK	2		1

		Peacock		Cumming Group
REVIEWER #1:	A.	25.5		25.5
	B.	20		20
	C.	15		15
	D.	7.5		7.5
	E.	10		10
	Total Score	78		78
	Rank	1.5		1.5
REVIEWER #2:	A.	5		30
	B.	5		20
	C.	2		20
	D.	10		5
	E.	9		10
	Total Score	31		85
	Rank	2		1
REVIEWER #3:	A.	30		30
	B.	18		20
	C.	25		28
	D.	9		5
	E.	8		5
	Total Score	90		88
	Rank	1		2

CUMMING GROUP

City of Hendersonville, NC

RFQ #HEG141014001

Whitmire Community Center and Park + Patton Park and Pool
Proposal for Owner's Advisory Services

January 16, 2026

cumming-group.com



CUMMING GROUP

700 Gervais Street
Suite E
Columbia, SC 29201
(803) 726-8560

cumming-group.com

January 16, 2026

Attn: Richard Shook, PE
Civil Engineer
rshook@hvlnc.gov
(828) 233-2888

Re: RFQ #HEG141014001
Proposal for Owner's Advisory Services

Dear Mr. Shook,

Cumming Group is pleased to submit our qualifications to serve as the City of Hendersonville's Owner's Advisor for the Whitmire Community Center and Park and Patton Park and Pool projects. We understand the importance of these public-facing improvements and are prepared to provide focused, hands-on leadership that reflects the City's goals and priorities from start to finish.

Cumming Group is proud to be the nation's largest Owner's Representative firm dedicated exclusively to project and cost management. Our sole focus is representing owners, without the conflict of in-house design or construction services. This structure ensures that our team serves as a true extension of City staff—prioritizing transparency, accountability, and results on every project we support.

Our proposed team brings deep municipal experience and a proven record delivering community, recreation, and FEMA-supported projects throughout the Carolinas. The group is led by David Lindsay, who will provide executive-level oversight and strategic guidance, with on-site management and coordination led by Sean Hudson. David and Sean will be supported by our in-house cost management and scheduling staff as needed. Together, they offer a well-balanced mix of leadership, responsiveness, and local project insight.

We appreciate your consideration and welcome the opportunity to assist the City in delivering these important community assets. Please don't hesitate to contact us with any questions or requests for additional information.

Very truly yours,
Cumming Group



By: Jeff Holstein
Executive Vice President

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Section 1

Firm Information

SECTION 1 – Firm Information

Firm Name

Cumming Management Group, Inc. (Cumming Group)

Address of Principal Office

700 Gervais Street
Suite E
Columbia, SC 29201

Phone Number

(803) 726-8560

Website

cumming-group.com

E-mail

jholstein@cumming-group.com

Primary Contact

Jeff Holstein
Executive Vice President
jholstein@cumming-group.com
(803) 917-6255

Hourly Fee Schedule

Role	Hourly Rate
Project Director	$ 225.00
Project Manager	$ 185.00
Cost Manager / Estimator	$ 185.00
Scheduler	$ 175.00

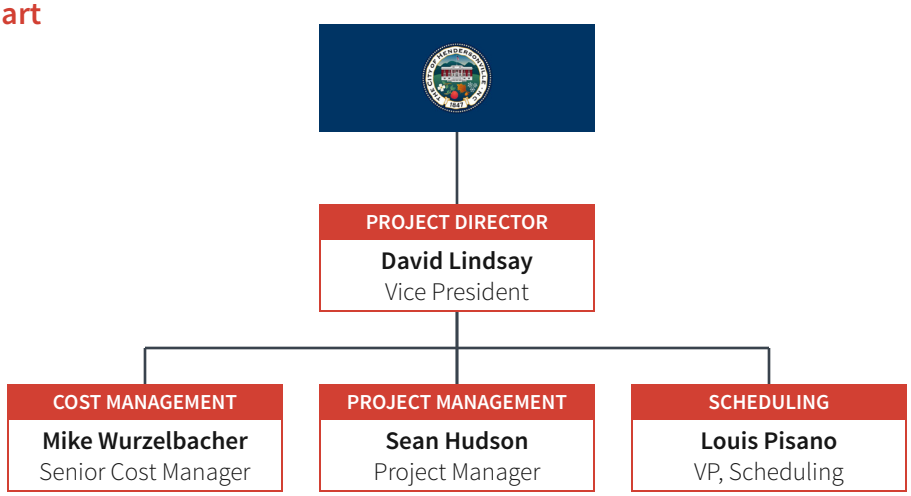
Section 2

Proposed Project Team

SECTION 2 – Proposed Project Team

Cumming Group has assembled a lean but highly experienced Owner's Advisory team tailored to deliver efficient, accountable, and expert project oversight. Each team member brings specialized knowledge in municipal project delivery, ensuring the City's goals are met through proactive leadership, cost and schedule control, and strategic guidance.

Organizational Chart



Roles and Responsibilities

David Lindsay
Vice President
Project Director

As Poject Director, David Lindsay will provide executive oversight across all phases of the project. He will remain actively engaged throughout the duration, ensuring that project strategy aligns with the City's goals, monitoring overall progress, and serving as the primary point of escalation for any complex or high-level issues that arise. David will maintain regular involvement to support decision-making and uphold account-ability across the team.

Sean Hudson
Project Manager

As Project Manager, Sean Sean Hudson will serve as the City's primary point of contact, leading the day-to-day management of the project. Based on site and working closely with all stakeholders, Sean will oversee planning, coordination, and execution activities on site. He will facilitate team communications, manage consultant and contractor interfaces, and ensure project milestones, budget, and quality standards are achieved.

Mike Wurzelbacher
Senior Cost Manager

As Cost Manager, Mike will provide detailed estimates at the various phases of design. He will identify cost-saving opportunities and recommend alternatives, and advise on contractor bids, change orders, and cost reconciliation to maintain budget accuracy. He will also perform QA/QC reviews of estimates to provide transparent reporting to mitigate risks and ensure cost control

Lou Pisano
VP, Scheduling

As Scheduling lead, Lou will assist in the preparation and updating of the project milestone schedule, will review the Contractor's schedule, and will assist in the monthly project schedule reporting.



David Lindsay

Vice President | *Project Director*

David has over 30 years' experience in program/construction management with a portfolio of experience, most recently the new Horry County Emergency Operations and Communications Center in Conway, SC, the new South Bay Inn and Suites in Myrtle Beach, SC, as well as the Darla Moore School of Business and the University of South Carolina School of Law. David has extensive K-12 project experience and has managed programs across South Carolina including bond programs for Anderson School District Five, Richland County School Districts One & Two, Dorchester County School District, Chester County School District and Charleston County School District. David's extensive experience enables him to successfully manage large-scale and complicated programs across multiple job sites and involving technically complex bidding and stakeholder compilations.

EDUCATION

Master of Construction Science and Management, Clemson University

Bachelor of Science, Hotel, Restaurant and Tourism, University of South Carolina

A.A., Architectural Engineering Technology, Midlands Technical College

CERTIFICATIONS

- OSHA 30- Hour Construction Safety Certificate

REPRESENTATIVE EXPERIENCE

Richland County School Distric One, Athletics Bond Program New Stadiums and Athletic Fields, Columbia, SC

David was the Project Director on a new stadium and total renovation of three other existing stadiums for RCSD1. Also included were athletics facilities for four high school campuses across RCSD1. Each stadium features similar features, including 5,000 seat capacities, artificial turf, video scoreboards, updated restroom and concession facilities, press boxes and fencing. The high school site facilities included new football/soccer fields with artificial turf, 900 seat capacities with concessions, restrooms and other associated facilities. These are part of a $40M bond program which began in late 2015.

Horry County Emergency Operations and Communications Center, Conway, SC

David served as Program Manager for the $25 Million new EOC center, built to withstand 160 MPH winds, flooding, and earthquake activity. Featuring facilities for 911 and Horry County's emergency operations, David coordinated with stakeholders from emergency operations, IT, E-911 communications, codes & enforcement, maintenance & construction, Horry County stormwater, and others to manage this highly technical program.

Decker Center Redevelopment/Richland County Operations Center, Columbia, SC

David was the Senior Project Manager for the $25 Million redevelopment of a mall into an 112,000 sq. ft. Richland County operations center. This facility includes the Richland County Sheriff's regional headquarters substation, including administrative and community spaces to support policing efforts, as well as the County's Central/Traffic Court facility featuring nine courtrooms, associated support spaces, holding cells, and all required security.

University of South Carolina, New Law School, Columbia, SC

As one of the premier buildings on campus, the new law school redeveloped a city block and restored historic buildings into a destination for both students and the community. David provided Agency Construction Management services for the new 187,000 SF building and the partial restoration of two of USC's historic buildings, the Taylor House and Carriage House.

University of South Carolina, Darla Moore School of Business, Columbia, SC

As one of the premier business schools in the country, the Darla Moore School of Business building is a landmark structure designed by Rafael Vinoly Architects in downtown Columbia, SC. David was Project Director for the $106.5M 254,000 SF LEED Platinum facility.



Sean Hudson

Project Manager

Sean is a project manager with over 25 years of experience in the construction industry. He has in-depth knowledge of all aspects of building construction along with practical field experience. His expertise covers a multitude of sectors including healthcare, residential, higher education, mixed-use, and retail. Sean has the ability to work well under pressure while maintaining overall organization and communication to ensure every project is a success. He has provided oversight and management services on projects ranging from $400,000 to more than $187 million.

EDUCATION

Bachelor of Science, Civil Engineering Technology, University of North Carolina, Charlotte

CERTIFICATIONS

- OSHA 30- Hour Construction Safety Certificate

REPRESENTATIVE EXPERIENCE

Fort Mill School District, Capital Improvement Program, Ft. Mill, SC

Sean served as the Project Manager for the following projects:

- Fort Mill Middle School - renovation
- Gold Hill Middle School - renovation
- Fort Mill High School - renovation
- Catawba Ridge High School - new construction

York County School District, Capital Improvement Program, York County, SC

Sean served as the Project Manager for the following projects:

- York County/Lake Wyle Aquatic Center - new construction
- Clover Middle School - new construction
- Oakridge Elementary School - new construction

Parks and Entertainment Experience

- African Plains, 11-Acre Expansion including Rhinoceros Barn Three Hoof Stock Barns and a Treatment Barn, Asheboro, NC ($5.7M)
- Boomerang Roller Coaster, Relocated Roller Coaster in Existing Park, Charlotte, NC ($4.5M)
- Intimidator Roller Coaster, 232-ft Peak, 5316 ft Length, 6 Acres Integrated into Existing Park, Charlotte, NC ($26M)

Additional Experience

- Charlotte Bobcats Arena, Charlotte, NC ($187M)
- Charlotte Douglas International Airport, Concourse D Phase II & III, Charlotte, NC ($40M)
- Charlotte Hispanic Catholic Center, Charlotte, NC ($3.5M)
- Gateway Parking Deck, Charlotte, NC ($8.4M)
- Hickory Grove Baptist Church, Charlotte, NC ($3.6M)
- Northlake Pavilion, Medical Office Shell, Charlotte, NC ($2.5M)
- Park Plaza Condominiums, 4-Story, 72 Units, Charlotte, NC ($3.5M)
- UNC-Charlotte, Humanities Academic Wing, Charlotte, NC ($17M)
- Ashley Furniture, 50K-sq-ft Renovation, Raleigh, NC ($505K)
- Food Lion, Two Simultaneous 40K-sq-ft Remodels, Calabash & Shallotte, NC ($525K each)
- Harris Teeter #149, 48K-sq-ft Store Remodel, Rock Hill, SC ($404K)
- Lowes Foods, 50K-sq-ft Renovation to Operating Store, Wilmington, NC ($2.6M)
- Lowes Foods, Renovation, Clemmons, NC ($2.1M)
- Shoppes at Wesley Chapel, Walgreens, State Road Widening & 23 Acres Site Work, Matthews, NC ($3.2M)



Mike Wurzelbacher

Senior Cost Manager

Mike has over 10 years of experience providing cost estimating services, specializing in healthcare and education projects. His responsibilities include preparing accurate estimates from the program level through design, preparing task orders, and reviewing and estimating change orders. In addition, Mike attends reconciliation and value engineering meetings on a regular basis to ensure that the client is satisfied, the project stays on budget, and deadlines are being met. Mike is familiar with all Federal requirements as they pertain to cost estimating.

EDUCATION

Construction Management, New School of Architecture and Design, San Diego, CA

REPRESENTATIVE EXPERIENCE

Decker Center Redevelopment/Richland County Operations Center, Columbia, SC

Working as the Cost Manager, Mike provided full estimating services for the conversion of a shopping mall into a Richland County Government Building housing courtrooms and a detention center, as well as all associated site development.

Charleston County School District, Charleston, SC

Mike has worked on a large variety of CCSD projects ranging from new school buildings to facility maintenance projects as Cost Manager. He has provided cost management services for nearly all of the CCSD schools over the last 2 years. His responsibilities on this project have included: preparing task orders, reviewing and estimating change orders, and providing accurate estimates.

CARTA Intermodal Center, North Charleston, SC

Mike worked as the Cost Manager for the CARTA Intermodal Center and provided full estimating services for the construction of the new regional intermodal center and site development.

ADDITIONAL EXPERIENCE

Municipal / State / Federal

- City of Charleston, New International African American Museum, Charleston, SC
- City of Charleston, U.S. 17 Spring/Fishburne Drainage Improvement Project - New Pump Station Superstructure, Charleston, SC
- City of Goose Creek, Crowfield Golf Clubhouse Renovation, Goose Creek, SC
- City of Goose Creek, New Ampitheatre, Goose Creek, SC
- City of Johnsonville, New Municipal Complex Master Plan, Johnsonville, SC
- GSA Matthew J. Perry Federal Courthouse, Renovation Program Development Study for Courthouse & Parking Garage, Columbia, SC
- Horry County, New Emergency Operations Center & E-911 Bldg., Conway, SC
- Leesburg Police Station Expansion, Leesburg, VA
- Mecklenburg County, New Northern Regional Recreation Center Advance Planning Estimates, Cornelius, NC
- North Carolina National Guard, Fort Fisher Training Center New Bldg. 116 w-SCIF, Kure Beach, NC
- South Carolina Dept. of Administration, Elevator Modernization, Columbia, SC
- Town of Cary, New Downtown Park Master Plan, Cary, NC
- Town of Wendell, New Town Hall Facility, Wendell, NC
- U.S. Courthouse, Exterior Building Wall Repairs, Asheville, NC



Lou Pisano

Vice President | *Scheduling Lead*

Lou Pisano has more than 35 years of comprehensive experience in all phases of major development and construction projects for both new building programs and complex renovations. With a background in Civil and Environmental Engineering, he is an innovative problem-solver and proactive decision maker, with a reputation for utilizing data to implement project controls technology throughout a project's lifecycle and integrating this data into clients' facilities management systems.

As Vice President, Lou manages the Scheduling group for the Eastern Region of Cumming Group, leveraging his experience across more than 30 million square feet of real estate projects to advise clients on a wide range of program elements including pre-construction strategic planning and scheduling, design development, cost estimating, site construction management, building construction, facilities management, civil and environmental engineering, and land surveying.

EDUCATION

Civil Engineering, Brookdale Community College, Middletown, NJ

REPRESENTATIVE EXPERIENCE

Medstar Health, Georgetown University Hospital, Washington, DC

Performed delay analysis and monthly reviews of contractor schedule submittals of a new 477,213 square feet medical facility with 156 private patient rooms, 31 state-of-the-art operating rooms, including a new intraoperative MRI suite, 32 private exam rooms in a new emergency department, one rooftop helipad with direct access to the emergency department and operating rooms, and three levels of underground parking. Reviews include advising ownership of potential time savings and legitimacy of delay claims in order to achieve an on time project delivery.

Miraval Berskshires, Historic Cranwell Spa & Resort, Lenox, MA

Cumming Group provided project, cost, and schedule management services for the refurbishment and transformation of the Historic Cranwell Spa and Resort, with Lou as the Lead Scheduler. The phased program included demolition and major renovation to existing buildings, new building construction, and extensive infrastructure upgrades while the resort remained open. Lou played a significant role in the scheduling of this project, given the complexities of the phasing and logistics.

Columbia University, Manhattanville Campus, New York, NY

Provides on-call planning and scheduling services for Columbia University's upper Manhattan campus, with projects including the construction of a graduate student housing facility, new student housing facility at 611 W112th Street, scheduling for the conceptual planning of a new climate school, conceptual planning for new lab buildings.

Northwell Health, Northwell Medical Pavilion, New York, NY

Schedule management services for the Northwell Medical Pavilion, a new build, 15-story 200,000 square foot outpatient complex, located on the Upper East Side of Manhattan on 3rd Ave between E. 76th and E. 77th streets; will offer world-class care, anchored by innovative cancer care programs for the Northwell Health Cancer Institute. This new state of the art Oncology (cancer) care will include breast, gastrointestinal, colorectal, gynecologic, head and neck, neurosurgical, thoracic, and urologic. The pavilion will also house cardiac care, neuroscience, imaging, lab testing, as well as holistic wellness services, acute and chronic disease management, social work services and more.

Section 3

Project Approach and Management

SECTION 3 – Project Approach and Management

Pre-Construction Phase

Methodology During Pre-Construction

During the pre-design and design phases, our team will confer with your staff concerning specific project goals relative to project scope, project budget, project schedule, design concepts, and quality as a basis for formulating a detailed development plan for the project.

One of the main objectives during this period is to provide a conceptual cost budget and a preliminary "Critical Path Method" development schedule for the project. Cumming Group will also assist the design partners with the evaluation of proposed systems, equipment and materials, and will advise you on alternatives to optimize cost effectiveness, quality standards and system life cycle costs and benefits (value engineering).

The last step during this phase will be to analyze potential advantages of phasing or fast-tracking the project to help you select the approach to construction that appears most advantageous. We are skilled and experienced with many different delivery methods and would be happy to evaluate them to help determine the best delivery option for your project. Each delivery methods has its unique advantages and disadvantages and each has its appropriate time, place, and circumstances under which they are worthy of use.

Staff / Facilities Coordination

Our team will work closely with your staff and facilities group. We will carefully plan out the sequencing, safety, and logistics prior to the start of construction. The agreed upon strategy will be incorporated in the construction bid documents to ensure that the proposing contractors are aware of logistical and coordination constraints prior to submitting their bids. This will ensure that claims are minimized as they relate to site logistics and coordination efforts.

Design Phase

Review of Budgets, Construction Documents, Plans, and Specs

As the design process proceeds, Cumming Group is constantly vigilant, ensuring that the Owner's needs are completely represented in the design (materials, building system, equipment, installation, method of delivery, etc.). Our team also evaluates project budget requirements during the design sub-phases to ensure that the design is producing a project that can be built within budget, taking advantage of the most cost-effective construction elements available to perform the required functions. This "cost effective" consideration is normally referred to as "value engineering" in our industry. We believe that construction contract documents are a binding instrument between an owner and contractor for construction services, and, as such, must be as accurate as possible to protect the interests of both parties. Change orders due to design conflicts and discrepancies in construction documents are costly and ultimately disrupt the construction progress. Good interdisciplinary and Constructability reviews prior to award of construction will realize a reduction in change orders, timesaving, and the ability to deliver the project within budget.

The ideal time to mitigate design conflicts is in the pre-construction phase. Constructability reviews are critical to time, cost control, and claims avoidance. We will assign multi-disciplinary professionals to assess the Contract Documents for clarity, integration of plans and specifications, constructability of details and absence of ambiguities. Our team members are able to review systems and details serving as a "second set of eyes" to ensure that the drawings and specifications put out to bid are complete, constructible and of the highest quality. Our reviews will specifically address issues such as:

- Constructability of construction details
- Lead time for materials and equipment
- Reasonableness of performance of work sequence, interface relationships and periods
- Site access, restrictions, staging areas, availability of utilities for construction, and safety plans for pedestrian and vehicular traffic for ongoing operations
- Coordination within and between disciplines relative to the plans and specifications
- Assurance that references to statements such as "designed by others" are addressed

Our goals in performing Interdisciplinary and Constructability Reviews are a:

- Reduction in the amount of change orders
- Reduction in delays caused by change orders
- Reduction in Requests for Information (RFIs)
- Savings in construction administration time and effort
- Smoother, non-adversarial relationship between the parties involved
- Better construction project at final delivery

Throughout the process, we will periodically review construction documents, plans and specifications to achieve project goals.

Project Schedule

Our team believes in developing both a summary and a detailed schedule approach for time management control. Summary schedules, by design, inform and update senior management, while detailed construction schedules provide the day-to-day operational tools for time management.

Cumming Group develops the control systems to manage design and construction. The project master schedule is the controlling document and the basic tool for measuring performance against plan. It integrates all essential events—current and projected—and identifies tasks, responsibilities, milestones, and phases of major actions for each participant. We require cost and manpower loading of schedules to ensure we have the tools to accurately manage the job's progress. We will develop a Master Project Schedule, review the contractor's schedules, and perform weekly schedule audits and CPM monthly update reviews to enable us to maintain control.

Our key to schedule control during construction is a computerized Critical Path Method (CPM) construction schedule that combines all work activities with resources needed to complete the work. The master CPM network identifies and monitors major project milestones for every team member and is the detailed construction schedule that all parties use for the project's duration.

Project Consultants

During the design phase, if additional consultants are required, our team can assist with the development of Requests for Proposals for outside consulting services. Cumming Group carefully and completely reviews all proposals received and coordinates interviews with the most suitable firms. Our team organizes, chairs, and documents the interviews. As a result of the interview process, we facilitate the final selection of the most appropriate firm for the project. We can also assist in contract negotiations with the selected firms.

Pre-Bid and Pre-Construction Meetings

Our team will prepare pre-bid and pre-construction agendas and facilitate pre-bid conferences for each project. Contract Documents will be clarified, and bidder inquiries will be addressed at each meeting. Our job is to clearly communicate the work with bidders. All questions resulting from the pre-bid meeting will be recorded and responses will be distributed to bidders.

Cost Management Approach

Cumming Group understands the importance of Cost Control. Our goal in providing Cost Management services would be to achieve three key objectives: cost certainty, cost predictability, and to avoid any financial surprises. In order to achieve these objectives, we implement a two-step process:

- Establish and/or validate the total project budget as early as possible
- Ensure that we plan, design, procure, and deliver within this budget.

Our cost control approach starts from Pre-Design and Concept stage, all the way to Schematic design, Design Development and Construction Documents stage. We utilize continuous Cost Planning, which is a process for identifying the construction costs associated with an investment project, and making informed choices on options that will deliver best value and managing design changes to ensure minimum fluctuation in expected out-turn cost during the design and pre-construction stages.

It comprises iterative quantification and costing, derived from benchmarking and market exploration exercises, and is aimed at establishing a realistic and acceptable cost limit (cost model). At project inception, the process will start by producing a cost limit (Cost Model) which represents your authorized budget.

This cost model is subsequently split into a number of cost targets (Target Design Values), distributed across various building elements which represent well-described, standardized, structured and comparable project construction cost components. These cost targets are then refined with the support of progressive design development information; comparable and analyzed current and/or updated historical cost information compiled from the supply chain, and current market intelligence. The cost targets provide a sound basis for cost modeling, varying levels of cost benchmarking and design to cost processes.

To establish a proper parametric budget, a thorough understanding of the project scope and anticipated schedule is critical. Cost per square foot and lump sum allowances will be hard to define and justify as design progresses and new assumptions are made. Providing detail behind the assumptions and breakdowns of allowances, flushing out the questions and issues, and getting team agreement and buy-in are key to developing the right early estimate. The estimating life cycle consists of preparing, benchmarking, creating, and managing the estimate, then continuously improving the process to provide cost certainty.

Cumming Group also provides accurate milestone cost estimates by utilizing a crew-based database system based on the following: current local labor rates, local sales tax, subcontractor markups, equipment pricing, and material pricing. Additionally, we make adjustments for productivity, core inflation, access to materials, and other special circumstances. Our project analyses and reporting are second to



DURHAM COUNTY LIBRARY, MAIN LIBRARY, DURHAM, NC

none. We also have a specialized MEP cost estimating team that exclusively focuses on their discipline and area of expertise. This team communicates scope through detailed estimating to clearly identify cost drivers as well as evaluate energy and resource efficiency, life cycle costing, and LEED design targets.

Coupled with our milestone estimating efforts are the ongoing Cost-Benefit-Analysis we undertake as needed. These "micro" estimates are produced to provide comparative pricing for alternate or multiple solutions and approaches. These estimates allow the project management and project engineering teams to make informed decisions, considering scope, schedule, cost, and quality. We are not just cost estimators or cost managers, but also builders with prior experience working in the field. We use the latest industry standards, state of the art tools, innovative technology, as well as proprietary software. We have developed an in-house robust analytics application through CAPP Analytics. Additionally, we use cost estimating software such as D-Profiler, DESTINI, CostX, On Screen Take-off, and other cutting-edge tools to comprehensively quantify, analyze, and monitor project costs and financial risks.

Cumming Group's cost planning approach involves strategically aligning and integrating the design, cost planning, and procurement processes to establish an interdependent working relationship which supports the cost management process and the control of change. By aligning and integrating this with our client's business and authorization processes, we establish a gateway system which provides a framework for effective cost management.

Bid Phase

Methodology During Bid Phase

The project management professionals that we have proposed are fully trained in construction procurement. After the identification of bidders and release of the solicitation package, Cumming Group conducts project site visits and documents any questions or new data provided. If warranted, we amend the solicitation to include that new information. Our team maintains strict control of the information process during the pre-bid phase to avoid any confusion. One area of focus is on the change order process. We have found that when contractors understand the fairness of the change order and payment process, they generally bid lower because they do not have to put as much management reserve in their bids. Our evaluation process includes an assessment of both the bid and the firm's ability to successfully perform the contract. Our staff are extremely proficient in performing or assisting in the evaluation of cost proposals and determining the most responsive and responsible bidder.

Construction and Closeout Phase

Methodology During Construction Phase

We first hold a preconstruction meeting where the lines of communication will be delineated, and individual responsibilities will be defined. Our team will work closely with your staff to ascertain the constraints that your project will face, to ensure all schedule and safety issues

are addressed in the bid package and reviewed at the initial meeting. Typical concerns that must be addressed during construction include construction phasing, maintaining paths of travel around construction zones, scheduling of certain contractor activities that may impact the site, noise and dust control, vehicular access and parking, contractor staging areas, and coordination of utility shutdowns.

We will also work diligently to keep you updated on progress and apprised of forecasted activities. Our team will become familiar with the general conditions and technical sections of the contract specifications and verify that the provisions of the contract are clearly understood and enforced during the construction phase. We will log and track project correspondence, project submittals, requests for information (RFIs) and other project documentation.

Cumming Group will produce daily project activity reports, take progress photos, and verify all completed work for inclusion in contractor progress payments. All contractor RFIs that require interpretation of plans or specifications will be reviewed with the architect of record. Proposed changes in the work will be evaluated with the architect. Cumming Group will track and monitor all change requests received from the contractor through the owner's document control system. With the architect, we will review the scope of the contractor's change order proposal to determine if the work is a change from the base contract. If so, we will negotiate an equitable cost with the contractor for recommendation. Our team has successfully utilized unit pricing strategies in the bid packages to control costs of changes in the work.

To alleviate potential deadlocks, we also recommend that the general conditions of the contract include provisions for pricing changes according to publications such as Means Construction Cost Data and Saylor Publications, Inc. in support of current and local market conditions to facilitate agreement on labor rates.

Cumming Group representatives will attend and keep minutes of the job site meetings with the contractor and project architect. Regular agenda items for weekly progress meetings will include contract status for schedule and budget, forecasted construction activities, contractor field issues, owner and site administration concerns; submittal status, change order status, Request for Information status, and planned activities and coordination issues. Our team and architect will discuss any delays or anticipated impacts to the contractor's work where necessary. We will direct the contractors to develop recovery schedules and avoid disruption to ongoing opreations.

All of these issues will be tracked within the Owner's project controls system and reports of action items will be regularly distributed and discussed at project meetings. During the construction phase, we actively manage the site and develop good communications with the field personnel so that we become aware of conflicts as they arise and ensure that timely and concise Requests for Information are issued by the contractor. We support the consulting team by reviewing the site conditions and provide a photo if a site visit is not scheduled to facilitate a prompt response. We also ensure that the design team's answer is to the point so that the contractor can move forward with a clear understanding and direction if there is a change to the project that has a cost impact.

Contractor Progress Payments

We will routinely review the status of completed work prior to contractor payment requests. Using an approved schedule of values submitted by the contractor before the first payment request, Cumming Group will accompany the contractor's site representative to verify all completed work under the contract. The agreed amount of completed work will be reflected on each line item in the schedule of values. This information will be input into an approved progress payment application form generated for signature to the architect, contractor, and owner's representative. Our team will review the project payment application and verify the amounts of base contract work and approved change order work included. We will review and sign all payment applications before submitting them for owner approval and payment.

Construction Sequencing

The effective sequencing and scheduling of construction work around existing facilities will begin in the design phase. Known conditions that may influence the contractor's schedule will be shared with the prospective bidders at the pre-bid walkthroughs and will be further clarified at the pre-construction meeting held with the successful low bidder. Cumming Group will closely review the contractor's schedule submittal to make certain that all required sequencing and milestones are shown. By closely monitoring the contractor's progress and work plan, we will be able to make recommendations as needed to adjust sequencing, work, or traffic patterns to minimize disruption to project activities.

Cost and Schedule Control

We will regularly evaluate the progress of each construction contract to forecast potential budget and schedule variances. The Cumming Group cost and schedule reporting will identify problems and proposed solutions: including schedule and cost status and show time and cost to complete the contract. The monthly progress evaluation will compare actual expenditures against budget, and as-planned performance against actual performance. The reports will also summarize the preceding month's developments, plans for the current month, future plans, requests, recommendations, and general comments.

Testing and Inspections

During construction, Cumming Group will systematically verify that reviews, certifications, inspections and tests are being performed. A good quality assurance plan includes documenting all inspections, identifying items that have been satisfactorily inspected and targeting those requiring corrective action. At the beginning of construction, each inspector will review the contract documents outlining the most important elements to include in the quality control data. From the database, we can develop quality control checklists to manage startup, acceptance, and closeout procedures with all required inspectors. At weekly meetings, the contractor's completed activities will be discussed and their quality control effectiveness measures evaluated. Where improvements are needed, the contractors are advised to implement them in time for upcoming activities.

Comprehensive and accurate as-built drawings are essential to the successful closeout of construction projects. Cumming Group believes that regularly updated as-built drawings are achievable when they are required for each payment application. Our team will verify that each contractor keeps its as-built drawings up to date before approving their portion of the work for payment. Any modifications to the contract documents must be posted on eDocs before submittal of any payment requests.

Furniture, Fixtures, and Equipment

Our team can assist in FF&E procurement. If the owner chooses, we have the ability and resources to coordinate development of detailed needs, cost, purchases, installation, and move in of all furniture, fixtures and equipment. Using FF&E planning at the beginning of a project assures that the architect has provided space and power for unique equipment. We bring a current knowledge of piggy-back purchase opportunities and preparation of bid packages for FF&E not available through piggy-back contracts.

Commissioning

Cumming Group will assure that your maintenance staff receives both appropriate orientation and instruction on new equipment and fixtures and all necessary maintenance manuals. Commissioning proves that the building and its systems work as intended. To accomplish this, our team will conduct a series of field meetings with the owner's maintenance representatives and equipment/fixture manufacturers' representatives to conduct field training and orientation.

Post-Construction

Our team can assist the architect, engineers, consultants and all end users in developing project punch lists and verifying completion of all items. In cases where an existing facility is being remodeled, documentation of existing conditions must be performed prior to construction to confirm fairness to all parties and facilitate completion of the punch list work. If the project requires occupancy prior to completion of minor punch list items, we will coordinate with the contractor to complete the punch list work during times where activities will not be disrupted. The inspector will coordinate with the architect to confirm that completed punch list work is acceptable. After building occupancy, we can meet with the department heads and other staff as designated by your team to discuss problems experienced with new building systems.



LUCY GARRETT BECKHAM HIGH SCHOOL, MOUNT PLEASANT, SC

Risk Management Approach

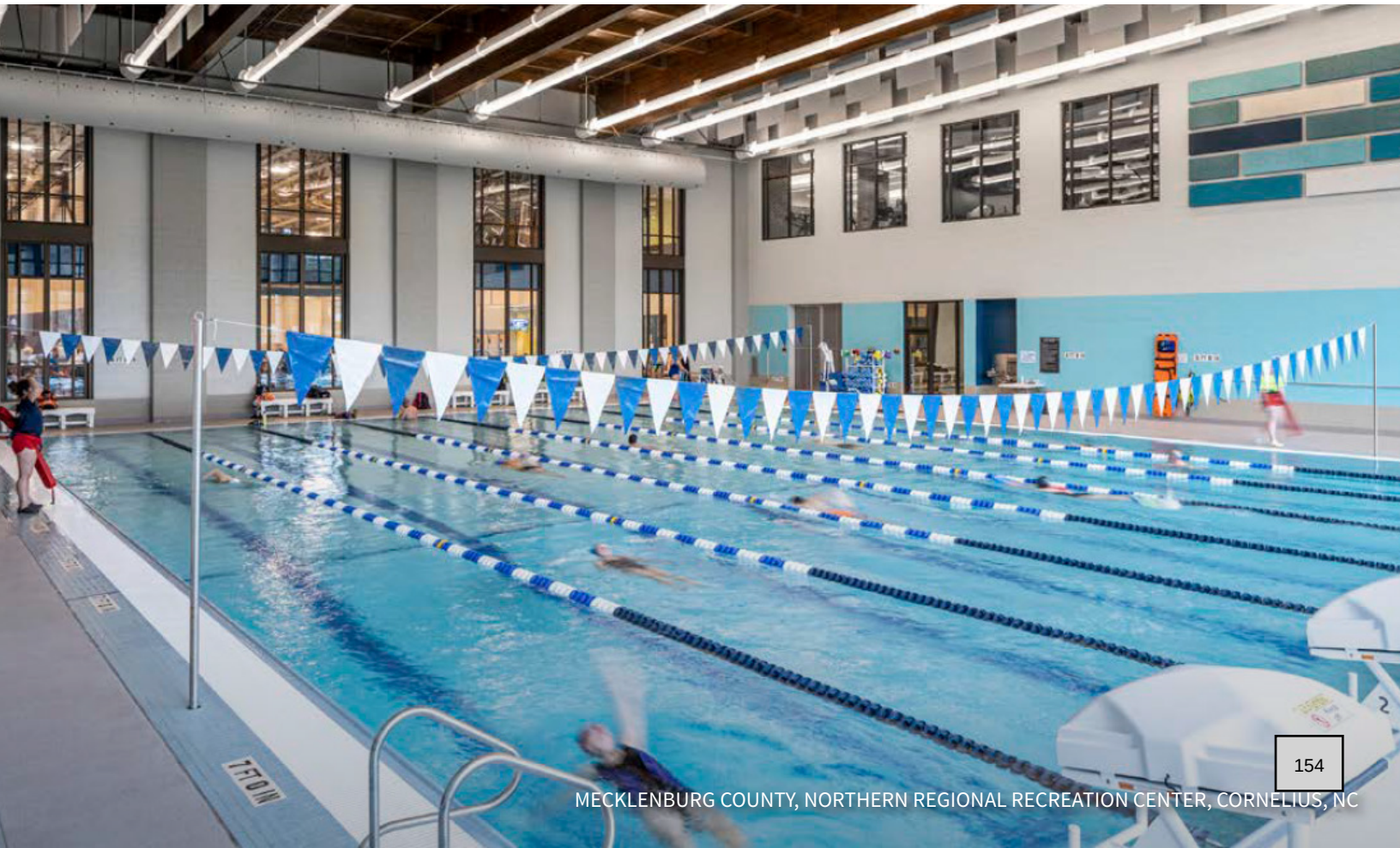
The three biggest risk factors to any project are the budget, the schedule, and the quality of construction. We manage these risks by being protective of all three. Once selected, Cumming Group quickly develops a responsibility matrix that identifies all tasks during design, procurement, construction, and closeout. This matrix assigns responsibilities to either the Owner, Architect, CMR provider, or the Project Management team. These tasks will also be placed on a management schedule so that each team member understands their respective obligations to the projects.

Risk Mitigation

Our team's philosophy to risk analysis, mitigation, and control is to simplify the risk process, which then provides information that can be easily understood and used to manage both projects and programs effectively. The process we utilize for projects is as follows:

- Develop risk questionnaire and review with core team
- Issue risk questionnaire to project team members
- Collate risk questionnaire responses and convene full project team meeting to discuss the responses and develop risk rating
- Utilizing the risk rating results develop the risk mitigation matrix and score for likelihood and severity to select the major risks that require mitigation or monitoring
- Select Mitigation Category of Hold, Avoid, Reduce, Transfer, or Share (HARTS) to the selected risks Identify risk champions and delegate the development of the risk mitigation plan for the specific risk to the champion. When developing the mitigation plans, use the HARTS classification for importance of the risk
- Work with cost management team to estimate the potential value of the selected risks
- Input the estimated values into software risk program and obtain the appropriate/selected reports
- Continuous monitoring and working with the project team to update, develop, and implement the risk mitigation plans as the project progresses with new risks added on a monthly basis as they arise

As the Project Risk Reports and associated dashboards are developing, we then create the Program Level dashboard that the Owner's senior management can access to review the program level risk, identify those that are common across the program, and execute cross/future project mitigation plans.



Section 4

Similar Projects

SECTION 4 – SIMILAR PROJECTS

Company Overview

Cumming Group is an international project management and cost consultancy with deep industry knowledge and unrivaled expertise delivering successful outcomes to clients worldwide. The company has continuously achieved industry leading growth, and today operates as the largest pure play project consulting firm in North America, and with a rapidly expanding presence across Europe.

At Cumming Group, we are passionate about helping our clients execute large-scale, complex projects on-time and within budget. Our project and cost management services are specifically tailored to each client's needs and add meaningful value at every step of a project's development.

Drawing on deep expertise in the communities and sectors we serve, we anticipate and solve problems, deliver solutions, and drive results. Since opening our doors in 1996, Cumming Group has grown to 60+ offices globally, and is now home to more than 2,500 team members – including many of the brightest minds in the industry.

Regional Presence

Cumming Group has a strong and long-standing presence across the Carolinas, with dedicated staff operating from offices in Raleigh, Columbia, and Charleston. Our local teams bring deep knowledge of the area's construction market, permitting landscape, and procurement practices, along with strong working relationships with agencies, consultants, and contractors throughout the region.

We are proud to support municipalities across the Southeast with experienced, embedded teams who understand both the pace and priorities of local government work. This regional foundation allows us to respond quickly, staff projects effectively, and stay closely connected to the communities we work in.

3,000+
TEAM MEMBERS WORLWIDE

70+
OFFICES WORLDWIDE

30
YEARS IN BUSINESS

$300+
BILLION IN COMPLETED PROJECTS

#1
PURE-PLAY OWNER'S REPRESENTATIVE IN THE U.S.

20+
MUNICIPAL PROJECTS COMPLETED LOCALLY

11
PROJECTS IN THE CAROLINA'S IN THE LAST FIVE YEARS

75+
LOCAL TEAM MEMBERS



YMCA OF UPPER P[illegible] O
CSD COMMUNITY YMCA, AQUATICS AND FITNESS CENTER, CLOVER, SC

Public Sector and Municipal Work

Cumming Group is a trusted partner to municipalities across the Southeast, with a strong track record of delivering successful capital programs and vital public facilities. We collaborate closely with local governments to define project goals, establish and manage realistic budgets and schedules, and oversee all phases of design and construction to ensure accountability, efficiency, and quality.

Our team brings deep regional expertise and a thorough understanding of the Southeast's market dynamics, procurement frameworks, and regulatory environments. We help clients navigate complex stakeholder needs and funding requirements with clarity and confidence, tailoring our approach to each project's unique context and community priorities.

From emergency operations centers and public safety facilities to courthouses, civic centers, and libraries, we provide the insight, tools, and leadership needed to deliver lasting value. Our familiarity with local conditions and construction trends enables informed decision-making at every step, resulting in resilient, high-performing buildings that reflect both community needs and long-term public investment.

Below

01 Raleigh Convention Center and Red Hat Amphitheater, Raleigh, NC

02 Town of Wendell, New Town Hall, Landing View Drive, Public Works, and Community Center, Wendell, NC

03 YMCA of Upper Palmetto, Aquatics and Fitness Center, Clover, SC

04 YMCA of Upper Palmetto, Indian Land YMCA, Lancaster County, SC

05 Richland County School District One, Athletics Bond Program, Columbia, SC













DURATION: Aug 2019 – Ongoing

PROJECT BUDGET: $8,500,000

DELIVERY METHOD: Design-Bid-Build

OWNER CONTACT:

Marc Collins
Town Manager
(919) 365-0834
mcollins@townofwendellnc.gov

DESIGNER CONTACT:

Dena Wangberg
Senior Associate, Gensler
Main: (919) 239-7828
Direct: (929) 327-1863
dena_wangberg@gensler.com

Town of Wendell

New Town Hall, Landing View Drive, Public Works, and Community Center, Wendell, NC

Cumming Group was hired by the Town of Wendell to provide Owner's Project Management services to manage, oversee, and guide the Town in the construction of and budget control for a new Town Hall, a new Public Works, the new Carver Community Center, and other directly related support projects including roads, sidewalks, utilities, storm water features, parking, landscaping, art, and public gathering spaces. Sitting on a nearly three-acre site, the two-story Town Hall project included all site work. Following the successful completion of the Town Hall, the Town re-hired Cumming Group to build a new Public Works facility and a new Community Center at the historic Carver Elementary School. The Public Works facility includes offices, locker rooms, warehouse, a vehicle wash bay, and a detached vehicle pole barn. These projects are both currently in progress.



DURATION: Mar 2024 – Ongoing

PROJECT BUDGET: $405 million

DELIVERY METHOD: CM-at-Risk

OWNER CONTACT:

Kerry Painter, CVE, CMP, CEM
Executive Director
M: (919) 810-8649
O: (929) 996-8503
kerry.painter@raleighnc.gov

DESIGNER CONTACT:

Hal Bowen
Executive Director
Ratio Design
(919) 256-4963
hbowen@ratiodesign.com

Raleigh Convention Center

Raleigh, NC

Cumming Group is providing project and cost management services for the high-profile expansion of the Raleigh Convention Center and the relocation of the existing 6,000-seat Red Hat Amphitheater. This multi-phase initiative includes a 300,000-square-foot convention center expansion on the former amphitheater site. As a civic centerpiece in downtown Raleigh, this project has required extensive coordination among public stakeholders, including City departments, community boards, private partners, and state and regional agencies.

Our team plays a key role in navigating a complex entitlement process, including interlocal funding strategies and approvals critical to advancing the project. We also supported a robust community engagement effort to ensure the design reflects public input and aligns with long-term downtown development goals. This experience demonstrates our ability to manage high-stakes public projects with multiple funding sources, evolving priorities, and intense civic visibility.



DURATION: 2015 – 2018 (Clover); 2019 – 2020 (Indian Land)

PROJECT BUDGET: $17.8 million (Clover); $12 million (Indian Land)

DELIVERY METHOD: Design-Bid-Build

OWNER CONTACT:

Mack McCarter
Former Clover School Board Member
mccartermack@gmail.com
(704) 995-3458

DESIGNER CONTACT:

David Bellamy
Principal
LS3P Associates
davidbellamy@ls3p.com
(823) 577-4444

YMCA of Upper Palmetto

CSD Community YMCA, Aquatics and Fitness Center, Clover, SC

Cumming Group provided project management services for the construction of the Clover Aquatics and Fitness Center, created in partnership with the Upper Palmetto YMCA and Clover School District on district-owned land. The facility has two indoor 25-yard pools, a gymnasium, fitness room, exercise space for group classes, and racquet ball courts, as well as an elevated walking track and a competition-sized soccer field. Additionally, this facility features a 50-meter pool and adjoining water park, with slides. The outdoor water park was competed with York County Hospitality Tax and community donations.

Indian Land YMCA, Lancaster County, SC

Following the success of the Clover Aquatics and Fitness Center, Cumming Group was brough on to provide full program management services for the construction of a new 72,000 sq. ft. YMCA in Lancaster County. The facility features an 8-lane indoor pool, an elevated track, fitness spaces, full weight rooms, and a full-sized gymnasium. Additionally, this facility features child care space and 200 spaces for after-school care. Outside, this facility features four fully lighted multipurpose fields. The approximate construction value was $12 million.



DURATION: 2015 – 2019

PROJECT BUDGET: $40 million

DELIVERY METHOD: Design-Bid-Build

OWNER CONTACT:

Raymond Perkins
Director – Facility Services (retired)
perkray@gmail.com
(803) 528-1628

DESIGNER CONTACT:

Capital program with several independent projects and designers.
Reference provided upon request.

Richland County School District One

Athletics Bond Program, Columbia, SC

Cumming provided comprehensive construction management services for the delivery of new and renovated athletic facilities at four stadiums and four high school campuses across Richland County School District One. The program included full reconstruction of existing stadiums and the development of new practice fields and support facilities, all designed to enhance student-athlete experience and community use. Stadium scopes included new artificial turf playing surfaces, seating capacities of up to 5,000, video scoreboards, press boxes, updated restrooms, concessions, fencing, and lighting. High school campus improvements featured new football/soccer practice fields with 900-seat bleachers and supporting amenities. Facilities were delivered under a district-wide $40 million bond program initiated in late 2015.

Section 5

References

SECTION 5 – References

ORGANIZATION / PROJECT / LOCATION / SERVICES PROVIDED	CONTACT
York County, Fire Training Center York, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
York County, Courthouse Renovation York, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
York County, New Family Court Facility York, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
York County, Moss Justice Center Expansion York, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
York County, Public Works Expansion York, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering mccartermack@gmail.com (803) 818-5733
York County, Clover Magistrate Renovation Clover, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
York County, Fort Mill Magistrate Renovation Fort Mill, SC *Project Management, Cost Management*	**Lisa Hagood** Director of Engineering lisa.hagood@yorkcountygov.com (803) 818-5733
Jasper County, Marsh Cove Fire Station Ridgheland, SC *Owner's Project Management, Relocation Management*	**Kimberly Burgess** Director – Construction kburgess@jaspercountysc.gov (843) 717-3692
Horry County, Emergency Operations Center Conway, SC *Owner's Project Management, Relocation Management*	**John Barnhill** Director – Construction barnhillj@horrycounty.org (843) 915-5300

ORGANIZATION / PROJECT / LOCATION / SERVICES PROVIDED	CONTACT
Town of Edisto Beach, New Town Hall and Emergency Operations Center Edisto Beach, SC *Project Management*	**Mark Aakhus** Town Administrator maakhus@townofedistobeach.com (843) 869-2505 x211
City of Charleston, City Operations Facilities Complex Charleston, SC *Project Management*	**Edmund Most** Director – Capital Projects moste@charleston-sc.gov (843) 958-6405
City of Charleston, International African American Museum Charleston, SC *Project Management*	**Edmund Most** Director – Capital Projects moste@charleston-sc.gov (843) 958-6405
Richland County School District One, Dreher High School Columbia, SC *Project Management*	**Raymond Perkins** Director – Facility Services (retired) jeffrey-borowy@charleston.k12.sc.us (843) 566-1975
Charleston County School District, Lucy Garrett Beckham High School Mount Pleasant, SC *Project Management*	**Jeff Borowy** COO perkray@gmail.com (803) 528-1628
Lexington-Richland School District Five, Chapin High School Chapin, SC *Project Management*	**Dr. Akil E. Ross, Sr.** Superintendent aross@lexrich5.org (803) 476-8169
Wake County Public School System, Facilities Department Management Raleigh, NC *Project Management*	**Mark Cooney** Director, Program Controls mcooney@wcpss.net (919) 588-3575
Orange County Public Schools, Hillsborough & New Hope Elementary Schools Hillsborough and Chapel Hill, NC *Owner's Project Manager*	**Hank McKee** Maintenance Director henry.mckee@orange.k12.nc.us (336) 212-2401

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GROUP

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CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: John Connet, City Manager **MEETING DATE:** 04/02/2026

AGENDA SECTION: CONSENT **DEPARTMENT:** Administration

TITLE OF ITEM: Authorization Allowing Mars Hill and Marshall to Join Asheville Regional Housing Consortium – *John Connet, City Manager*

SUGGESTED MOTION(S):

I move that the City Council adopt the proposed resolution and amend the Joint Cooperation Agreement authorizing the Town of Mars Hill and Town of Marshall to join the Asheville Regional Housing Consortium.

SUMMARY:

The Asheville Regional Housing Consortium recently voted to formally add the Town of Mars Hill and the Town of Marshall to the consortium. While these municipalities have historically operated as members, we have never fully completed the process of adding them with full recognition by the Department of Housing and Urban Development. Both Mars Hill and Marshall have indicated their desire to formally join the consortium and are proceeding with securing authorizations from their governing bodies.

BUDGET IMPACT: $ NA

Is this expenditure approved in the current fiscal year budget? NA

If no, describe how it will be funded. NA

ATTACHMENTS:

Proposed Resolution and Amended Interlocal Agreement

Resolution #R-26-XX

RESOLUTION AUTHORIZING THE CITY COUNCIL OF THE CITY OF HENDERSONVILLE TO EXECUTE AN AMENDED JOINT COOPERATION AGREEMENT TO ADD THE TOWN OF MARS HILL AND THE TOWN OF MARSHALL TO THE ASHEVILLE REGIONAL HOUSING CONSORTIUM

WHEREAS, the City of Hendersonville, North Carolina, has determined that the health and welfare of its jurisdiction may benefit from increasing the availability of safe, affordable, and standard housing; and

WHEREAS, the City of Hendersonville has determined that providing safe, affordable, and standard housing will benefit work force productivity and area economic development; and

WHEREAS, a cooperative approach to providing housing in the Asheville Regional area will avoid duplication of effort and promote more effective delivery of housing services; and

WHEREAS, a consortium of local governments is entitled to receive funds from the U.S. Department of Housing and Urban Development that they would otherwise be unqualified to receive individually; and

WHEREAS, the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, makes provisions whereby units of general local government may enter into cooperation agreements and form Consortia to undertake or assist in undertaking affordable housing pursuant to the HOME Investment Partnerships Program; and

WHEREAS, the City of Hendersonville is a current member of and, along with the other regional units of general local government members, desires to continue the Asheville Regional Housing Consortium to undertake or assist in undertaking affordable housing under the Cranston-Gonzalez National Affordable Housing Act of 1990; and

WHEREAS, the Town of Mars Hill and the Town of Marshall each wish to join the Asheville Regional Housing Consortium; and

WHEREAS, it is the desire of the City of Hendersonville to admit the Town of Mars Hill and the Town of Marshall as members of the Asheville Regional Housing Consortium; and

WHEREAS, Article 20 Chapter 160A of the North Carolina General Statutes authorizes units of local government to enter into contracts or agreements with each other in order to execute any undertaking.

NOW, THEREFORE, be it resolved by the City of Hendersonville that:

1) The City of Hendersonville hereby supports the addition of Mars Hill and Marshall to the Asheville Regional Housing Consortium, and the City Council of the City of

Hendersonville is authorized to execute an amended Joint Cooperation Agreement with the other member governments of the Asheville Regional Housing Consortium

2) The City Manager is further authorized to sign all contracts, approved by the City of Hendersonville Attorney, with other Governmental Agencies as may be required to carry out activities of the Cooperation Agreement.

Adopted this 2nd day of April, 2026, in a regular session of the City of Hendersonville, North Carolina.

Attest: _____
Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

ASHEVILLE REGIONAL HOUSING CONSORTIUM
JOINT COOPERATION AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2026, by and between geographically contiguous units of general local government as shown on the signature pages attached hereto and herein listed in Exhibit A, which may include Buncombe, Henderson, Madison and Transylvania Counties, and governmental units located within said counties, (herein called "Cooperating Units") and City of Asheville (herein called "Lead Entity"), all of which are general local governmental units of the State of North Carolina, is made pursuant to Chapter 160A, Article 20 of the North Carolina General Statutes.

WITNESSETH THAT:

WHEREAS, the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (herein called the "Act") makes provisions whereby units of general local government may enter into cooperation agreements and form a Consortium to undertake or assist in undertaking affordable housing pursuant to the HOME Investment Partnerships Program (Home Program); and

WHEREAS, it is the desire of the parties that the Lead Entity continue to act in a representative capacity for the Cooperating Units as well as itself. The Cooperating Units desire that the Lead Entity assume overall responsibility for ensuring that the Consortium, established below, is carried out in compliance with the requirements of the Act, state and federal regulations program requirements and the Consolidated Plan for the Consortium.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. To continue the Asheville Regional Housing Consortium (the Consortium) established in 1992 as a joint agency, pursuant to N.C. General Statute 160A-462, for the purposes of cooperatively providing safe, affordable and standard housing, promoting economic development and alleviating housing problems in the counties of Buncombe, Madison, Henderson and Transylvania and the participating municipalities located in those counties.

2. The Asheville Regional Housing Consortium Board of Directors (the Board) will continue to provide policy direction for the operations of the Consortium. The Board will meet at least quarterly or as often as considered necessary by the Lead Entity or by a majority of the members of the Consortium. The membership of the Board shall be comprised of one member from each Cooperating Unit, except that Cooperating Units with population over 35,000 shall have two members. For the purposes of this section, the County population shall consist of residents of unincorporated areas. The Board shall provide an Annual Report summarizing the status and accomplishments of the consortium to the Governing Body of each member. The Board shall establish policy and administrative arrangements to carry out the functions of the Consortium including, but not limited to, approving proposals for funding submitted by the Consortium, distributing funds awarded to the Consortium and recommending contracts for carrying out the functions of the Consortium. With respect to the financial and legal obligations undertaken by the Lead Entity with HUD, no action shall be taken by the Consortium without the concurrence of the

Lead Entity. The Consortium is designated as a participating jurisdiction under the HOME Program, and Cooperating Units shall continue to appoint members to serve on the Board. In the event the Board consists of more than 9 representatives, an executive committee will continue consisting of 5 members representing one each from the four County Governments and one from the Lead Entity. The Lead Entity shall designate one of its representatives to serve as Chairman of the Board and the Executive Committee.

3. The Lead Entity and each Cooperating Unit shall be responsible for providing matching funds required by federal regulations for any funds allocated for that jurisdiction. No Cooperating Unit shall refuse to provide matching funds required by its projects for the period of time that the participation of that Cooperating Unit is required in the Consortium by HUD regulations and this Agreement. Each Cooperating Unit shall reimburse the Lead Entity immediately and in full for any and all expenses incurred by the Lead Entity as a result of the failure of any Cooperating Unit to provide the matching funds. Matching funds will not be required when the Cooperating Unit does not have a project within its jurisdiction.

4. The Cooperating Units hereby authorize the Lead Entity to submit, request and receive HOME funding from the United States Department of Housing and Urban Development on behalf of the Consortium and to otherwise act on behalf of the Consortium as authorized by the Board.

5. The Cooperating Units hereby authorize the Lead Entity to establish and maintain a local HOME Investment Trust Fund for receipt of HOME funds and repayments as required by 24 CFR Part 92.500.

6. The Lead Entity and Cooperating Units shall cooperate in the implementation of the HOME Program and shall cooperate in the preparation of the Consolidated Plan by providing to the Lead Entity that information needed.

7. The Lead Entity and Cooperating Units shall be entitled to a pro rata portion of the HOME Program funding for eligible uses under the Act and each shall be responsible for meeting their pro rata portion of the matching fund requirements. If no amounts are established by the Federal government for the Lead Entity and Cooperating Units in the Consortium, funds for the Lead Entity and Cooperating Units shall be allocated by the Board.

8. The Consortium agrees that at least 15% of all HOME Program funds received will be subcontracted for projects administered by Community Housing Development Organizations (CHDOs) as defined in the Act which have 501(c) tax status as required by federal law.

9. The Board shall have the right to reallocate HOME Program funding to the Consortium to be used by other Consortium members when a Cooperating Unit is unable to use the funding due to lack of eligible projects or matching resources. A schedule for reallocation shall be determined by the Board to allow HOME Program funding to be used by the Consortium before reallocation by the U.S. Department of Housing and Urban Development to jurisdictions outside the Consortium. The reallocation of funds that are unable to be used shall be consistent with the Consortium's adopted Consolidated Plan.

10. With reference to any program income and repayments generated from the HOME funds, federal regulations shall govern placement of program income generated from HOME funds and repayments into the local trust fund. The Lead Entity shall, if requested and to the extent possible, separately account for program income and repayments on each Cooperating Unit's projects. Program Income and repayments on projects shall only be available to the Cooperating Unit for use on activities that are consistent with the Act and the approved Consolidated Plan.

11. The Cooperating Units and Lead Entity shall affirmatively further fair housing.

12. The Lead Entity and Cooperating Units, as parties to the Consortium, shall direct all activities, with respect to the Consortium, to the alleviation of housing problems in the State of North Carolina.

13. The Cooperating Units and Lead Entity agree that each will save the other harmless due to the negligent acts of its employees, officers or agents, including volunteers, or due to any negligent operation of equipment. This section shall not be construed as waiving any defense or limitation which either party may have against any claim or cause of action by any person not a party to this agreement. The Cooperating Units shall not be held harmless for liability that may result from failure to provide proper accounting or otherwise comply with State and Federal regulations. Each Cooperating Unit shall immediately reimburse the Lead Entity in full for any and all expense for which the Lead Entity shall become responsible in its role as Lead Entity. To the extent that such expense is incurred by the acts or omissions of a single Cooperating Unit, that Cooperating Unit shall make such reimbursement in full. To the extent that such expense is incurred by acts or omissions of two or more Cooperating Units, said reimbursement shall be shared proportionately by those Cooperating Units.

14. The Lead Entity and the Cooperating Units agree to remain in the Consortium at least through September 30, 2028. Thereafter, each party shall continue to participate in the Consortium to the extent required by HUD regulations or other applicable law. The obligations of each of the parties as set forth herein and as required by HUD regulations and other applicable law shall remain effective for the duration of any responsibility of the Consortium or Lead Entity to HUD. The Lead Entity and cooperating units agree not to withdraw from the Agreement prior to September 30, 2028.

15. Should disputes arise between any participants in the Consortium resulting in legal action, such actions shall be filed in the appropriate courts of Buncombe County. All parties hereto located in Counties outside Buncombe County specifically waive any alternate venue.

16. The program year start date for the Consortium shall be July 1, 2026. The Lead Entity and Cooperating Units agree to have the same program year for CDBG and HOME.

17. Unless otherwise terminated by agreement in writing of all parties hereto or by termination of the HOME program by HUD, this agreement shall automatically be renewed for successive three-year qualification periods under the same terms and conditions. The parties agree that this agreement shall be amended to incorporate any changes necessary to meet the

requirements for consortia agreements set forth in the Consortia Qualification Notice for any subsequent three-year qualification period. Any Cooperating Unit shall have the right to withdraw from the consortium at the beginning of any renewal period by giving notice in writing to the City of Asheville. For each renewal period, the City of Asheville shall, by the date specified in HUD's consortia designation notices, notify each of the Participating Units in writing of its right not to participate for that renewal period and shall provide copies of all such notifications to HUD.

IN WITNESS WHEREOF, the lead entity and the Cooperating Units have caused this Agreement to be executed by a duly authorized officer of each party.

Attest to: **City of Hendersonville**

_____ By:_____
City Clerk Barbara G. Volk, Mayor
(Corporate Seal)

****

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

I, Notary Public of the County and State aforesaid certify that _____, personally came before me this day and acknowledged that they are the Clerk of the City of Hendersonville, a body politic and corporate, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its Mayor and attested by them as its City Clerk.

Witness my hand and notarial seal this _____ day of _____, 2026.

_____
Notary Public
My Commission Expires:_____

Certification that each party does hereby state that this joint Cooperation Agreement is fully authorized and is in accordance with State and local law and provides full legal authority for the member to undertake or to assist in undertaking housing assistance activities under the HOME Investment Partnership program authorized under the National Affordable Housing Act of 1990, as amended.

_____
City Attorney
City of Hendersonville

EXHIBIT A
ASHEVILLE REGIONAL HOUSING CONSORTIUM
LIST OF COOPERATING UNITS

Cooperating Unit	**Type**
City of Asheville	Lead Entity/Participating Jurisdiction (PJ)
Buncombe County	Unincorporated Part of Non-CDBG County
Black Mountain Town	Place within Buncombe County
Montreat Town	Place within Buncombe County
Woodfin Town	Place within Buncombe County
Henderson County	Unincorporated Part of Non-CDBG County
Fletcher Town	Place within Henderson County
Hendersonville City	Place within Henderson County
Madison County	Unincorporated Part of Non-CDBG County
Mars Hill Town (NEW)	Place within Madison County
Marshall Town (NEW)	Place within Madison County
Transylvania County	Unincorporated Part of Non-CDBG County
Brevard City	Place within Transylvania County

Resolution #R-26-XX

HENDERSONVILLE, NORTH CAROLINA
RESOLUTION TO PERMIT THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE 2026 OKLAWAHA BREWING JAZZ FEST, OKTOBERFEST, AND LAZR LUVR ROCK THE BLOCK EVENTS

WHEREAS, North Carolina General Statute 18B-300 (c)(3) permits a city or county, by local ordinance, to regulate or prohibit the possession of malt beverages and unfortified wine on public streets, alleys, or parking lots which are temporarily closed to regular traffic for special events, and;

WHEREAS, Section 6-2 (d) of the City of Hendersonville Code of Ordinances establishes that it "shall not be unlawful for any person to possess or consume any alcoholic beverage on public streets, alleys or parking lots which are temporarily closed to regular traffic for special events, if the city council has adopted a resolution making provisions for the possession and consumption of malt beverages or unfortified wine or both at such special event, to the extent permitted by such resolution."

NOW THEREFORE BE IT RESOLVED by the city council of the City of Hendersonville, North Carolina, pursuant to the authority granted by general statute and according to the duly adopted local ordinance that,

> Oklawaha Brewing Company is permitted to host 3 summer concert events on the following dates, April 26, July 11, and October 10, 2026.
>
> Furthermore, that the possession of alcohol in the form of malt beverages and unfortified wine, be permitted within the event footprint established by the City Special Events Committee and the associated North Carolina Alcohol Beverage Control Special Event Permit on the dates listed above.

ADOPTED by the City Council of the City of Hendersonville, North Carolina, on this 2nd day of April, 2026.

Attest: _____
Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

Resolution #R-26-XX

HENDERSONVILLE, NORTH CAROLINA
RESOLUTION TO PERMIT THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE 2026 RHYTHM AND BREWS SUMMER CONCERT SERIES

WHEREAS, North Carolina General Statute 18B-300 (c)(3) permits a city or county, by local ordinance, to regulate or prohibit the possession of malt beverages and unfortified wine on public streets, alleys, or parking lots which are temporarily closed to regular traffic for special events, and;

WHEREAS, Section 6-2 (d) of the City of Hendersonville Code of Ordinances establishes that it "shall not be unlawful for any person to possess or consume any alcoholic beverage on public streets, alleys or parking lots which are temporarily closed to regular traffic for special events, if the city council has adopted a resolution making provisions for the possession and consumption of malt beverages or unfortified wine or both at such special event, to the extent permitted by such resolution."

NOW THEREFORE BE IT RESOLVED by the city council of the City of Hendersonville, North Carolina, pursuant to the authority granted by general statute and according to the duly adopted local ordinance that,

> The Friends of Downtown Hendersonville are permitted to host 5 summer concert events on the following dates, June 18, July 16, August 20, September 17, and October 15, 2026.
>
> Furthermore, that the possession of alcohol in the form of malt beverages and unfortified wine, be permitted within the event footprint established by the City Special Events Committee and the associated North Carolina Alcohol Beverage Control Special Event Permit on the dates listed above.

ADOPTED by the City Council of the City of Hendersonville, North Carolina, on this 2nd day of April, 2026.

Attest: _____
Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Blair Myhand **MEETING DATE:** April 2, 2026

AGENDA SECTION: PRESENTATIONS **DEPARTMENT:** Police

TITLE OF ITEM: Proclamation for National Police Week 2026

SUGGESTED MOTION(S):

N/A

SUMMARY:

National Police Week occurs every May and this year the dates are May 10th - May 16th. National Police Week is to honor the service of all law enforcement officers and the sacrifices of the men and women killed in the line of duty in 2025 while guarding our communities and defending our democracy.

BUDGET IMPACT: $

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS:

Proclamation

Proclamation for National Police Week 2026

This proclamation is to recognize National Police Week 2026 and to honor the service of all law enforcement officers and the sacrifices of the men and women killed in the line of duty in 2025 while guarding our communities and defending our democracy.

WHEREAS, Mayor Volk and City Council for Hendersonville, North Carolina salute the men and women who do the difficult and dangerous work of safeguarding our communities. Police Officers around the nation understand the tremendous responsibility bestowed upon them in protecting the freedom and liberty of all citizens; and

WHEREAS, the men and women of the Hendersonville Police Department are dedicated to protecting all city residents and visitors with respect and dignity against deception, violence, and disorder; and

WHEREAS, the residents and visitors of the City of Hendersonville recognize the dangers of the law enforcement profession and understand the difficulties in performing the duties and responsibilities of a law enforcement officer; and

WHEREAS, more than 800,000 law enforcement officers serve communities across the United States, including the 47 sworn police officers of the Hendersonville Police Department; and

WHEREAS, while Officers are ever vigilant, 113 Police Officers died in the line of duty in 2025 amounting to over 27,000 line of duty deaths since the first death was recorded in 1786; and

THEREFORE, BE IT RESOLVED that I, Mayor Volk and the City Council for the City of Hendersonville, North Carolina call upon all people to observe ***May 10, 2026 – May 16, 2026,*** as ***National Police Week*** and show support to the law enforcement officers who devote themselves to delivering exceptional service to this community and in communities across this great nation.

PROCLAIMED this 2nd day of April, 2026.

Seal

_____
Barbara G. Volk, Mayor
City of Hendersonville

Attest: _____
Jill Murray, City Clerk

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Blair Myhand **MEETING DATE:** April 2, 2026

AGENDA SECTION: PRESENTATIONS **DEPARTMENT:** Police

TITLE OF ITEM: Proclamation for National Public Safety Telecommunicators Week 2026

SUGGESTED MOTION(S):

N/A

SUMMARY:

National Public Safety Telecommunicators Week occurs every April and this year the dates are April 12th - April 18th. National Public Safety Telecommunicators Week is to honor the service, commitment, and sacrifice of over 100,000 public safety telecommunicators in the United States. These individuals are often the first point of contact for citizens in emergencies, providing a critical, calming voice during crises.

BUDGET IMPACT: $

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS:

Proclamation

Proclamation for National Public Safety Telecommunicators Week 2026

This proclamation is to recognize National Public Safety Telecommunicators Week 2026 to honor the service, commitment, and sacrifice of over 100,000 public safety telecommunicators in the United States. These individuals are often the first point of contact for citizens in emergencies, providing a critical, calming voice during crises.

WHEREAS, emergencies can occur at any time that require police services; and

WHEREAS, when an emergency occurs, the prompt response of police officers is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers is dependent upon the quality and accuracy of information obtained from citizens who telephone the Hendersonville Police Department 911 Communications Center; and

WHEREAS, the Public Safety Telecommunicator is the first and most critical contact our citizens have with emergency services; and

WHEREAS, the Public Safety Telecommunicator is the single vital link for our police officers by monitoring their activities by radio, providing them information, and ensuring their safety; and

WHEREAS, the Public Safety Telecommunicators of the Hendersonville Police Department 911 Communications Center has contributed substantially to the apprehension of criminals; and

WHEREAS, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year; and

THEREFORE, BE IT RESOLVED that I, Mayor Volk and the City Council for Hendersonville, North Carolina call upon all people to observe ***April 12, 2026 – April 18, 2026, as National Public Safety Telecommunicators Week*** in Hendersonville, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

PROCLAIMED this 2nd day of April, 2026.

Seal

_____
Barbara G. Volk, Mayor
City of Hendersonville

Attest: _____
Jill Murray, City Clerk

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Angela Beeker, City Attorney **MEETING DATE:** April 2, 2026

AGENDA SECTION: PRESENTATIONS **DEPARTMENT:** Legal

TITLE OF ITEM: **Proclamation Declaring May 2026 as Housing Month in the City of Hendersonville**

SUGGESTED MOTION(S):

N/A

SUMMARY:

Attached is a Proclamation Declaring May 2026 as Housing Month in the City of Hendersonville.

Proclamation

Declaring May 2026 as Housing Month in the City of Hendersonville

WHEREAS, the City of Hendersonville recognizes that access to safe, stable, and affordable housing is a fundamental need for all residents and a cornerstone of a thriving and sustainable community; and

WHEREAS, the City of Hendersonville has demonstrated a longstanding commitment to addressing housing challenges through strategic planning, community engagement, and partnerships; and

WHEREAS, the City has actively pursued funding and partnerships to support affordable housing, including the acceptance of a $750,000 CDBG grant in 2021, for the rehabilitation of homes in the Ashe Street neighborhood, the acceptance of a $1,312,710 and the allocation of $800,000 to the Apple Ridge project being developed by Housing Assistance Corporation in 2022, to support affordable housing development; and

WHEREAS, the City has engaged in extensive community outreach and collaboration, including hosting a Housing Summit on May 16, 2024, with over 200 attendees, and conducting listening sessions with diverse community groups such as the business community, elderly and veterans, African American community, nonprofit organizations, and the Hispanic Latinx community to ensure that housing solutions reflect the needs and values of all residents; and

WHEREAS, the City of Hendersonville has prioritized the development of a Strategic Housing Plan, supported by a $100,000 grant from the Dogwood Health Trust, and informed by a comprehensive Housing Needs Assessment completed by the Development Finance Initiative in 2024, which identified a critical need for 2,200 affordable housing units within the City to meet the demands of low- to moderate-income households; and

WHEREAS, the Strategic Housing Plan outlines key objectives to address housing challenges, including increasing opportunities for homeownership, prioritizing permanently affordable housing for households earning up to 80% of the area median income, integrating housing solutions into neighborhoods to preserve community character, and supporting residents' ability to age in place; and

WHEREAS, the City recognizes the importance of reducing barriers to housing supply, preserving and improving the quality of existing affordable housing stock, and fostering partnerships with businesses, nonprofits, local governments and other stakeholders to ensure that housing costs do not exceed 30% of household income; and

WHEREAS, the City of Hendersonville acknowledges the significant impact of Hurricane Helene in 2024, which exacerbated housing challenges by damaging housing stock, particularly in low-income neighborhoods, and further underscored the need for resilient housing solutions; and

WHEREAS, the City Council and Strategic Plan Steering Committee have worked diligently to explore innovative solutions, including the Community Land Trust model, zoning text amendments, and mixed-income housing developments, to address the housing needs of current and future residents;

NOW, THEREFORE, I, Barbara G. Volk, Mayor of the City of Hendersonville, do hereby proclaim May 2026 as **Housing Month** in the City of Hendersonville.

BE IT FURTHER PROCLAIMED, that during this month, the City of Hendersonville encourages all residents, businesses, and community organizations to join in recognizing the importance of affordable housing, supporting ongoing housing initiatives, and working together to create a community where everyone has a safe, stable, and affordable place to call home.

PROCLAIMED this 2nd day of April, 2026.

Seal

_____
Barbara G. Volk, Mayor
City of Hendersonville

Attest: _____
Jill Murray, City Clerk

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Caitlyn Gendusa, Sustainability Manager

MEETING DATE: April 2, 2026

AGENDA SECTION: Presentations

DEPARTMENT: Public Works

TITLE OF ITEM: Annual Environmental Sustainability Board Sustainability Hero Award Recognition

SUGGESTED MOTION(S): N/A

SUMMARY: The Hendersonville Environmental Sustainability Board created the Hendersonville Sustainability Hero Award in 2023. The Sustainability Hero Award celebrates outstanding achievement in the pursuit of the City's commitment to lead by example in pursuing environmentally sustainable practices critical to preserving the community for future generations. The Sustainability Hero award will honor an individual City employee or team that is a champion for change and is responsible for development and implementation of sustainability practices in Hendersonville and the surrounding community.

ATTACHMENTS:

None

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: John Connet, City Manager **MEETING DATE:** 04/02/2026

AGENDA SECTION: PRESENTATION **DEPARTMENT:** Administration

TITLE OF ITEM: Hands On! Children's Museum – *Joseph C. Knight, CEO*

SUGGESTED MOTION(S):

I move that the City of Hendersonville provide funding to the Hands On! Childern's Museum as presented or at the following amount _____.

SUMMARY:

Hands On! Children's Museum has submitted a new five-year funding request. The request is for $42,000 per year for five years. CEO Joseph Knight will attend the meeting to make the presentation.

BUDGET IMPACT: $42,000 per year for 5 years. ($210,000)

Is this expenditure approved in the current fiscal year budget? NA

If no, describe how it will be funded. NA

ATTACHMENTS:

Previous Contract and Funding Request

HANDS ON! CHILDREN'S MUSEUM
PEOPLE'S MUSEUM & WALK OF FAME GRANT CONTRACT RENEWAL
2026 - 2031

Annually, the City Council will consider granting additional funding to HANDS ON! for Years 2, 3, 4 and 5 of this Agreement on a per year basis, to be used for the specific purpose of paying the rent for Unit 1, in exchange for HANDS ON!'s continued operation of the People's Museum and Walk of Fame for another fiscal year. Funding for each of Contract Years 3, 4 and 5, shown in the table below, will be approved if HANDS ON! satisfactorily demonstrates to City Council the following through its annual report, due by May 31st of each Contract Year:

It is understood and agreed that, if approved by City Council, funding for Contract Years 2, 3, 4 and 5 will be approved on or before the start of the Contract Year, and will be paid in advance in exchange for the continued operation of the People's Museum and Walk of Fame during Contract Year. Funding for a particular Contract Year shall not be paid retroactively. As an example, if City Council did not approve funding for Contract Year 4 on or before July 1, 2029, City Council could not later approve funding for Contract Year 4 at the end of Contract Year 4 and pay it retroactively for Contract Year 4.

HANDS ON! shall have the right to request funding under the terms of this Agreement for Contract Years 3, 4 and 5, regardless of whether they receive funding for a particular prior year. As an example, if City Council did not approve funding for Contract Year 3, HANDS ON! could still request funding for Contract Year 4.

Contract Year	Funding Date	Amount	Purpose
Year 1 The effective date of this Agreement through June 30, 2027	On or before July 31, 2026	$42,000	For the specific purpose of paying rent for Unit 1 and for no other purpose.
Year 2 July 1, 2027-June 30, 2028	If approved by City Council on or before June 30, 2027, to be paid on or before July 31, 2027.	$42,000	
Year 3 July 1, 2028-June 30, 2029	If approved by City Council on or before June 30, 2028, to be paid on or before July 31, 2028.	$42,000	
Year 4 July 1, 2029-June 30, 2030	If approved by City Council on or before June 30, 2029, to be paid on or before July 31, 2029.	$42,000	
Year 5 July 1, 2030 - June 30, 2031	If approved by City Council on or before June 30, 2030, to be paid on or before July 31, 2030.	$42,000	

Last Revised March 10, 2026

NORTH CAROLINA
CITY OF HENDERSONVILLE

NONPROFIT FUNDING AGREEMENT
HANDS ON!- A CHILD'S GALLERY

This Agreement made and entered into the 16 day of March by and between City of Hendersonville, North Carolina, hereinafter referred to as the "CITY", and **Hands On! – A Child's Gallery,** a North Carolina nonprofit corporation; hereinafter referred to as the "HANDS ON!".

WHEREAS, the CITY is authorized by N.C.G.S. § 160A-488 to establish and support museums, art galleries or arts centers, so long as the facility is open to the public; and

WHEREAS, HANDS ON! is a North Carolina nonprofit corporation, currently operating a children's museum and gallery in Hendersonville, NC; and

WHEREAS, HANDS ON! leases Unit 1 of Rosdon Mall Condominium, being more particularly described in that deed recorded in Deed Book 1321 at Page 354 of the Henderson County Registry, hereinafter "Unit 1," from the owner, Love in North Carolina, LLC, a North Carolina limited liability company, pursuant to a lease having a 99 year term, to expire June 30, 2117, excluding options to renew, a Memorandum of Lease being recorded in Deed Book 3220 at page 291 of the Henderson County Registry; and

WHEREAS, HANDS ON! presented the CITY with a proposal whereby HANDS ON! would dedicate a portion of Unit 1 to the development and operation of the People's Museum and Walk of Fame, A Cultural History of Henderson County, hereinafter the "PMWF," a new division of HANDS ON!, which, when finished, would promote and celebrate the diversity and the unique culture and history of all of the people of the City of Hendersonville and Henderson County with a focus on African American heritage, and would be open to the public for no admission charge, both in exchange for the CITY'S agreement to assist with funding for the PMWF; and

WHEREAS, on January 7, 2021, at its regular meeting, the CITY, through its City Council, approved certain funding for the PMWF, and authorized the City Manager to enter into an agreement with HANDS ON! consistent with the action of the City Council on January 7, 2021, to govern the terms under which the City Council would provide funding to HANDS ON! in exchange for HANDS ON!'s development and operation of the PMWF;

NOW, THEREFORE, in consideration of the following the parties hereto do mutually agree as follows:

1. The Whereas clauses are incorporated herein by reference as an integral part of this Agreement.

2. This Agreement shall be effective as of the date first written hereinabove, and shall terminate on June 30, 2026, unless soon terminated as allowed herein below.

3. HANDS ON! shall proceed in good faith and with due diligence to plan, design, develop and construct the PMWF in Unit 1 in accordance with the concept plan shown on Exhibit A, attached hereto and incorporated by reference. It is understood and agreed that the concept plan serves only as general guidance for the design and construction of the PMWF; however, the PMWF shall consist of a minimum of 800 square dedicated to the public display of exhibits and educational information concerning the diversity and the unique culture and history of all of the people of the City of Hendersonville and Henderson County with a focus on African American heritage and the

Hendersonville Walk of Fame, and shall be located in the storefront portion of Unit 1 as shown on Exhibit A.

4. HANDS ON! shall complete the design, development and construction of the PMWF no later than June 30, 2023. Once completed, HANDS ON! shall continue to operate the PMWF in good faith and with due diligence, in compliance with the terms of this Agreement for Contract Years 1 and 2 (the duration of Contract Years 1 and 2 being as specified in Paragraph 8 below), and for each of Contract Years 3, 4 and 5 for which HANDS ON! receives funding from the CITY in accordance with Paragraph 11 below.

5. Within 45 days of the execution of this Agreement, HANDS ON! shall submit to the City Manager for approval a proposed detailed design, development and construction schedule, that will demonstrate to the satisfaction of the City Manager that the PMWF can be completed by June 30, 2023.

6. Within 45 days of the execution of this Agreement, HANDS ON! shall submit a detailed project budget, including estimated costs for the design, development and construction of the PMWF, and including projected revenue sources, that together demonstrate to the satisfaction of the City Manager that adequate funding will be available to HANDS ON! to complete the design, development and construction of the PMWF by June 30, 2023.

7. Within 45 days of the execution of this Agreement, HANDS ON! shall provide to the City Manager its stated goals and objectives for the PMWF during the terms of this Agreement.

8. HANDS ON! shall plan, design, develop, construct and operate the PMWF in accordance with the terms and conditions provided in this Agreement. Provided HANDS ON! is in compliance with the terms of this Agreement, the CITY agrees to provide the following funds to HANDS ON!:

Contract Year	Funding Date	Amount	Purpose
Year 1: the effective date of this Agreement through June 30, 2022.	On or before February 28, 2021	$78,000.00	$39,000 to be used for the specific purpose of paying rent for Unit one and for no other purpose. $39,000 to be used for direct costs for the design, development and construction of the PWMF within Unit 1 and for no other purpose.
Year 2: July 1, 2022-June 30, 2023	On or before July 31, 2022	$42,000.00	For the specific purpose of paying rent for Unit 1 and for no other purpose.

9. HANDS ON! shall develop the content for the public exhibits, displays and educational component of the PMWF in consultation with community resources and community leaders including, but not limited to, members of the African American community.

10. Not later than May 31, 2022, and annually by May 31st of each year that this Agreement is in effect, HANDS ON! shall submit a written report to the City Council indicating the progress that has been

made towards the design, development and construction of the PMWF in Unit 1. The written report shall contain, at a minimum, progress made towards completing the milestones identified on the schedule submitted to the City Manager, whether the PMWF is on budget, the specific fundraising efforts that have been made to generate private donations to support the PMWF, and the amount of funds generated from private donations, grants and other funding sources, in addition to City funds, to support the PMWF.

11. Annually, the City Council will consider granting additional funding to HANDS ON! for Years 3, 4 and 5 of this Agreement on a per year basis, to be used for the specific purpose of paying the rent for Unit 1, in exchange for HANDS ON!'s continued operation of the PMWF for another fiscal year. Funding for each of Contract Years 3, 4 and 5, shown in the table below, will be approved if HANDS ON! satisfactorily demonstrates to City Council the following through its annual report, due by May 31st of each Contract Year:

    a. That the PMWF has been completed;

    b. That the PMWF is being operated and maintained by HANDS ON! in accordance with the standards for operating and maintain a museum exhibit of comparable size within a fifty (50) mile radius of the PMWF;

    c. That HANDS ON!'s stated goals and objectives are being met;

    d. That there is community support for the continued operation of the PMWF for another fiscal year as demonstrated through ongoing community fund raising, private donations, volunteer efforts and visits by the public; and

    e. That with the requested funding from the CITY, HANDS ON! will have the staffing and resources to sustain another year's operation of the PMWF in Unit 1.

Contract Year	Funding Date	Amount	Purpose
Year 3: July 1, 2023-June 30, 2024	If approved by City Council on or before June 30, 2023, to be paid on or before July 31, 2023	$42,000.00	For the specific purpose of paying rent for Unit 1 and for no other purpose.
Year 4: July 1, 2024-June 30, 2025	If approved by City Council on or before June 30, 2024, to be paid on or before July 31, 2024	$42,000.00	For the specific purpose of paying rent for Unit 1 and for no other purpose.
Year 5: July 1, 2025 - June 30, 2026.	If approved by City Council on or before June 30, 2025, to be paid on or before July 31, 2025	$42,000.00	For the specific purpose of paying rent for Unit 1 and for no other purpose.

It is understood and agreed that, if approved by City Council, funding for Contract Years 3, 4 and 5 will be approved on or before the start of the Contract Year, and will be paid in advance in exchange for the continued operation of the PMWF during Contract Year. Funding for a particular Contract Year shall not be paid retroactively. As an example, if City Council did not approve funding for Contract Year 4 on or before July 1, 2024, City Council could not later approve funding for Contract Year 4 at the end of Contract Year 4 and pay it retroactively for Contract Year 4.

HANDS ON! shall have the right to request funding under the terms of this Agreement for Contract Years 3, 4 and 5, regardless of whether they receive funding for a particular prior year. As an example, if City Council did not approve funding for Contract Year 3, HANDS ON! could still request funding for Contract Year 4.

12. While this Agreement is in effect, regardless of whether funding is received for a particular Contract Year or not, HANDS ON! shall also provide the following services to the CITY:

    a. HANDS ON! shall allow the CITY to install and maintain equipment necessary to establish a public WI-FI connection HUB.

    b. HANDS ON! shall allow the CITY, at no additional cost, to reserve, use and host up to FIVE (5) small public events per calendar year within the confines of the exhibit galleries of HANDS ON! which includes the PMWF. The CITY shall provide written notice to HANDS ON! a minimum of fifteen days prior to any such small public event. To the extent allowed by law, the CITY shall indemnify and hold harmless HANDS ON! for any claims or damage associated with such use by the CITY.

13. If HANDS ON! violates any of the provisions of this Agreement, the CITY may terminate this Agreement (upon 30 days written notice to HANDS ON!). In such event, all unexpended funds at the time of such termination, whether held by HANDS ON! or the CITY, shall be the property of and be returned to (or remain with) the CITY. It is specifically understood and agreement by the parties hereto that a default under the terms of the Lease by HANDS ON! shall be considered a default and noncompliance with this Agreement.

14. HANDS ON! shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement without prior written consent of the CITY.

15. In connection with the performance of this Agreement, HANDS ON! shall not discriminate against any employee, applicant for employment, or program participant because of race, religion, color, sex, age, handicap, or national origin, or on account of their limited English language proficiency.

16. HANDS ON! shall maintain all accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices and procedures.

17. HANDS ON! shall provide an accounting of CITY funds to the CITY to demonstrate the funds allocated to HANDS ON! have been used for the purpose(s) specified herein. The accounting report shall be submitted to the CITY by July 31st of each year that this Agreement is in effect. Further, the CITY shall be entitled to audit HANDS ON!'s expenditure of CITY funds at the CITY's discretion. Any excess funds

or funds not used for the expressed purpose(s) stated herein must be returned to the CITY within thirty (30) days of the CITY's request for said funds.

18. The CITY shall be entitled to conduct an evaluation at any time of HANDS ON!'s programs and activities particularly as it relates to the accomplishments of established goals and objectives of the PMWF.

19. All books and records shall be maintained by HANDS ON! for a period of at least three years from the day of the final payment under this Agreement and shall be made available for audit or evaluation upon request during regular business hours of HANDS ON!.

20. The City is in no way responsible for the administration and supervision of HANDS ON!'s Officers, Board of Directors and membership, or employees, which persons it is agreed, are not Officers, employees, or agents of the CITY.

21. As a condition of payment for services rendered under any agreement HANDS ON! has with City of Hendersonville, HANDS ON! must comply with requirements of Article 2 Chapter 64 of the North Carolina General Statutes. Further, if HANDS ON! provides services to City of Hendersonville utilizing a subcontractor, HANDS ON! shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 the General Statutes as well. HANDS ON! shall verify, by affidavit, compliance of the terms of this section upon request by City of Hendersonville.

22. HANDS ON! certifies that, as of the date of this agreement, it is not listed on the Fiscal Divestment List created by the State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58.

23. The Agreement may only amended in writing as mutually agreed upon by between the CITY and HANDS ON!.

24. Notwithstanding any provision of this Agreement, no provision of this Agreement shall be construed or interpreted as creating a pledge of the faith and credit of the CITY within the meaning of the constitution of the State. No provision of this Agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the CITY within the meaning of the constitution of the State. This Agreement shall not directly or indirectly or contingently obligate the CITY to make any payments beyond those appropriated in the sole discretion of the CITY for any Fiscal Year in which this Agreement is in effect. No provision of this Agreement shall be construed to pledge or to create a lien on any class or source of the CITY's money. To the extent of any conflict between this paragraph and any other provision of this Agreement this paragraph shall take priority.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their name by their duly authorized officers, their seals to be hereto affixed the day and year first above written.

ATTEST:

3-16-2021

ANGELA L. REECE Dated
CITY CLERK

CITY OF HENDERSONVILLE

3-16-21

BY: JOHN F. CONNET Dated
CITY MANAGER

HANDS ON! – A CHILD'S GALLERY,

Joseph C. Knight 03-16-21

BY: AUTHORIZED SIGNATURE Dated

PRINTED NAME: Joseph C. Knight

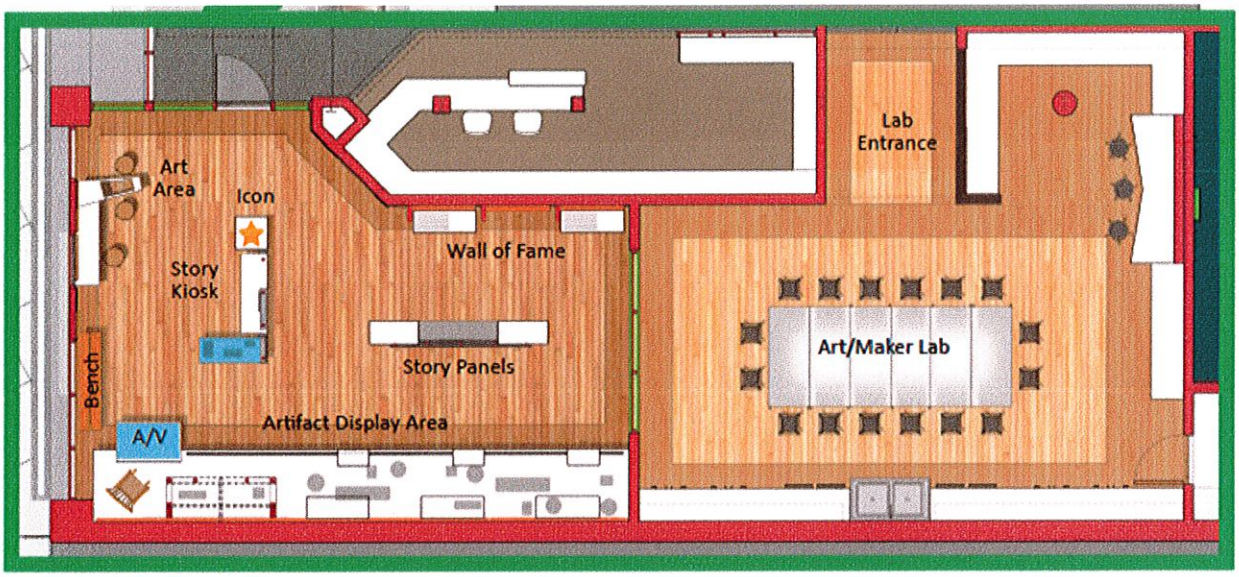
TITLE: Executive Director

This Agreement has been pre-audited in the manner required
By the Local Government Budget and Fiscal Control Act.

3/16/21

JOHN BUCHANAN Dated
City Finance Director

EXHIBIT A
CONCEPT PLAN



The Peoples' Museum and Walk of Fame will consist of a minimum of 800 square feet, with the potential to expand into the Art/Maker Lab space.



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY
PLANNING DIVISION

SUBMITTER: Matthew Manley

MEETING DATE: April 2, 2026

AGENDA SECTION: Public Hearing

DEPARTMENT: Community Development

TITLE OF ITEM: Rezoning: Conditional Rezoning – Laurel Meadows LIHTC Project | C-3 to UR-CZD (26-14-CZD) – *Matthew Manley, AICP – Long-Range Planning Manager*

SUGGESTED MOTION(S):

For Recommending Approval:

I move City Council **adopt** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of the subject property (PINs: 9579-45-0556 & 9579-45-2846) from C-3 Highway Business to Urban Residential Conditional Zoning District for the development of a 77-unit, low-income housing tax credit multi-family project based on the preliminary site plan and list of conditions [dated 3/26/26] submitted by and agreed to by the applicant and presented at this meeting and subject to the following:

1. The development shall be consistent with the site plan, including the list of applicable conditions contained therein, and the following permitted uses Permitted Uses:

1. 77 Unit – Multi-Family Residential

[#2 is for amendments to uses or conditions discussed and agreed upon in the public meeting (between City & Developer) and not yet represented on the site plan, please use the following language. *Disregard #2 if not needed – continue motion below with .3(2) using numbering in parenthesis*]:

2. Permitted uses and applicable conditions presented on the site plan shall be amended to include:

1.

3.(2.) The petition is found to be Consistent with the City of Hendersonville Gen H Comprehensive Plan based on the information from the staff analysis and the public hearing, and because:

The petition for the Low-Income Housing Tax Credit Multi-Family project is consistent with the

For Recommending Denial:

I move City Council **deny** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of the subject property (PINs: 9579-45-0556 & 9579-45-2846) from C-3 Highway Business to Urban Residential Conditional Zoning District based on the following:

1. The petition is found to be Consistent with the City of Hendersonville Gen H Comprehensive Plan based on the information from the staff analysis and the public hearing, and because:

The petition for the Low-Income Housing Tax Credit Multi-Family project is consistent with the Future Land Use and Conservation Map Designation of 'Mixed Use – Commercial', Additionally, the petition is consistent with a range of the Goals & Guiding Principles including those supporting Affordable Housing, Compact Development and the Mixing of Land Uses.

2. We do not find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:

1. The proposed development is incompatible with the surrounding land uses
2. The proposed development would further degrade existing traffic safety and congestion concerns in the surrounding area

Future Land Use and Conservation Map Designation of 'Mixed Use – Commercial', Additionally, the petition is consistent with a range of the Goals & Guiding Principles including those supporting Affordable Housing, Compact Development and the Mixing of Land Uses. **4.(3.) We find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:** 1. The proposed development is compatible with surrounding residential & non-residential land uses 2. The proposed development allows for a mix of uses within a 'focused intensity node' 3. The proposed development serves to address the City's need for additional subsidized affordable housing. **[DISCUSS & VOTE]**	3. The proposed development places residents too far from recreational opportunities **[DISCUSS & VOTE]**

SUMMARY: *The City of Hendersonville in receipt of a Conditional Zoning District petition from Woda Cooper Companies, Inc. (applicant). The applicant is requesting to rezone the subject property (PINs 9579-45-0556 and 9579-45-2846 from C-3, Highway Business to UR-CZD (Urban Residential - Conditional Zoning District) for the development of 77 multi-family units. The subject property is approximately 3.32 acres. The parcels are located on Mitchelle Dr on a cul de sac which borders the I-26 east on-ramp near Four Seasons Blvd (US-64).*
The applicant is applying for Federal Low Income Housing Tax Credits (LIHTC) through the North Carolina Housing Finance Agency.
The Future Land Use Character Area designation of the property is Mixed Use-Commercial and it is located within a Focused Intensity Node (centered around Four Season Blvd).
As a CZD, if approved, the development and use of the property would be limited to the stated list of uses and the proposed developed depicted on the preliminary site plan.

PROJECT/PETITIONER NUMBER:	26-14-CZD
PETITIONER NAME:	• Nicholas Pak & Tommy Lowmon, Woda Cooper Companies [Applicant] • Urmish Patel, Samit Hospitality [Owner]
ATTACHMENTS:	1. Staff Report 2. Gen H Comp Plan Consistency & Evaluation 3. NCM Summary 4. Planning Board Summary 5. Preliminary Site Plan / Elevations / Rendering 6. Supplemental Tree Assessment 7. Supplemental Trip Generation Letter 8. Proposed Zoning Map 9. Draft Ordinance 10. Application

STANDARD REZONING:
LAUREL MEADOWS | C-3 to UR-CZD
(26-14-CZD)
CITY OF HENDERSONVILLE - COMMUNITY DEVELOPMENT
STAFF REPORT

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PROJECT SUMMARY

- Project Name & Case #:
  - 26-14-CZD
- Applicant & Property Owner:
  - Nicholas Pak & Tommy Lowmon, Woda Cooper Companies [Applicant]
  - Urmish Patel, Samit Hospitality [Owner]
- Property Address:
  - 238 Mitchelle Dr
- Project Acreage:
  - 3.32 Acres
- Parcel Identification (PIN):
  - 9579-45-0556 and 9579-45-2846
- Current Parcel Zoning:
  - C-3 Highway Business
- Requested Zoning:
  - UR-CZD Urban Residential Conditional Zoning District
- Future Land Use Designation:
  - Mixed Use-Commercial



SITE VICINITY MAP

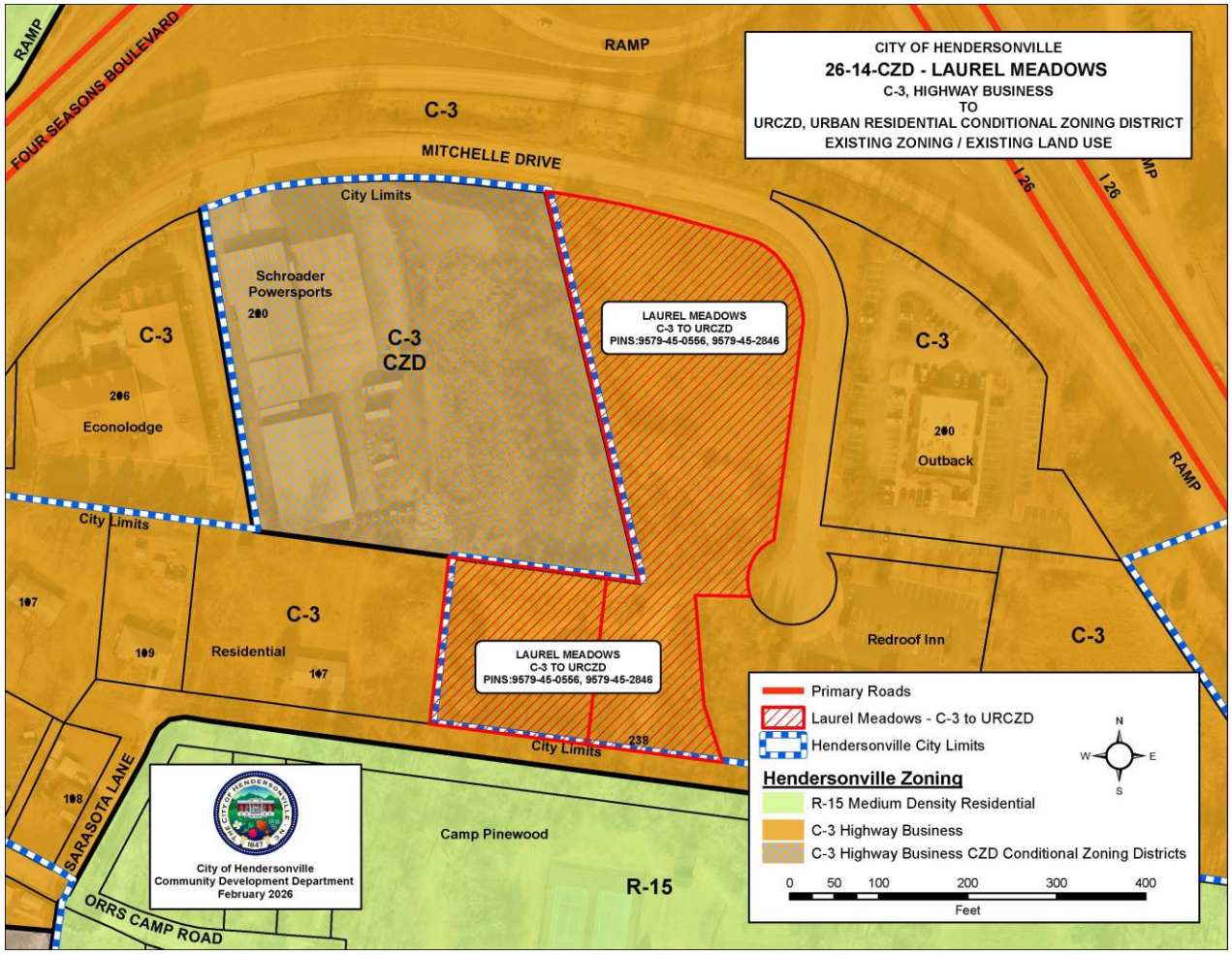
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The applicant is applying for Federal Low Income Housing Tax Credits (LIHTC) through the North Carolina Housing Finance Agency.

The Future Land Use Character Area designation of the property is Mixed Use-Commercial and it is located within a Focused Intensity Node (centered around Four Season Blvd).

As a CZD, if approved, the development and use of the property would be limited to the stated list of uses and the proposed developed depicted on the preliminary site plan.

EXISTING ZONING & LAND USE



City of Hendersonville Current Zoning & Land Use Map

The subject property is located in the corporate limits of the City of Hendersonville and zoned C-3 Highway Business. Properties to the north, west, and east are also zoned C-3 as the general character of the area is defined by proximity to Four Seasons Blvd and Interstate 26. The uses in this area are typical for an interstate interchange with hotels and restaurants being the most common. Other retail shops are also within walking distance with the Blue Ridge Mall located approximately ½ mile from the subject property.

To the south of the subject property the commercial character abruptly transitions to properties zoned R-15, Medium Density Residential. The largest of these is the 50-acre parcel along Orrs Camp Rd that makes up Camp Pinewood. The other R-15 parcels are single-family homes located between Jack St and Orrs Camp Rd.

To the west of the R-15 district is a pocket of RCT (Residential Commercial Transition) zoning which permits the reuse of residential dwellings for business purposes.

SITE IMAGES



View of proposed site access. Current maintenance access to City pump station.



View of existing stormwater detention pond on subject property. This facility manages stormwater from adjacent parcel and street as well.

SITE IMAGES



View of creek flowing south from stormwater detention pond, through culvert (which provides access to site) and continues to pond at Camp Pinewood. Stormwater pipes from Red Roof Inn visible to left



View of southern portion of subject property proposed for parking. Existing maintenance access shown with pump station in background. To the left is creek flowing south from subject property

SITE IMAGES



View of Sarasota Ln at rear of property behind pump station



View of neighboring Camp Pinewood recreation facilities across Sarasota Ln from subject property

SITE IMAGES

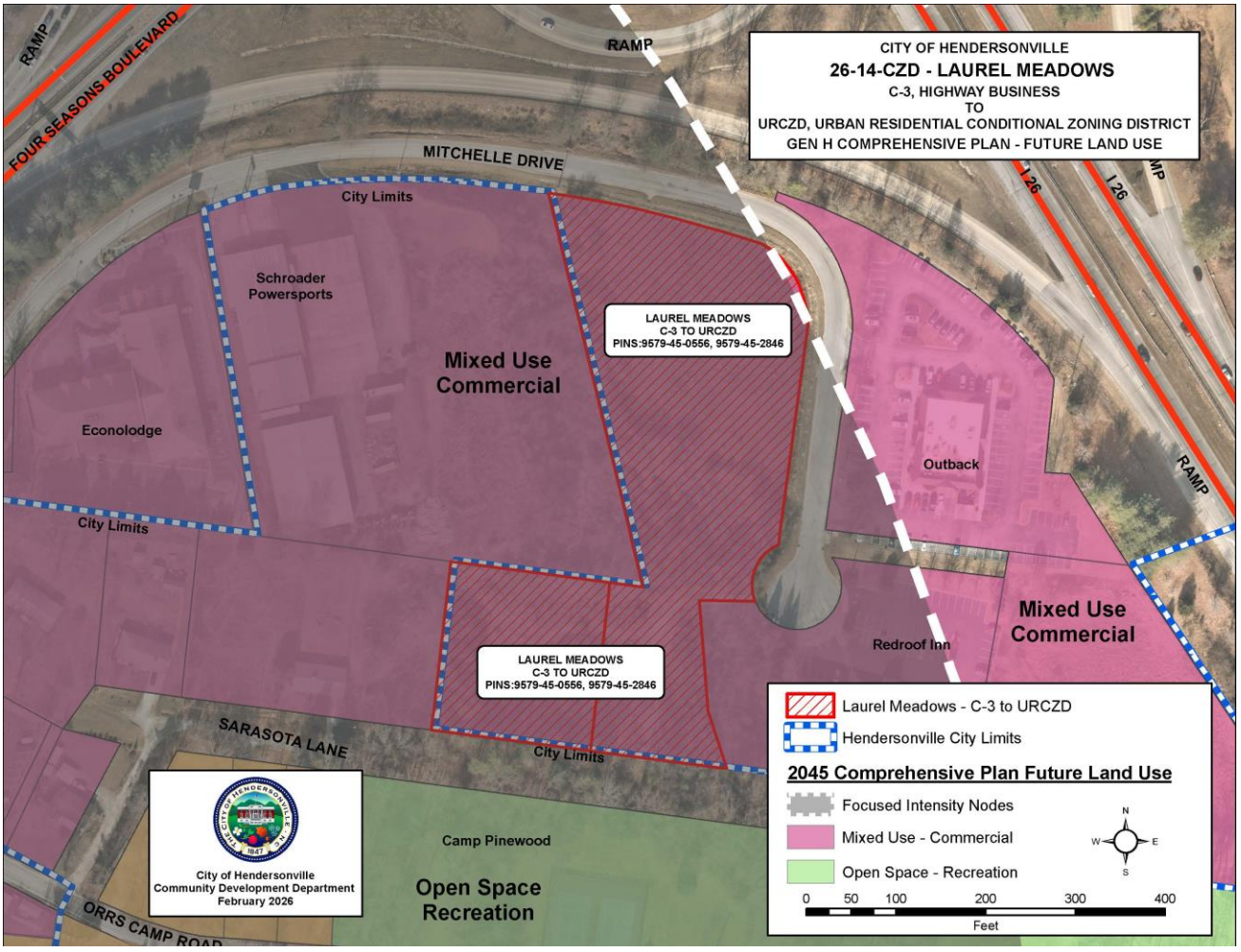


View of neighboring Outback (left) & Red Roof Inn (background). Subject Property to the right.



View from northern end of Subject Property towards I-26 East on ramp

FUTURE LAND USE



City of Hendersonville Future Land Use Map

According to the City's Gen H Future Land Use & Conservation Map, the subject property is designated as Mixed Use-Commercial (MU-C). Parcels to the west and those flanking Four Seasons Blvd are also characterized as MU-C. Properties to the southwest outside of the MU-C designation transition to Multi-Generational Living. To the direct south is the tract of Camp Pinewood which is unique in its designated as Open Space – Recreation. Properties depicted in the dark circle to the west are in a Focused Intensity Node which are "…intended to be the largest activity centers outside of downtown and support a broad range of compatible uses. Each MU-C is flanked by multiple character areas, some of which are encompassed by the centers shown on the map above. Within these centers, connectivity and compatible relationships should be prioritized to create seamless transitions between developments." Additionally, Mixed Use-Commercial is described as "…centers of activity with a mix of retail, restaurant, service, office, and civic uses, as well as various residential housing types. The mix can be horizontal or vertical, with changes in use between floors of the same building. Buildings of two or more stories are common, and streets feature short block lengths and pedestrian facilities. Open spaces include plazas, formal greens, and pocket parks. This activity center is intended to be the City's most intense district outside of the Downtown character area.

PROPOSED REQUEST DETAILS

Site Plan Summary:

- Acreage: 3.32 Acres
- Proposed Use:
  - Residential, Multi-Family (77 Units)
    - 13 – 1-Bedroom
    - 48 – 2-Bedroom
    - 16 – 3-Bedroom
- Density: 23.2 u/a
- Building:
  - 110,000 Sq Ft of Gross Floor Area
  - 27,500 Sq Ft of Building Footprint
  - 4-Stories
- Building Design
  - Gabled and Hip Roof
  - 1st Level & portions of 2nd Level feature brick
  - Upper floors feature fiber cement lap siding w/ vertical accent siding
  - 2' Min. bump-outs on street-facing facade
- Height
  - Max. 47'-3.5' to mid-point of gable
- Transportation
  - Four Season Blvd is just over ¼ mile from the subject property.
  - Mitchelle Dr is a private cul de sac along the frontage of the subject property. It is an NCDOT street from the intersection with Orrs Camp Rd ¼ mile to the subject property.
  - Sarasota Ln is an unimproved right-of-way listed as "Private" on the applicant's survey. Public sewer is present in this ROW.
  - Mitchelle Dr terminates at a multi-pronged intersection 200' from Four Season Blvd. This intersection includes Jack St, Orrs Camp Rd, and a commercial access road. There are several open curb cuts and a back-out parking lot which create additional points of conflict around this intersection.
- Sidewalks
  - There is an existing 5' sidewalk along Mitchelle Dr.
  - The developer is proposing conditions to be granted relief from the Urban Residential standards for 7' sidewalks:
    - Requesting that existing 5' sidewalk on Mitchelle Dr remain "as is"

and not be required to be improved to 7'

- Requesting that internal sidewalks be 6.5' abutting parking spaces and 5' for all other pedestrian connections.

- Lighting
  - All site lighting will be required to conform to the City's lighting standards for stream buffers and multi-family residential developments.

- Parking: Multi-Family Residential
  - Required per proposed bedrooms: 85
  - Required per NCHFA (LIHTC): 135
  - Provided: Developer requesting reduction of required parking to 109
  - Requesting condition from UR standard for maximum parking of 85

- Natural Resources
  - Stream Buffer:
    - The USGS topo map indicates a blueline stream running through the center of the property. This stream has been rerouted as the site has been graded and a stormwater detention pond has been placed in the center of the site.
    - This stormwater detention pond is proposed to be relocated and reestablished with an underground detention system (i.e. Stormtech)
    - This blueline stream continues along the southeast border of the site where it is daylighted.
    - The developer is proposing a condition to allow a small infringement on the required 20' transition zone. The 30' stream buffer would be left in tact.



  - There is no Floodplain present on the site.

- Tree preservation
  - According to the City's Tree Canopy Coverage Map the site has 31,044 Sq Ft of canopy. This exceeds the 30,000 Sq Ft threshold for requiring preservation standards be met.



- However the developer has provided a tree assessment from an arborist explaining that much of the canopy identified on the Canopy Coverage Map is volunteer growth around the stormwater detention pond that has been unmaintained and that are no significant trees of any kind on the site. As such they have proposed a condition to waive the canopy preservation requirements for new Tier II plantings.
- Even with that condition, the developer is proposing to preserve 20% of the mapped tree canopy.

- Planting requirements.
  - The site will be required to provide the following landscaping for a total of 114 new trees and 180 new shrubs:
    - Vehicular Use Area – Trees Provided: 33
    - Buffer Plantings – Trees Provided: 6
    - Street Trees – Trees Provided: 27
    - Planting Strip – Trees Provided: 19
    - Common Space – Trees Provided: 29

DEVELOPER-PROPOSED CONDITIONS:

1. Proposed development is LIHTC (low-income housing tax credit) with all (77) units of the units at or below 80% AMI. The proposed development will provide family affordable housing as governed by North Carolina Housing Finance Agency requirements.

2. Due to existing conditions on the site, the Developer is requesting relief from Sec 17-3-3 - specifically that the Developer will not be responsible for removing any existing impervious surfaces currently located in the 20' Transition Area of the Stream Buffer on the site. The 30' Stream Buffer on the site is protected and will continue to be maintained by the Developer. However, the City has established an impervious driveway in the 20' Transition Area which provides access to a sewer pump station on the south end of the property. The Developer will work to reduce the existing impacts on the Transition Zone where feasible and will not further encroach in this 20' area. To further limit impacts in vicinity of the Stream Buffer, the developer will reduce the width of the driveway to the rear parking lot to the minimal width allowed per code to minimize the introduction of new impervious surfaces. The Developer is limited in their ability to further mitigate impacts at the location due to: 1) rules established by NCHFA that do not permit the use of pervious surfaces for vehicular use and 2) the requirement that access to pump station be maintained for the City.
3. Based on the existing pavement width of Mitchelle Drive there is not adequate room to delineate on-street parking therefore the developer is requesting relief from the requirement to add on-street parking per 5-25-5.16b

4. Developer is requesting existing sidewalk along Mitchelle Drive to remain "as is" versus widening to 7', as required under section 5-25-5.15b.

5. Internally the development is providing 6.5' (0.5' back of curb and 6' sidewalk) along all parking spaces that abut a parking space and 5' sidewalk for all other pedestrian connections and is requesting this reduction instead of the 7' sidewalk as required under section 5-25-5.15.

6. Based on downstream neighbor concerns about sediment the developer is committed to providing enhanced erosion control devices during construction. Such devices could potentially include extended sediment times and flocculent devices to remove additional sediment from leaving the site.

7. The developer has requested a reduction in parking from the North Carolina Housing Finance Agency requirement of 1.75 spaces per unit, but if this request is not granted developer is requesting relief from 5-25-5.16a on the maximum allowable parking.

8. Developer has supplied a Trip Generation Letter from the Traffic Engineer and is requesting relief from needing to complete a TIA as required under Section 5-25-2.3.1.

9. Developer agrees to evaluate any springheads on site to ensure that water supply levels are maintained to the adjacent creek flowing south to Camp Pinewood.

OUTSTANDING ISSUES & CITY PROPOSED CONDITIONS:

COMMUNITY DEVELOPMENT

Site Plan Comments:

- The site plan accompanying this petition meets the standards established by the Zoning Ordinance.

Proposed City-Initiated Conditions:

- To better address the Urban Residential standard to orient the development 'around one or more significant open spaces, such as parks & plazas', and to better achieve the Gen H Plan Guiding Principle for Conserved & Integrated Open Space, the developer shall install active or passive recreational amenities in the open space on the northwest corner of the site.

DEVELOPMENT REVIEW COMMITTEE:

The Development Review Committee consists of the following Departments/Divisions and Agencies: Engineering, Water/Sewer, Fire Marshal, Stormwater Administration, Floodplain Administration, Public Works, NCDOT, Henderson County Soil & Erosion Control and the City's Traffic Consultant. All pertinent members of the DRC reviewed this project and the following are the only outstanding comments:

STORMWATER ADMINISTRATION

Site Plan Comments:

- The final design must preserve the existing storage and treatment capacity of the on-site SCM to ensure there is no net loss of stormwater control functionality. Alternatively, a new SCM may be constructed, provided it delivers equivalent or greater treatment and peak flow control, with supporting calculations demonstrating no adverse downstream impacts.

Proposed City-Initiated Conditions:

- The City requests that the proposed SCM be evaluated and, if feasible, resized to provide storage and peak flow attenuation for the 25-year storm event. Increasing capacity would help reduce peak discharge to a downstream system with known limitations and minimize potential flooding and erosion impacts to receiving infrastructure and adjacent properties.
- **Developers' Response:** The concerns raised by the downstream neighbor (Camp) appear to center around sediment entering the ponds and less with capacity. Based on these discussions the developer proposes to provide enhanced sediment control during construction.

Transportation Consultant

Memo Comments:

REZONING ANALYSIS – GENERAL REZONING STANDARDS (ARTICLE 11-4)

GENERAL REZONING STANDARDS	
1) Comprehensive Plan Consistency	**Land Supply, Suitability & Intensity** **Land Supply:** The subject property is classified as Undeveloped. **Land Use Suitability**: The subject property was scored accordingly: Residential - Moderate to Less Suitable Commercial – Suitable Industrial - Most Suitable **Focused Intensity Node**: The subject property is located in a Focused Intensity Node centered around Four Seasons Boulevard. **Development Intensity:** Moderate. This area is appropriate for moderately intense infill development. **Focus Area:** The subject property is outside of the Focus Area developed for the Blue Ridge Mall.
	Future Land Use & Conservation Map- **Designation:** *Mixed Use - Commercial* **Character Area Description:** Consistent **Zoning Crosswalk:** N/A – The Zoning Crosswalk needs to be updated to better align with current Zoning District Standards.
2) Compatibility	**Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property –**
	The subject property is a previously graded site that was part of a planned development platted and partially constructed in the early 2000s. The existing development adjacent to the site includes a dine-in restaurant and a 49-unit, 2-story hotel. Mitchelle Dr features two additional hotels and a motorsports shop. To the south sits a 50-Acre summer camp and other low intensity uses. These uses are separated from the subject property by an unimproved right-of-way. The proposed high-density multi-family use would add a new use to the existing mix of uses in this area. The addition of a multi-family use in the location appropriately positions new residents in a transition area that is defined by surrounding land use that sit at two opposing ends of the development intensity spectrum - between the high intensity uses associated with Four Seasons Blvd (US64)/I-26 and the low intensity uses of the nearby summer camp and single-family neighborhood. For improved compatibility, the area would be better served by greater walkability on and around Four Seasons Blvd, as well as access to public recreation / open spaces. The addition of a 4-story structure in this location does introduce a greater height than that which is found in the immediate vicinity. However, the location of the building has been shifted to the north side of the site away from lower intensity uses and closer to the interstate interchange (which sits 15' above the grade of the subject property).

	GEN H COMPREHENSIVE PLAN GOALS (Chapter IV) **Vibrant Neighborhoods**: Consistent **Abundant Housing Choices**: Consistent **Healthy & Accessible Natural Environment**: Consistent **Authentic Community Character**: Consistent **Safe Streets and Trails**: Consistent **Reliable & Accessible Utility Services**: Consistent **Satisfying Work Opportunities**: N/A **Welcoming & Inclusive Community**: N/A **Accessible & Available Community Uses and Services**: N/A **Resilient Community**: N/A
	GEN H COMPREHENSIVE PLAN GUIDING PRINCIPLES (Chapter IV) **Mix of Uses:** Consistent **Compact Development:** Consistent **Sense of Place:** Consistent **Conserved & Integrated Open Spaces:** Inconsistent **Desirable & Affordable Housing**: Consistent **Connectivity**: Consistent **Efficient & Accessible Infrastructure:** Consistent
3) Changed Conditions	**Whether and the extent to which there are changed conditions, trends or facts that require an amendment -**
	The only significant changed condition for this project is the continued needs for additional subsidized affordable housing.
4) Public Interest	**Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare -**
	Strategic Housing Plan – The addition of 77 multi-family Low-Income Housing Tax Credit apartment units would help the City to achieve Goal #2 – "The City of Hendersonville accommodates an additional 2,200 permanently affordable housing units to those making up to 80% AMI over the next 5 years, as identified by DFI". Mix of Uses/Nodal Development - The integration of residential uses in a commercial node introduces a mix of uses that can reduce vehicular trip lengths, accommodate non-vehicular travel (walking/biking), and improve efficiency of transit in order to combat automobile congestion. Additionally, mixed use centers allow for greater delivery of services and generate an increase in local spending. When applied at the neighborhood scale, a mix of uses can improve safety and vibrancy.
5) Public Facilities	**Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment**
	- Street Infrastructure serving the site includes Mitchelle Dr which is private in front of the subject property and is an NCDOT-maintained street from the northwest boundary of the subject property to Orrs Camp Rd. It provides access to Orrs Camp Rd for those traveling south

	and east and to US64 for those traveling to I-26, northeast or southwest. Both of these streets are maintained by NCDOT. In general, the street network in the immediate vicinity of the subject property is unfriendly for bicycle and pedestrian travel. Additionally, Four Seasons Blvd. is part of the Region's High Injury Network and poses high risks to drivers as well. - Public recreational opportunities in the vicinity of the subject property are limited. The area is identified as a Phase 3 Priority (P17) in the Future Park System recommendations in the City's Parks & Greenspace Master Plan. The addition of 77 residential units in this area will increase the need / priority level for a public park in close proximity. - The subject property is currently being served and/or will be served by all City of Hendersonville services.
6) Effect on Natural Environment	**Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands and wildlife -** A blueline stream is present in the southeast corner of the subject property. The developer is proposing a condition to allow a small infringement on the required 20' transition zone adjacent to the 30' stream buffer. Though the current condition of the site is not optimal or well-maintained for stormwater management, the project proposes to significantly increase the amount of impervious surfaces on the site. The subject property is currently primarily covered with volunteer and invasive vegetation. The development proposes to plant 114 trees and 180 shrubs.

REZONING STANDARDS ANALYSIS & SUMMARY

1) Comprehensive Plan Consistency - Staff finds the petition to be Consistent with the Gen H Comprehensive Plan Future Land Use & Conservation Map due to the Character Area Description for *Mixed Use – Commercial.*
2) Compatibility – The proposed use and structure are compatible in how they serve to compliment and transition from high intensity uses and structures to lower intensity uses and structures.
3) Changed Conditions – The proposed development helps to address the City's need for additional subsidized housing.
4) Public Interest – In addition to addressing affordable housing, the proposed location promotes a mix of uses which has a range of potential benefits primarily focused around transportation and economic development solutions.
5) Public Facilities – The surrounding street network poses a risk to all users. Parks and greenspace facilities are in need in this area.
6) Effect on Natural Environment – A minor impact to a portion of the transition zone of a blue line stream is proposed. The proposed development will significantly increase the impervious surfaces on the site and reduce natural filtration. In terms of vegetation, the proposed project's overall impact on the site's landscaping will be a net enhancement.

DRAFT COMPREHENSIVE PLAN CONSISTENCY AND REZONING REASONABLENESS STATEMENT

The petition is found to be **consistent** with the City of Hendersonville Gen H 2045 Comprehensive Plan based on the information from the staff analysis and the public hearing, and because:

The petition for the 77-unit Low-Income Housing Tax Credit Multi-Family project is consistent with the Future Land Use and Conservation Map Designation of 'Mixed Use – Commercial'. Additionally, the petition is consistent with a range of the Goals & Guiding Principles including those supporting Affordable Housing, Compact Development and the Mixing of Land Uses.

We **[find/do not find]** this petition to be reasonable and in the public interest based on the

DRAFT [Rationale for Approval]

- *The proposed development is compatible with surrounding residential & non-residential land uses*
- *The proposed development allows for a mix of uses within a 'focused intensity node'*
- *The proposed development serves to address the City's need for additional subsidized affordable housing.*

DRAFT [Rational for Denial]

- *The proposed development is incompatible with the surrounding land uses*
- *The proposed development would further degrade existing traffic safety and congestion concerns in the surrounding area*
- *The proposed development places residents too far from recreational opportunities*

Laurel Meadows (26-14-CZD)		
Chapter 4 - The Vision for the Future	**Consistent**	**Inconsistent**
SUPPLY, SUITABILITY, & INTENSITY		
LAND SUPPLY MAP (Pg. 81, Figure 4.4)	Undeveloped	
LAND SUITABILITY MAP (Pg. 84-86, Figure 4.5-4.7)	Somewhat Consistent	
DEVELOPMENT INTENSITY MAP (Pg. 89, Figure 4.9)	Consistent	
FUTURE LAND USE & CONSERVATION MAP		
Future Land Use and Conservation Map (Note classification here, Pg. 117, Figure 4.12)	**Mixed Use - Commercial**	
Character Area Description (Pg. 122-131)	Consistent	
Focused Intensity Node (Pg. 119)	Consistent	
Focus Area Map (Pg. 134-159)	N/A	

Laurel Meadows (26-14-CZD)		
Chapter 4 - The Vision for the Future	**Consistent**	**Inconsistent**
GOALS		
Vibrant Neighborhoods (Pg. 93)		
Promote lively neighborhoods that increase local safety.	Consistent	
Enable well-maintained homes, streets, and public spaces.	Somewhat Consistent	
Promote diversity of ages (stage of life), income levels, and a range of interests.	Consistent	
The design allows people to connect to nearby destinations, amenities, and services.	Consistent	
Abundant Housing Choices (Pg. 93)		
Housing provided meets the need of current and future residents.	Consistent	
Range of housing types provided to help maintain affordability in Hendersonville.	Consistent	
Housing condition/quality exceeds minimum standards citywide	Consistent	
Healthy and Accessible Natural Environment (Pg. 94)		
Recreational (active and passive) open spaces are incorporated into the development.	Consistent	
Water quality is improved with the conservation of natural areas that serve as filters and soil stabilizers.	Somewhat Consistent	
Natural system capacity (floodplains for stormwater; habitats to support flora/fauna; tree canopy for air quality, stormwater management, and microclimate) is maintained.	Consistent	
Development is compact (infill/redevelopment) to minimize the ecological footprint.	Consistent	
New development respects working landscapes (e.g., orchards, managed forests), minimizing encroachment.	Consistent	
Authentic Community Character (Pg. 94)		
Downtown remains the heart of the community and the focal point of civic activity	N/A	
A development near a gateway sets the tone, presenting the image/brand of the community.	Consistent	
Historic preservation is utilized to maintain the city's identity.	N/A	
City Centers and neighborhoods are preserved through quality development.	Consistent	
Safe Streets and Trails (Pg. 95)		
Interconnectivity is promoted between existing neighborhoods through the building out of street networks, including retrofits and interconnectivity of new developments.	Somewhat Consistent	
Access is increased for all residents through the provision of facilities that promote safe walking, biking, transit, automobile, ride share, and bike share.	Consistent	
Design embraces the principles of walkable development.	Consistent	
Reliable & Accessible Utility Services		

Wastewater treatment (service and capacity) adequately serves existing and future development	Consistent	
A compact service area (infill, redevelopment) maximizes the utilization of existing infrastructure and feasible service delivery.	Consistent	
Satisfying Work Opportunities (pg. 96)		
The development promotes quality job options.	N/A	N/A
The lives of residents are enriched with opportunities to learn, build skills, and grow professionally.	N/A	N/A
Welcoming & Inclusive Community		
Accessibility exceeds minimum standards of ADA, fostering residents' and visitors' sense of belonging.		Inconsistent
An inviting public realm (i.e., parks, public buildings) reflects the attitudes of city residents and leaders, and helps residents develop a sense of place and attachment to Hendersonville.	N/A	N/A
Accessible & Available Community Uses and Services (Pg. 97)		
Private development is plentiful, meeting the demands of current and future populations.	N/A	N/A
Resilient Community		
N/A		
GUIDING PRINCIPALS (pg. 98)		
Mix of Uses (Pg. 98)		
Contributes to a place where people can live, work & plan in centralized location	Consistent	
Revitalization of Outdated Commercial Areas	Consistent	
New business and office space promotes creative hubs.	N/A	N/A
Compact Development (Pg. 100)		
Development builds "up" and not out	Consistent	
Development is consistent with efforts in the area to establish 15-minute neighborhoods.	Consistent	
The infill project is context sensitive [Transitons in scale, Architecture]	Consistent	
Small Infill Sites respect traditional forms [parkign to rear, use of alleys, etc.]	N/A	N/A
Large Infill Sites compliment surroundings with graual transitions in lot size, massing, and design	Consistent	
Sense of Place (Pg. 102)		
The development contributes to Hendersonville's character and the creation of a sense of place through its architecture and landscape elements. [Placekeeping and Placemaking and 3rd Places]	Consistent	
Conserved & Integrated Open Spaces (Pg. 106)		
A diverse range of open space elements are incorporated into the development.		Inconsistent
Desirable & Affordable Housing (Pg. 108)		

A mix of housing types, other than single-family detached, are provided (High-Density, Urban & Walkable and Medium Density such as Townhomes/Patio Homes) and are compatible with their surroundings on the edges	Consistent	
Affrordable Housing provided in close proximity to work opportunties (infill)	Consistent	
Includes Missing Middle Housing		Inconsistent
Connectivity (Pg. 112)		
The development encourages multimodal design solutions to enhance mobility.	Consistent	
The development prioritizes and interconnected street network	Consistent	
Efficient & Accessible Infrastructure (Pg. 114)		
The development utilizes existing infrastructure through infill development and mixing of uses	Consistent	

NEIGHBORHOOD COMPATIBILITY MEETING REPORT

PROJECT: Laurel Meadows (26-14-CZD)

NCM MEETING DATE: February 6, 2026

PETITION REQUEST: Laurel Meadows (C-3 to Urban Residential CZD)

APPLICANT/PETITIONER: Woda Cooper

NEIGHBORHOOD COMPATIBILITY MEETING SUMMARY:

A Neighborhood Compatibility Meeting was held for this project on February 6th, 2026, at 2pm in the Meeting Room of City Hall at 160 6th Ave E and via Zoom. The meeting lasted approximately 50 minutes.

There were five members of the general public in attendance in-person and one attended virtually. The City was represented with two members of Planning staff. Three members of the applicant team were present and gave some opening explanations of the project following staff's formal introduction and brief overview of the request.

There were no pre-submitted comments. Those in attendance brought up a few key opinions and views. Those questions and concerns related to the following topics:

- Traffic impacts and poor existing conditions at the multi-prong intersection of Mitchelle Dr, Orrs Camp Rd, Jack St and a commercial service drive.
- Potential impacts between the neighboring camp and the high-density residential use. Camp produces loud noises during evenings while in session. Camp management concerned that camp amenities will attract trespassers from the proposed development.
- How will Sarasota Ln potentially be used? Walking path?
- How will development impact the headwaters on subject property that feed the pond on the camp property? Concerns over degradation of the water quality.
- Recognition that affordable housing is needed

Full minutes from the Neighborhood Compatibility Meeting are available for review by request.

PLANNING BOARD RECOMMENDATION

PROJECT#: 26-14-CZD

MEETING DATE: March 12, 2026

PETITION REQUEST: Laurel Meadows LIHTC (26-14-CZD)

APPLICANT/PETITIONER: Woda Cooper (applicant) /

PLANNING BOARD ACTION SUMMARY:

Staff gave a 26-minute presentation on the requested Conditional Zoning District related to the conditions of the site and the proposed development plans, guidance from the Gen H Comprehensive Plan and a review of the criteria for considering a rezoning. Following the presentation the Planning Board asked questions about the following:

- What are the options related to requiring a Transportation Impact Analysis? Is it warranted? When can it be done? How might findings impact the project?
- What are blue line streams? When is a blue line stream actually a stream and when is it not? Who makes determinations on Perennial Streams, Intermittent Streams & Ephemeral Streams?
- Where will people go if they need additional parking?

In total, staff concluded their presentation time after 37 minutes.

The Applicant gave their presentation and question/answer time for 35 minutes.

APPLICANT:

The applicant was present and spoke in detail about the proposed project, their evaluation and efforts to limit negative impacts, the NCHFA's LIHTC standards, the project's estimated rents, and how an affordable housing tax credit project is funded.

PUBLIC COMMENT:

Crystal Schroeder, adjacent neighbor at Schroeder's Honda – described existing traffic concerns in this area and that she thinks the project's parking will be insufficient.

Jack Levine, adjacent neighbor at Camp Pinewood – brought up concerns related to preservation of the springhead which feeds the creek which feeds the lake on the camp property.

Ken Fitch, 1046 Patton St – Echoed comments from neighbors related to traffic, parking and perceived impacts on the adjacent camp.

Glenn Lange, 623 Ferncliff Ln – Brought up concerns related to tree preservation and the condition to find the existing canopy is under the 30,000 threshold for triggering tree canopy preservation standards.

Public Comment was closed after 19 minutes.

DELIBERATION:

Additional questions by the Planning Board were about clarifications on the existing width of the private street (cul de sac), the requirement that, if approved, the apartments would only be for income-qualifying tenants, amount of traffic generated by the existing uses on Mitchelle Dr, and maintenance responsibilities for Mitchelle Dr.

The Planning Board focused their deliberations on the proposed Conditions; going item by item in order to craft a complete motion.

In total, Planning Board considered this item for 1 hour & 52 minutes.

MOTION:

Tamara Peacock moved that the Planning Board recommend approval as presented with the exception that the List of Conditions be modified to remove the request to allow 1) encroachment into the 20' Transition Zone (adjacent to stream buffer) and 2) waiving the Tree Canopy Preservation Standards. The Planning Board went on to support two staff-initiated conditions to: 1) provide additional recreation facilities on the site and 2) study feasibility of providing a 25-year stormwater system. Lastly, the Planning Board initiated their own Condition that the developer work with the Camp owner to install a fence:

COMPREHENSIVE PLAN CONSISTENCY STATEMENT:

The petition for the Low-Income Housing Tax Credit Multi-Family project is consistent with the Future Land Use and Conservation Map Designation of 'Mixed Use – Commercial', Additionally, the petition is consistent with a range of the Goals & Guiding Principles including those supporting Affordable Housing, Compact Development and the Mixing of Land Uses.

REASONABLENESS STATEMENT:

[Rationale for Approval]

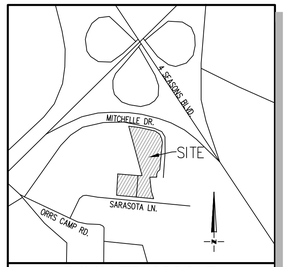
1. The proposed development is compatible with surrounding residential & non-residential land uses

2. The proposed development allows for a mix of uses within a 'focused intensity node'

3. The proposed development serves to address the City's need for additional subsidized affordable housing.

BOARD ACTION:

- **Motion/Second**: Peacock / Rippy
- **Yeas**: Peacock, Rippy, Waters, Johnson, Russell, McKinley, Zafra, Flores Robertson (Chair)
- **Nays**: N/A
- **Absent**: Gilgis



LOCATION MAP
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PROPERTY OWNERS:	SAMIT HOSPITALITY 240 MITCHELLE DR. HENDERSONVILLE NC 28792
PARCEL #: DEED BOOK & PAGE: TOTAL SITE ACREAGE:	9579452846, 9579450556 4079/191 144,619 SF (3.32 AC),
CURRENT ZONING: RE-ZONING: EXISTING USE: JURISDICTION:	C-3-CZD UR-CZD VACANT CITY OF HENDERSONVILLE
PROPOSED USE:	MULTI-FAMILY HOUSING (FAMILY) (LOW-INCOME)
PROPOSED UNITS: PROPOSED DENSITY:	77 23.19 DU/AC
MAX BUILDING HEIGHT: PROPOSED BUILDING HEIGHT:	64' 56'-5" (4 STORIES)
FRONT SETBACK: SIDE YARD: REAR YARD:	14' FROM FUTURE BOC 5' 10'

PARKING CALCULATIONS

REQUIRED PARKING (HENDERSONVILLE)	85
-1.0 SPACE PER BEDROOM:	61
(13 – 1 BEDROOM)	
(48 – 2 BEDROOM)	
-1.5 SPACE PER THREE OR MORE BEDROOM:	24
(16 – 3 BEDROOM)	
REQ./PROP. LOADING ZONE:	1/1
REQUIRED PARKING (NCHFA)	109
– PARKING WAIVER RECEIVED FROM DON MESSER, NCHFA, ON 3/6/26	
PROVIDED PARKING SPACES:	109
REQUIRED HANDICAP ACCESSIBLE SPACES:	11
PROVIDED HANDICAP ACCESSIBLE SPACES:	11
REQ./PROVIDED H.C. VAN ACCESSIBLE SPACES:	2/4

OPEN SPACE/FOOTPRINT REQUIRED

– PROPOSED FOOTPRINT:	±27,500 SF
– GROSS FLOOR AREA (EXCLUDING GAZEBO)	±110,000 SF
– PROPOSED ASPHALT AREA:	±48,100 SF
– PROPOSED SIDEWALK AREA:	±5,900 SF
– TOTAL PROPOSED BUILT UPON AREA:	±81,500 SF (56.4%)
REQUIRED MINIMUM COMMON SPACE:	10% (14,462 SF)
PROPOSED COMMON SPACE:	10% (±14,462 SF)
– (HATCHED AREA INDICATE COMMON SPACE)	
REQUIRED MINIMUM OPEN SPACE:	43,386 SF / 30.0%
PROPOSED OPEN SPACE:	±63,119 SF / 43.6%

PROPERTY IS LOCATED WITHIN CITY LIMITS

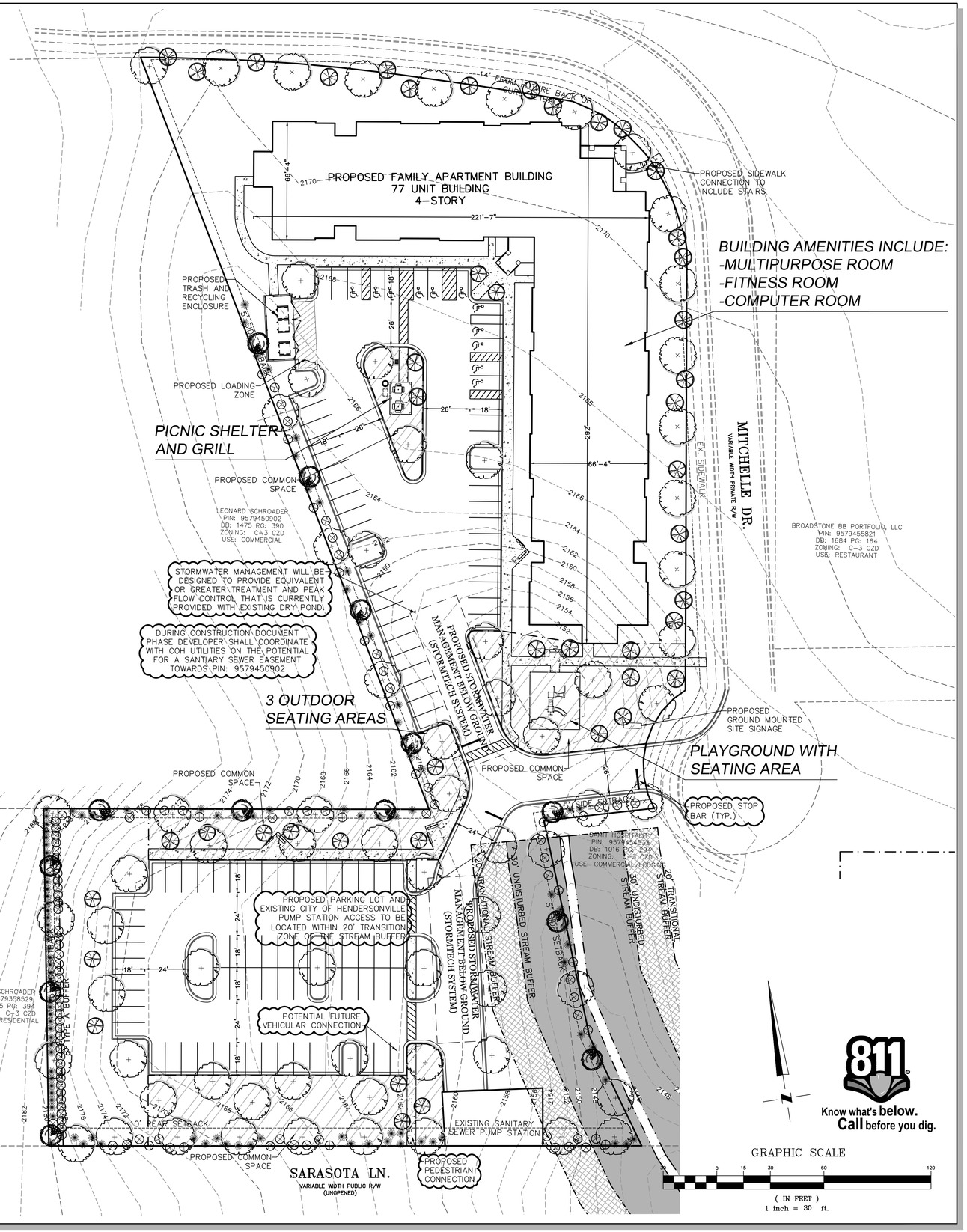
PROJECT WILL BE CONSTRUCTED AS A SINGLE PHASE.

ALL PROPOSED UTILITY SERVICE LINES SHALL BE UNDERGROUND.

THE PROPOSED MAINTENANCE OF THE BUILDING, PARKING LOT, STORMWATER MANAGEMENT AND OPEN SPACE WILL BE THE RESPONSIBILITY OF DEVELOPER FOR THE PROPERTY.

DEVELOPMENT SUMMARY

DEVELOPER PROPOSED CONDITIONS	CITY PROPOSED CONDITIONS
THE PROPOSED DEVELOPMENT IS LIHTC (LOW INCOME HOUSING TAX CREDIT) ALL (77) UNITS SHALL BE MADE AVAILABLE AT OR BELOW 80% AMI. THE PROPOSED DEVELOPMENT WILL PROVIDE FAMILY AFFORDABLE HOUSING AS GOVERNED BY NORTH CAROLINA HOUSING FINANCE AGENCY REQUIREMENTS.	
DUE TO EXISTING CONDITIONS ON THE SITE, THE DEVELOPER IS REQUESTING RELIEF FROM SEC 17-3-3 – SPECIFICALLY THAT THE DEVELOPER WILL NOT BE RESPONSIBLE FOR REMOVING ANY EXISTING IMPERVIOUS SURFACES CURRENTLY LOCATED IN THE 20' TRANSITION AREA OF THE STREAM BUFFER ON THE SITE. THE 30' STREAM BUFFER ON THE SITE IS PROTECTED AND WILL CONTINUE TO BE MAINTAINED BY THE DEVELOPER. HOWEVER, THE CITY HAS ESTABLISHED AN IMPERVIOUS DRIVEWAY IN THE 20' TRANSITION AREA WHICH PROVIDES ACCESS TO A SEWER PUMP STATION ON THE SOUTH END OF THE PROPERTY. THE DEVELOPER WILL WORK TO REDUCE THE EXISTING IMPACTS ON THE TRANSITION ZONE WHERE FEASIBLE AND WILL NOT FURTHER ENCROACH IN THIS 20' AREA. TO FURTHER LIMIT IMPACTS IN VICINITY OF THE STREAM BUFFER, THE DEVELOPER WILL REDUCE THE WIDTH OF THE DRIVEWAY TO THE REAR PARKING LOT TO THE MINIMAL WIDTH ALLOWED PER CODE TO MINIMIZE THE INTRODUCTION OF NEW IMPERVIOUS SURFACES. THE DEVELOPER IS LIMITED IN THEIR ABILITY TO FURTHER MITIGATE IMPACTS AT THE LOCATION DUE TO: 1) RULES ESTABLISHED BY NCHFA THAT DO NOT PERMIT THE USE OF PERVIOUS SURFACES FOR VEHICULAR USE AND 2) THE REQUIREMENT THAT ACCESS TO PUMP STATION BE MAINTAINED FOR THE CITY.	
BASED ON THE EXISTING PAVEMENT WIDTH OF MITCHELLE DRIVE THERE IS NOT ADEQUATE ROOM TO DELINEATE ON-STREET PARKING THEREFORE THE DEVELOPER IS REQUESTING RELIEF FROM THE REQUIREMENT TO ADD ON-STREET PARKING PER 5-25-5.16B	
DEVELOPER IS REQUESTING EXISTING SIDEWALK ALONG MITCHELLE DRIVE TO REMAIN "AS IS" VERSUS WIDENING TO 7' AS REQUIRED UNDER SECTION 5-25-5.15	
THE DEVELOPER IS REQUESTING RELIEF FROM SECTION 5-25-5.15 FOR THE WIDTH OF THE INTERNAL SIDEWALKS. INTERNALLY THE DEVELOPMENT IS PROPOSING 6.5' SIDEWALKS (0.5' CURB + 6' SIDEWALK) IN LOCATIONS THAT ABUT A PARKING SPACE AND 5' SIDEWALK FOR ALL OTHER PEDESTRIAN CONNECTIONS.	
BASED ON DOWNSTREAM NEIGHBOR CONCERNS ABOUT SEDIMENT THE DEVELOPER IS COMMITTED TO PROVIDING ENHANCED EROSION CONTROL DEVICES DURING CONSTRUCTION. SUCH DEVICES COULD POTENTIALLY INCLUDE EXTENDED SEDIMENT TIMES AND FLOCCULENT DEVICES TO REMOVE ADDITIONAL SEDIMENT FROM LEAVING THE SITE.	
THE MINIMUM NUMBER OF PARKING SPACES REQUIRED BY THE NORTH CAROLINA HOUSING FINANCE AGENCY IS 109. THEREFORE THE DEVELOPER IS REQUESTING RELIEF FROM 5-25-5.16A ON THE MAXIMUM ALLOWABLE PARKING SPACES.	
DEVELOPER HAS SUPPLIED A TRIP GENERATION LETTER FROM THE TRAFFIC ENGINEER AND IS REQUESTING RELIEF FROM NEEDING TO COMPLETE A TIA AS REQUIRED UNDER SECTION 5-25-2.3.1.	
DEVELOPER AGREES TO EVALUATE ANY SPRINGHEADS ON SITE TO ENSURE THAT WATER SUPPLY LEVELS ARE MAINTAINED TO THE ADJACENT CREEK FLOWING SOUTH TO CAMP PINEWOOD.	
TO BETTER ADDRESS URBAN RESIDENTIAL ZONING DISTRICT STANDARDS, TO BETTER ACHIEVE THE GEN H PLAN GUIDING PRINCIPLE FOR CONSERVED & INTEGRATED OPEN SPACE, AND TO ASSIST THE GOALS OF THE PARKS & GREENSPACE MASTER PLAN, THE DEVELOPER SHALL INSTALL ACTIVE OR PASSIVE RECREATIONAL AMENITIES IN AVAILABLE OPEN SPACES ON THE SITE TO THE EXTENT ALLOWED BY NCHFA. (DEVELOPER EVALUATING)	
THE CITY REQUESTS THAT THE PROPOSED SCM BE EVALUATED AND, IF FEASIBLE, RESIZED TO PROVIDE STORAGE AND PEAK FLOW ATTENUATION FOR THE 25-YEAR STORM EVENT. INCREASING CAPACITY WOULD HELP REDUCE PEAK DISCHARGE TO A DOWNSTREAM SYSTEM WITH KNOWN LIMITATIONS AND MINIMIZE POTENTIAL FLOODING AND EROSION IMPACTS TO RECEIVING INFRASTRUCTURE AND ADJACENT PROPERTIES.	



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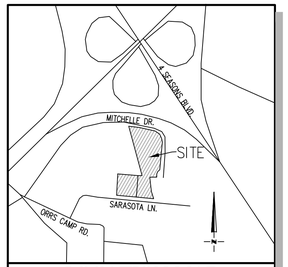
REZONING SITE PLAN

REVISIONS

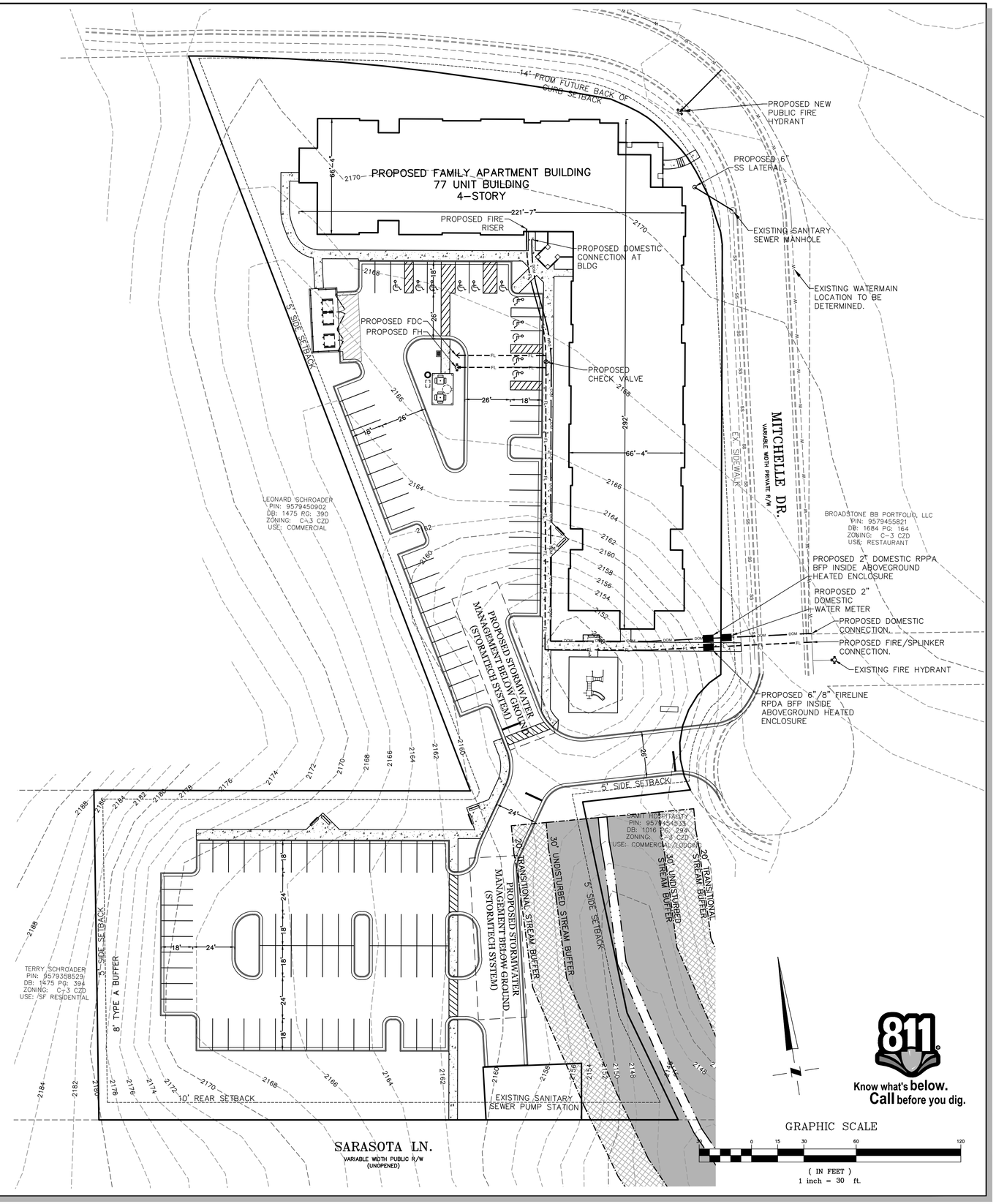
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2	2/23/26	COH REVISIONS
3	3/9/26	COH REVISIONS
4	3/10/26	COH REVISIONS
5	3/26/26	COH REVISIONS

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PROJECT NO.:	25-045
DESIGNED BY:	JDM
REVIEWED BY:	JDM
DATE:	FEBRUARY 6, 2026

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LOCATION MAP
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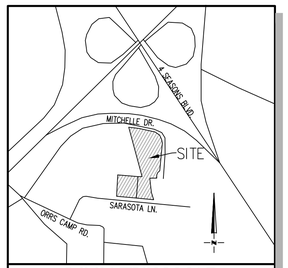
SCHEMATIC UTILITY PLAN

REVISIONS

1	2/20/26	COH REVISIONS

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PROJECT NO.: 25-045
DESIGNED BY: JDM
REVIEWED BY: JDM
DATE: FEBRUARY 6, 2026

RZ2.0



LOCATION MAP
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PROPOSED LARGE MATURING DECIDUOUS TREE SPECIES TO BE OAK, MAPLE OR HICKORY VARIETY FROM CITY OF HENDERSONVILLE APPROVED SPECIES LIST.

PROPOSED LARGE MATURING EVERGREEN TREE SPECIES TO BE NATIVE MATERIAL FROM CITY OF HENDERSONVILLE APPROVED SPECIES LIST.

PROPOSED SMALL MATURING TREE SPECIES TO BE NATIVE MATERIAL FROM CITY OF HENDERSONVILLE APPROVED SPECIES LIST.

PROPOSED EVERGREEN SCREENING SHURB SPECIES TO BE SELECTED FROM CITY OF HENDERSONVILLE APPROVED SPECIES LIST.

PROPOSED DECIDUOUS/EVERGREEN SHURB SPECIES TO BE SELECTED FROM CITY OF HENDERSONVILLE APPROVED SPECIES LIST.

LANDSCAPE PLANTINGS

30' UNDISTURBED STREAM BUFFER

20' TRANSITIONAL STREAM BUFFER

EXISTING TREE CANOPY

HATCHING LEGEND

PERIMETER AND INTERIOR PLANTINGS
1 TREE AND 2 SHRUBS REQUIRED FOR EVERY 1,500 SQ. FT. OF VEHICULAR USE AREA. AT LEAST 75% MUST BE BROADLEAF CANOPY
–TOTAL VEHICULAR USE AREA: ±48,100 SF
–TOTAL TREES REQUIRED/PROPOSED: 33/33

NO PARKING SPACE SHALL BE FARTHER THAN 45 FEET FROM A TREE.

NO LANDSCAPING SHALL BE WITHIN THE SIGHT TRIANGLES.

STREET TREES – MITCHELLE DRIVE
TOTAL LINEAR FOOTAGE OF RIGHT OF WAY: 676'
1 SMALL MATURING TREE FOR EVERY 30 LF
–SMALL MATURING TREES REQUIRED/PROPOSED: 23/23
1 LARGE MATURING TREE FOR EVERY 40 LF
–LARGE MATURING TREES REQUIRED/PROPOSED: 17/17

STREET TREES – SARASOTA LANE
1 TREE FOR EVERY 35 LF OF PROPERTY ABUTTING
–TOTAL LINEAR FOOTAGE OF RIGHT OF WAY: 332'
–TREES REQUIRED/PROPOSED: 10/10

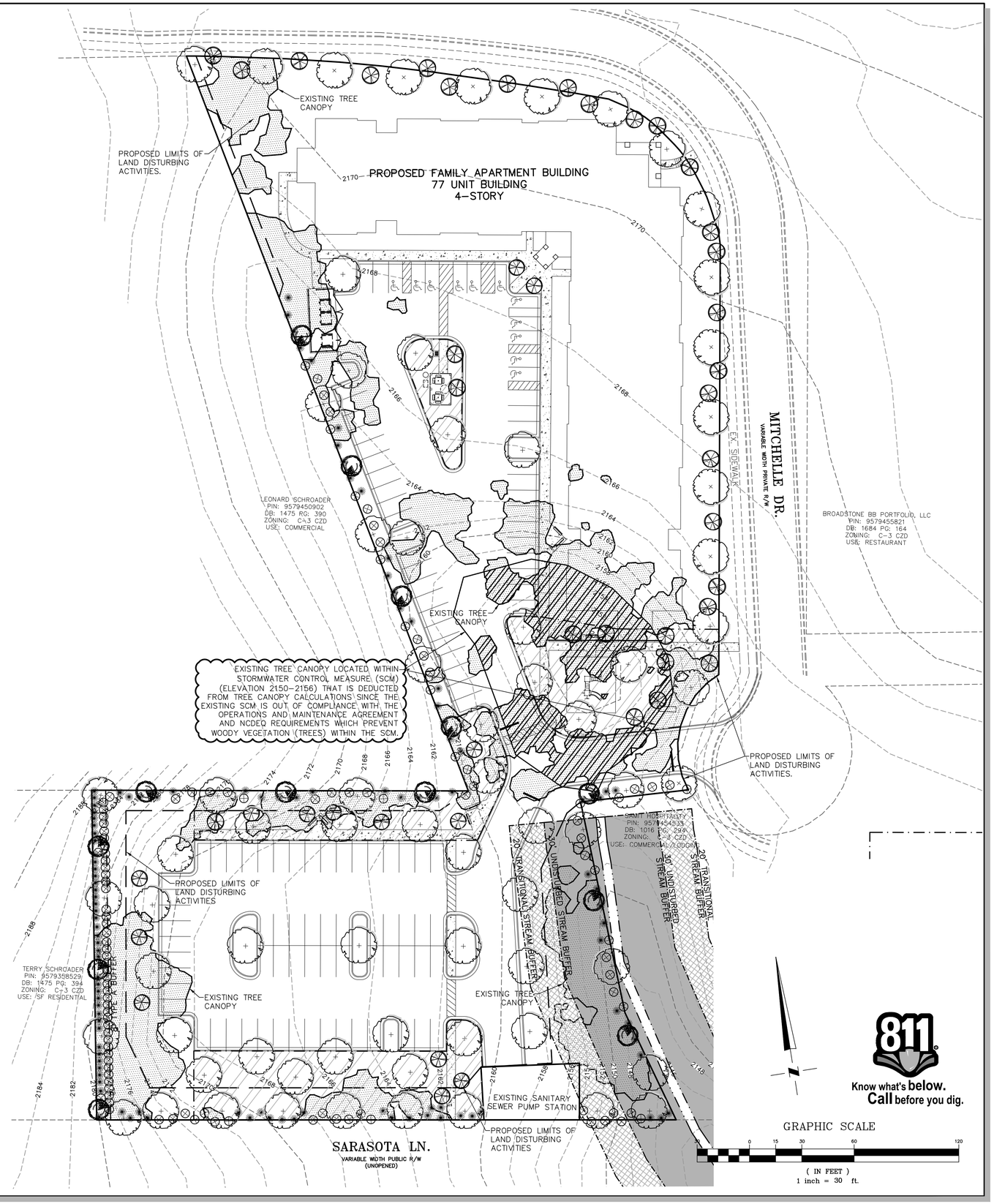
8' TYPE A BUFFER
FOR EVERY 100 LF 3 BROADLEAF, 20 EVERGREEN SHRUBS, AND 25 FLOWERING SHRUBS ARE REQUIRED
–TOTAL LINEAR FOOTAGE OF BUFFER: 189'
–TOTAL TREES REQUIRED/PROPOSED: 6/6
–TOTAL EVERGREEN SHRUBS REQUIRED/PROPOSED: 38
–TOTAL FLOWERING SHRUBS REQUIRED/PROPOSED: 48

PLANTING STRIPS
VEHICULAR USE AREAS LOCATED WITHIN 100' OF ABUTTING PROPERTY WITH NO BUFFER YARD REQUIREMENT REQUIRE A MINIMUM 5' WIDE PLANTING STRIP. ONE LARGE EVERGREEN OR DECIDUOUS TREE AND FIVE EVERGREEN OR DECIDUOUS SHRUBS SHALL BE PLANTED FOR EVERY 40 LINEAR FEET OF PROPERTY LINE THAT PARALLELS THE VEHICULAR USE AREA.
–TOTAL LINEAR FEET OF PLANTING STRIP: 750'
–TOTAL TREES REQUIRE/PROPOSED: 19/19
–TOTAL SHRUBS REQUIRED/PROVIDED: 94/94

COMMON SPACE
SHALL CONTAIN 1 TREE FOR EVERY 500 SQ. FT OF COMMON SPACE.
PROVIDED COMMON SPACE: 14,462 SF (10.0%)
–TOTAL TREES REQUIRED/PROVIDED: 29/29

TOTAL EXISTING TREE CANOPY: ±30,105 SF
–EXISTING TREE CANOPY LOCATED WITHIN EXISTING STORMWATER POND TO BE DEDUCTED FROM EXISTING CANOPY: ±5,788 SF
NET EXISTING TREE CANOPY: ±24,317 SF

LANDSCAPE CALCULATIONS



811 Know what's below. Call before you dig.

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SCHEMATIC LANDSCAPE PLAN

REVISIONS		
1	2/20/26	COH REVISIONS
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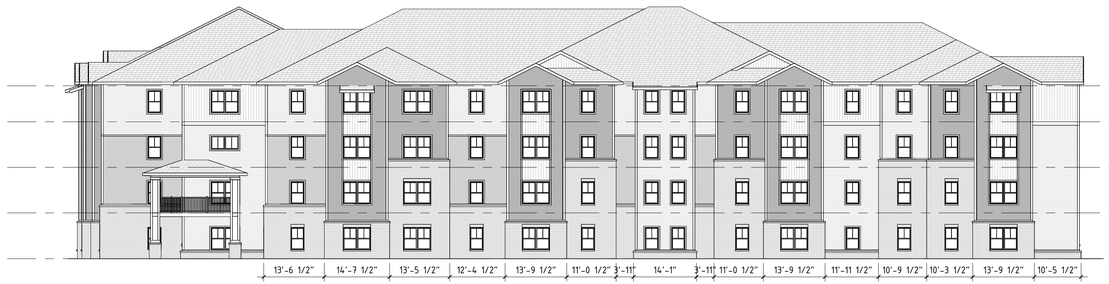


4 WEST ELEVATION (PARKING)
1/16" = 1'-0"

BUILDING MATERIALS:
-30 YEAR ANTIFUNGAL DIMENSIONAL ROOF SHINGLES w/ METAL DRIP EDGE (TYP)
-ALUMINUM GUTTERS & DOWNSPOUTS
-FIBER CEMENT LAP SIDING (TYP)
-ACCENT FIBER CEMENT SIDING (BETWEEN WINDOWS IN SEVERAL LOCATIONS)
-VINYL WINDOWS
-WIDE WINDOW & DOOR TRIM
-BRICK VENEER w/ CONTINUOUS ROWLOCK SILL
-FIBER CEMENT CLAD COLUMNS w/ BRICK BASE

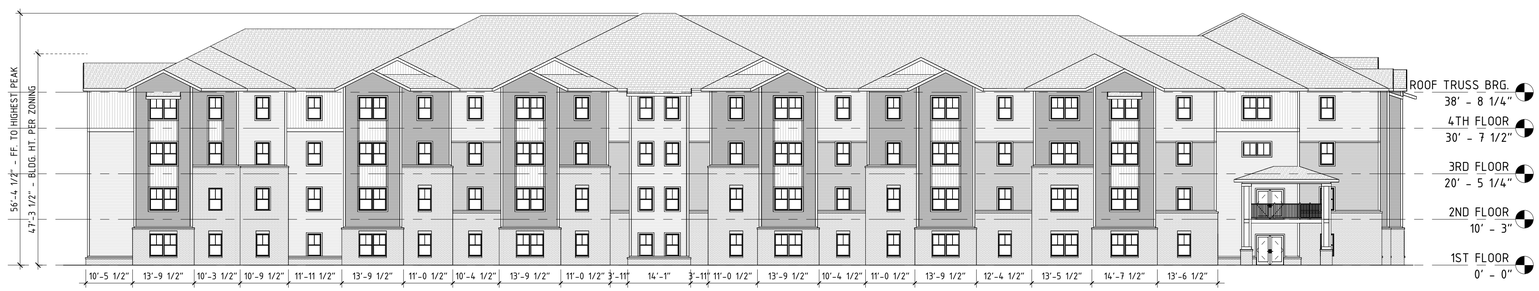


2 SOUTH ELEVATION (PARKING)
1/16" = 1'-0"



3 NORTH ELEVATION (MITCHELLE DR.)
1/16" = 1'-0"

NOTE: ALL BUILDING BUMP OUTS ON STREET FACING FACADES ARE 2' MIN. IN DEPTH, PER UDO SEC. 5-25-5.12



1 EAST ELEVATION (MITCHELLE DR.)
1/16" = 1'-0"

TightLines Designs
creating great places to live
19 W. Hargett St, Suite 501 • Raleigh, NC 27601
919.834.3600 • www.tightlinesdesigns.com

LAUREL MEADOWS

Hendersonville, NC

ELEVATIONS A2.1

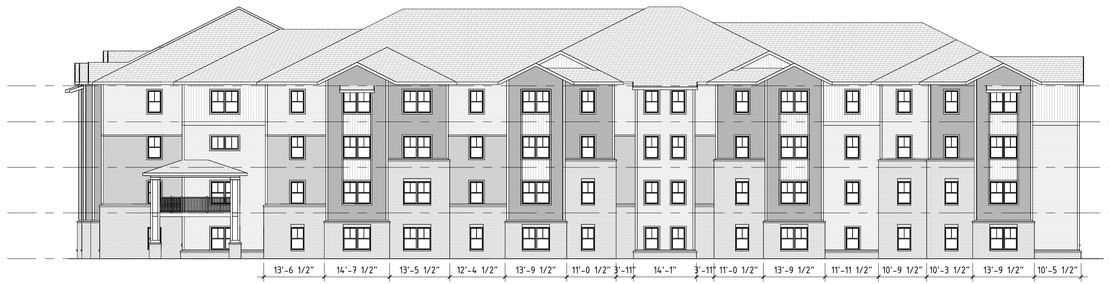


4 WEST ELEVATION (PARKING)
1/16" = 1'-0"

BUILDING MATERIALS:
-30 YEAR ANTIFUNGAL DIMENSIONAL ROOF SHINGLES w/ METAL DRIP EDGE (TYP)
-ALUMINUM GUTTERS & DOWNSPOUTS
-FIBER CEMENT LAP SIDING (TYP)
-ACCENT FIBER CEMENT SIDING (BETWEEN WINDOWS IN SEVERAL LOCATIONS)
-VINYL WINDOWS
-WIDE WINDOW & DOOR TRIM
-BRICK VENEER w/ CONTINUOUS ROWLOCK SILL
-FIBER CEMENT CLAD COLUMNS w/ BRICK BASE

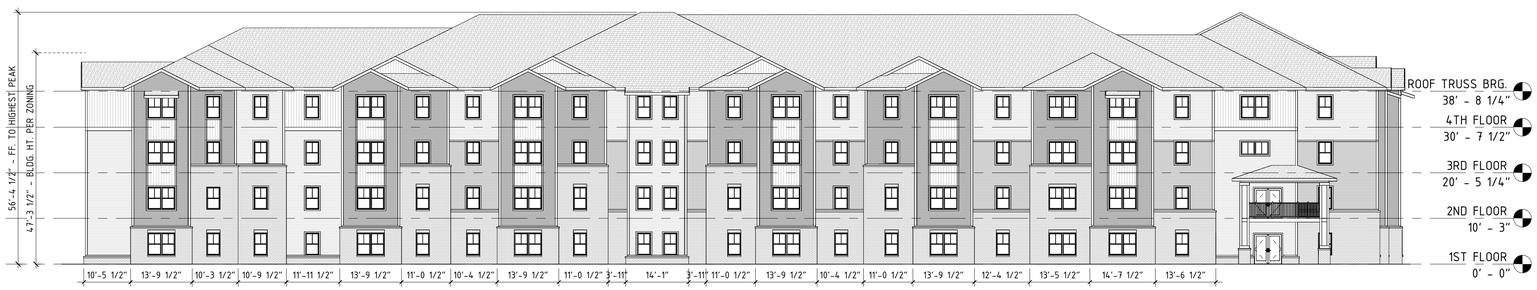


2 SOUTH ELEVATION (PARKING)
1/16" = 1'-0"



3 NORTH ELEVATION (MITCHELLE DR.)
1/16" = 1'-0"

NOTE: ALL BUILDING BUMP OUTS ON STREET FACING FACADES ARE 2' MIN. IN DEPTH, PER UDO SEC. 5-25-5.12



1 EAST ELEVATION (MITCHELLE DR.)
1/16" = 1'-0"

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LAUREL MEADOWS

Hendersonville, NC

ELEVATIONS A2.1



WODA COOPER COMPANIES

LAUREL MEADOWS
Hendersonville, NC

TightLines Designs

O'Neill Arborist & Associates, Inc.
3 Curtis Drive Hendersonville, NC 28739 (828) 698-9069

February 20, 2026

Alex Keller
Woda Cooper Companies, Inc.
500 South Front Street 10th Floor
Columbus, OH 43215

RE: Tree Assessment - 238 Mitchelle Drive

Dear Mr. Keller:

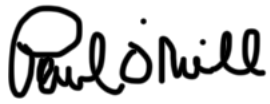
I conducted an inspection of the trees on parcel numbers 9559450556 and 9579452846 located at 238 Mitchelle Drive in Hendersonville. This location is sparsely populated with trees.

The area close to the west boundary and center of the lot near the drainage ditch is populated by volunteer overgrowth. The species are predominantly locust, tulip poplar, and invasive bradford pear.

It is my professional opinion that the GIS Tree Canopy layer depicts this area of overgrown volunteer growth. There are no significant value species or trees of significant size in this area. Any landscape plans pursuant to development of this property will be a value add proposition.

Tree assessment considers only known, visible, or detectable tree conditions at the time of inspection. Please let me know if you need any further information. I look forward to assisting your company in growing our community in a responsible way.

Sincerely,



Paul O'Neill
ISA Certified Arborist (SO-2832)
Tree Risk Assessment Qualified (TRAQ)

1155 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797
www.jmteagueengineering.com

JMTE WAYN 1734
March 11, 2026

To: Mr. Tommy Lowmon
Woda Cooper Companies, LLC
500 S. Frone St., 10th Floor
Columbus, OH 43215
tlowmon@wodagroup.com

From: Jeffrey H. Moore, P.E., Transportation Engineer
J.M. Teague Engineering & Planning

SUBJECT: 238 MITCHELLE DRIVE RESIDENTIAL TRIP GENERATION

Woda Cooper Companies, LLC, requested that J. M. Teague Engineering (JMTE) perform a trip generation exercise for a proposed 77-unit multifamily development located on SR 1896 (Mitchelle Drive) in Hendersonville, NC.

Based on the estimated trip generation, the proposed development would generate traffic volumes that are well below the thresholds established by the City of Hendersonville and NCDOT for requiring a Traffic Impact Analysis.

The trip generation shows the anticipated traffic from the proposed development. ITE Land Use Code (LUC) 220 Multifamily Mid-Rise was used to generate traffic for the project. Table 1 shows the summary of the trip generation exercise.

Table 1: ITE Trip Generation Summary Land Use Code 220

ITE Trip Generation Summary

							AM			PM		
LUC	Description	Density	Variable	PK HR	METHOD	Daily	In	Out	Total	In	Out	Total
220	Multifamily Low Rise	77	Units	Adj	EQN	569	11	36	47	34	20	54
		Pass-by Adjustment AM (0%) PM (0%)					0	0	0	0	0	0
	New Trips						11	36	47	34	20	54
	Total New Trips					**569**	**11**	**36**	**47**	**34**	**20**	**54**

The trip generation results are as follows:

Weekday Daily Trips: 569

AM Peak Hour Trips: 47: 11 Enter/36 Exit PM Peak Hour Trips: 54: 34 Enter/20 Exit

The North Carolina Department of Transportation requires a TIA when the daily trips exceed 3,000. Because the number of daily trips predicted to be generated by this development is less than the threshold, it is the opinion of JMTE that NCDOT will not require a TIA.

The City of Hendersonville Unified Development Ordinance Section 6-18-1 states "*Applicants for development authorization in which the proposed development, redevelopment, or change of use is expected to generate 100 or more peak-hour trips (a.m. or p.m.) or 1,000 or more trips daily shall have prepared by a qualified professional a TIA meeting the guidelines established in this section. In addition to the foregoing, the community development director shall have the discretion to require a TIA when a development's traffic will substantially affect an intersection or a roadway segment already identified as operating at a failing level of service, when a development may create a hazard to public safety, or when a development will substantially change the off-site transportation system or connections to it.*"

Because the number of daily and peak hour trips do not meet this threshold, it is the opinion of JMTE that a TIA should not be required by the City of Hendersonville based on anticipated trips.

JMTE is aware of traffic concerns about the intersection of SR 1896 (Mitchelle Drive) and SR 1749 (Orr's Camp Road). It is the opinion of JMTE that almost all of the traffic exiting the project will make a right turn at this intersection. During the AM Peak Hour, that equates to 36 vehicles, or approximately one per 2 minutes. During the PM Peak Hour there will be 20 vehicles, or approximately one per 3 minutes. The traffic entering the project will be making a left turn at this intersection onto SR 1896 (Mitchelle Drive). During the AM Peak Hour, there will be 11 vehicles, or approximately one per 6 minutes. During the PM Peak Hour there will be 34 vehicles, or approximately one per 2 minutes.

For the purposes of comparison, JMTE conducted Trip Generation Exercises for five (5) typical land uses that could be permitted under the current C-3 Highway Business zoning. Each of the land uses shown would generate more traffic than the proposed residential development during at least one peak hour period. Only one of the land uses would reach the TIA trigger threshold. Table 2 shows the ITE Trip Generation Summary Comparison between the proposed 238 Mitchelle Drive project and the possible uses allowed under the current zoning.

Table 2: ITE Trip Generation Summary Comparison

ITE Trip Generation Summary Comparison												
							AM			PM		
LUC	Description	Density	Variable	PK HR	METHOD	Daily	In	Out	Total	In	Out	Total
220	Multifamily Low Rise	77	Units	Adj	EQN	569	11	36	47	34	20	54
822	Strip Retail <40K	9,000	SF	Gen	EQN	609	34	34	68	64	55	119
930	Fast Casual Restaurant	4,000	SF	Gen	Rate	389	14	9	26	46	28	74
932	Hi Turnover Sit Down Rest	4,000	SF	Gen	Rate	429	31	24	55	33	32	65
949	Car Wash and Detail Cente	5	Stalls	Gen	Rate	871	41	35	76	42	40	82
971	Brewery Tap Room	6,000	SF	Gen	Rate	370	5	1	6	33	33	66

Land Use Code 822 Strip Retail <40K is typically used for small retail developments. This type of development may consist of several specialty shops that share a building and parking lot. LUC 822 would generate sufficient traffic during the PM Peak Hour to meet the City of Hendersonville TIA threshold.

LUC 930 and LUC 932 are restaurants of the same approximate size as the existing restaurant on the adjacent parcel.

LUC 949 Car Wash and Detail Center was considered due to the proximity of the existing hotel and restaurant. Additionally, detail centers may be considered as a destination land use.

LUC 971 Brewery Tap Room was considered because it is a destination land use. The size chosen was the smallest given by ITE that was studied.

Based on the results of the trip generation exercise conducted for the proposed 238 Mitchelle Drive residential project, the traffic expected does not meet the TIA thresholds of either NCDOT or the City of Hendersonville. Additionally, it is the opinion of JMTE that there are other land uses that could be constructed on the property that would not require a TIA but would generate more traffic during at least one peak hour period.

The opinions expressed herein are based on available information provided by the Client and engineering judgement. The methods employed are standard within the transportation engineering profession, are generally accepted, and are reliably applied to the facts of this project. It is the professional opinion of JMTE that the methods and conclusions presented satisfy the reliability and relevance requirements of Rule 702.

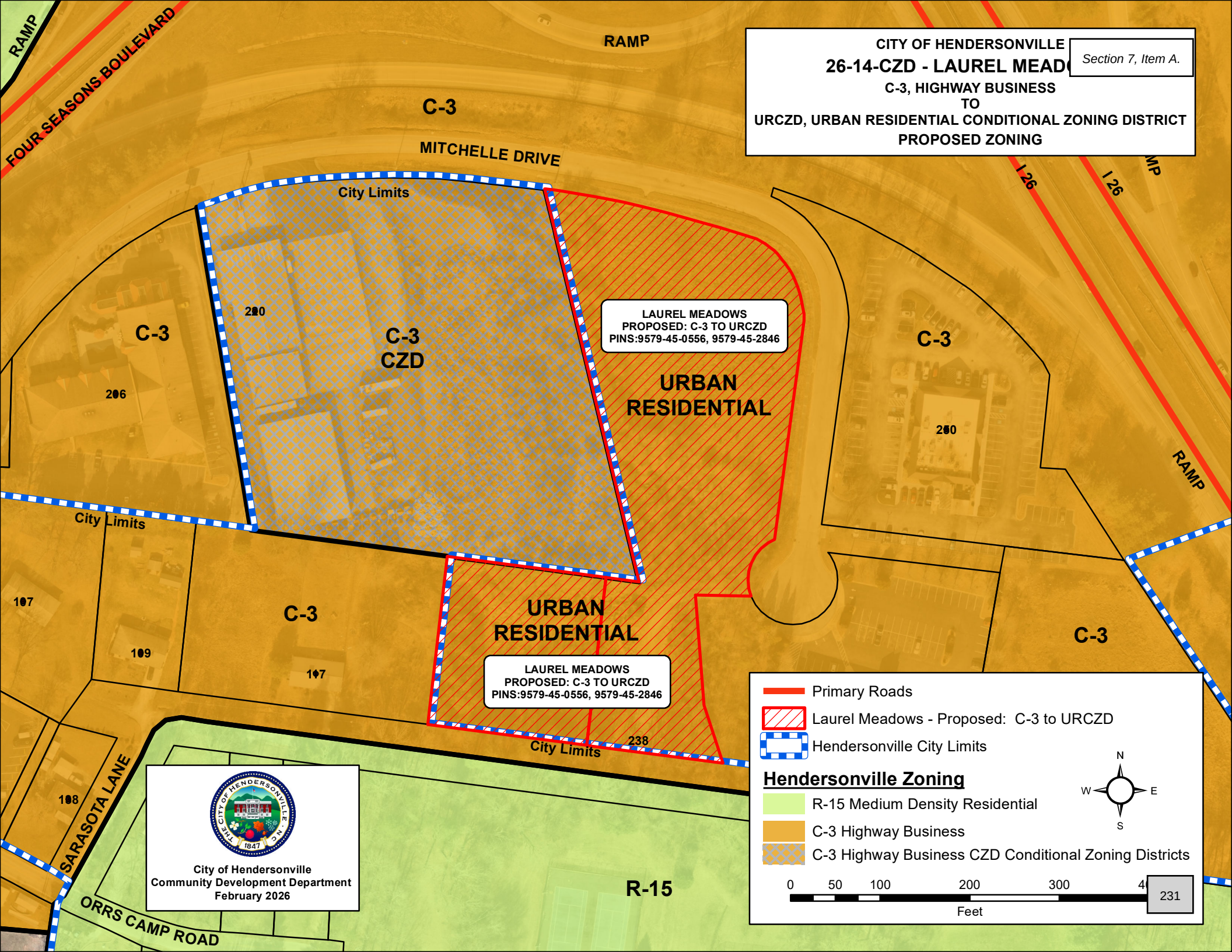
Thank you for the opportunity to provide you with this information. Please contact me if you have any questions or concerns.

Sincerely,



Jeffrey H. Moore, P. E.

Transportation Engineer


CITY OF HENDERSONVILLE
26-14-CZD - LAUREL MEAD
C-3, HIGHWAY BUSINESS
TO
URCZD, URBAN RESIDENTIAL CONDITIONAL ZONING DISTRICT
PROPOSED ZONING
RAMP
FOUR SEASONS BOULEVARD
MITCHELLE DRIVE
City Limits
C-3
C-3 CZD
LAUREL MEADOWS
PROPOSED: C-3 TO URCZD
PINS:9579-45-0556, 9579-45-2846
URBAN RESIDENTIAL
206
200
107
109
238
I 26
SARASOTA LANE
ORRS CAMP ROAD
R-15
City of Hendersonville
Community Development Department
February 2026
Primary Roads
Laurel Meadows - Proposed: C-3 to URCZD
Hendersonville City Limits
Hendersonville Zoning
R-15 Medium Density Residential
C-3 Highway Business
C-3 Highway Business CZD Conditional Zoning Districts
N
W
E
S
0
50
100
200
300
Feet
231

Ordinance #___-____

AN ORDINANCE OF THE CITY OF HENDERSONVILLE CITY COUNCIL TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF HENDERSONVILLE, FOR CERTAIN PARCEL (POSSESSING PIN NUMBERS 9579-45-0556 & 9579-45-2846), BY AMENDING THE ZONING DESIGNATION FROM C-3, HIGHWAY BUSINESS TO UR-CZD, URBAN RESIDENTIAL CONDITIONAL ZONING DISTRICT

IN RE: Parcel Numbers: 9579-45-0556 & 9579-45-2846
Laurel Meadows LIHTC Project | File # 26-14-CZD

WHEREAS, the City is in receipt of a Conditional Rezoning application from applicant, Nicholas Pak & Tommy Lowmon of Woda Cooper Companies and property owner, Urmish Patel of Samit Hospitality LLC., for the development of 77-unit Low Income Housing Tax Credit multi-family project; and

WHEREAS, Planning Board took up this application at its rescheduled regular meeting on March 12, 2026; voting 9-0 to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville, and

WHEREAS, City Council took up this application at its regular meeting on April 2, 2026, and

WHEREAS, City Council has found that this zoning map amendment is consistent with the City's comprehensive, and

WHEREAS, City Council has found that this zoning map amendment is reasonable and in the public interest for the reasons stated, and

WHEREAS, City Council has conducted a public hearing as required by the North Carolina General Statutes on April 2, 2026,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hendersonville, North Carolina:

1. Pursuant to Article XI of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of the following: Parcel Numbers: 9579-45-0556 & 9579-45-2846 by changing the zoning designation from C-3, Highway Business to UR-CZD, Urban Residential Conditional Zoning District

2. Development of the parcel pursuant to this Ordinance is subject to the following.

   a. Development shall comply with the site plan submitted by the applicant dated [March 26, 2026], including the conditions listed therein, [and/or as modified and presented to City Council] [and/or including modifications approved by City Council which shall be added to the site plan. The updated site shall be submitted to the City at or before the applicant's execution of this Ordinance].

   b. Permitted uses shall include:
      i. 77 Multi-Family Residential dwellings

   c. Additional conditions that shall be satisfied prior to final site plan approval include:
      i.

3. Except where modified by the terms of this Ordinance, development of the parcel(s) shall occur in accordance with the final site plan requirements of Article VII of the Zoning Ordinance of the City of Hendersonville, North Carolina.

4. Except where explicit relief is granted by the terms of this Ordinance, the development of the parcel(s) shall occur in accordance with all applicable standards within local ordinances and policies.

This ordinance shall be not be effective until the list of use(s) and conditions, established herein, is consented to in writing by the applicant and all owners of the subject property. Upon such written consent, this ordinance shall be effective retroactive to the date of its adoption.

Adopted this 2nd day of April 2026.

Attest: Barbara G. Volk, Mayor, City of Hendersonville

_____

Jill Murray, City Clerk

Approved as to form:

_____

Angela S. Beeker, City Attorney

For use by Principal Authority / Para uso de la Autoridad Principal
Cloudpermit application number / Número de solicitud de Cloudpermit US-NC30720-P-2025-265
PIN / Número de rollo 9579452846
Application submitted to / Solicitud presentada a Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte

Description of Subject Property
Address / Dirección 238 MITCHELLE DR
Municipality / Municipio Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte
PIN / Número de rollo 9579452846

Purpose of Application
Application type / Tipo de solicitud Conditional Rezoning

Applicant		
Last name / Apellido Pack	First name / Nombre de pila Nicholas	Corporation or partnership / Corporación o sociedad Woda Cooper Companies, Inc.
Street address / Dirección de la calle 500 S Front Street	Unit number / Número de unidad Floor 10	Lot / Con.
Municipality / Municipio Columbus	State / Provincia Ohio	ZIP code / Código postal 43215

Other phone / Otro teléfono	Mobile phone / Teléfono móvil +1 4193708868
Fax	Email / Correo electrónico [redacted]

Property owner		
Last name / Apellido Patel	First name / Nombre de pila Urmish	Corporation or partnership / Corporación o sociedad SAMIT HOSPITALITY INC
Street address / Dirección de la calle 240 MITCHELLE DR	Unit number / Número de unidad	Lot / Con.
Municipality / Municipio Hendersonville	State / Provincia North Carolina	ZIP code / Código postal 28792
Other phone / Otro teléfono	Mobile phone / Teléfono móvil +1 8287132227	
Fax	Email / Correo electrónico	

Applicant-Company Information		
Applicant Name: Nicholas Pack	Company Name: Woda Cooper Companies	Authorized Representative Title (if applicable)

Property Owner-Company Information		
Property Owner Name: Biren K Patel	Company Name (if applicable, check corresponding box below) Samit Hospitality Inc.	Authorized Representative Title (if applicable)

Declaration and Signatures

Applicant

I, Nicholas Pack (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signature of the applicant acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 02/06/2026, 3:56:56 PM EST by Nicholas Pack. / Firmado digitalmente el 6/2/26 15:56:56 EST por Nicholas Pack.

Property owner

I, Urmish Patel (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

Signature of the property owner acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 02/06/2026, 3:56:42 PM EST by Nicholas Pack with an authorization letter from Urmish Patel. / Firmado digitalmente el 6/2/26 15:56:42 EST por Nicholas Pack con una carta de autorización de Urmish Patel.

APPLICANT GUIDELINES

The Community Development Department accepts applications for conditional rezoning monthly on the 1st Friday. Because of the multi-step application process for a conditional rezoning, a Pre-Application Conference is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via the City of Hendersonville permitting software Cloudpermit. Conditional Rezoning requests can be found under the "Planning Module" in Cloudpermit. A concept plan is required to be uploaded with all pre-application conference requests.

CZD – APPLICATION COMPONENTS

Conditional Zoning District Applications consist of four required meetings and one primary application deadline. The application components are described below and include the;

1) Neighborhood Compatibility Meeting (NCM) – Held prior to the Preliminary Site Plan application deadline, this meeting is hosted by the applicant and involves the presentation of a "Concept Plan" in a public meeting by the applicant. The Planning Division moderates the meeting and records public feedback. Due to noticing requirements a deadline for requesting an NCM is included in the timeline on page 2 to assure that the meeting can be hosted prior to the preliminary site plan application deadline. "Concept Plan" requirements are not as strenuous as those associated with Preliminary Site Plan submissions; they are outlined on page two of this document.

2) Preliminary Site Plan Application Deadline – The NCM and all preliminary site plan application requirements including a TIA, if required, must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the City's Zoning Ordinance as outlined on page 4 of this document, will not be accepted for review until complete.

3) Planning Board – Held approximately 4-5 weeks after the submission of a complete Preliminary Site Plan Application. The Planning Board meets on the second Thursday of each month at 4pm. The meeting includes a Planning Division staff report and presentation on the application. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The Planning Board makes a recommendation for approval or denial of the application to City Council.

4) City Council – Held 3 weeks after the Planning Board meeting. The meeting includes a Planning Division staff report and presentation. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The City Council takes final action on approving or denying the Conditional Zoning District at this meeting.

5) Final Site Plan Review – A Final Site Plan based on the approved preliminary site plan and drafted in accordance with Chapter 7 of the Zoning Code is required after a conditional rezoning is approved and before any site disturbance or construction can begin.

CZD - APPLICATION TIMELINE			
Deadline for NCM request 4:00 pm	Preliminary Site Plan Deadline 4:00 pm	Planning Board 4:00 pm	City Council
November 22nd ,2024	December 6th, 2024	January 9th, 2025	February 12th ,2025
December 20th, 2024	January 3rd, 2025	February 13th, 2025	March 6th, 2025
January 24th, 2025	February 7th, 2025	March 13th, 2025	April 3rd, 2025
February 21st, 2025	March 7th, 2025	April 10th, 2025	May 1st, 2025
March 21st, 2025	April 4th, 2025	May 8th, 2025	June 5th, 2025
April 18th, 2025	May 2nd, 2025	June 12th, 2025	July 2nd, 2025
May 23rd, 2025	June 6th, 2025	July 10th, 2025	August 7th, 2025
June 20th, 2025	July 4th, 2025	August 14th, 2025	September 4th, 2025
July 18th, 2025	August 1st, 2025	September 11th, 2025	October 2nd, 2025
August 22nd, 2025	September 5th, 2025	October 9th, 2025	November 6th, 2025
September 19th, 2025	October 3rd, 2025	November 13th, 2025	December 4th, 2025
October 24th, 2025	November 7th, 2025	December 11th, 2025	January 2nd, 2026
November 21st, 2025	December 5th, 2025	January 8th, 2026	February 5th, 2026

CZD – NCM CONCEPT PLAN REQUIREMENTS

A Neighborhood Compatibility Meeting can be held at any time prior to the submission of a Preliminary Site Plan. However, due to noticing requirements, the applicant must request an NCM no later than the deadline listed above for the meeting record to be completed by the Preliminary Site Plan deadline which follows on the chart above. The following components of a Concept Plan must be submitted in order to host a Neighborhood Compatibility Meeting.

1) A Concept Plan showing

a. Location and boundaries of the property.

b. How individual buildings are to be situated on the site, including distances from these buildings to property lines.

c. Proposed drives & parking.

d. Location of signs and outdoor lighting.

e. Proposed restrictive covenants, if available, shall be presented.

f. The plan need not be exactly to scale; although, all distances and dimensions shall be shown.

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Conditional Rezoning Request process timeline. Please submit two paper copies to City Hall (160 6th Ave E. Hend 28792) and upload a digital file to Cloudpermit.

1) A completed application with developer/applicant and property owner signatures.

2) Application Fee: $100 per acre with a $500 minimum

3) Site Survey: Shall be submitted as a single to scale sheet measuring at least 24″ by 36″ and shall include the following site-specific information:

a. Site Topography: 2′ Contours:

b. Adjacent Property Information:

c. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

d. Inset Vicinity Map

4) Preliminary Site Plan: Intended to be the primary schematic site plan, the preliminary site plan should be developed on a single to scale sheet measuring at least 24″ by 36″ and shall include the following project specific information.

a. Basic Project Information – Please include this information in chart form:

i. Date with month, day, and year:

ii. Title of Project:

iii. Name of Project Designer, Developer, and Property Owner:

iv. Project Zoning: per City of Hendersonville Zoning Map

v. Parking Requirements

1. Calculation of parking spaces required per ordinance.

2. Notation of parking spaces provided.

vi. Project Square Footage/Acreage & Percentage of Total Site

1. Total Project Area

2. Site Coverage – Buildings

3. Site Coverage – Open Space

4. Site Coverage – Streets & Parking

5. Site Coverage – Other Facilities

6. Site Coverage – Common Open Space

b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

c. Inset Vicinity Map:

d. City Limits – If in City please note accordingly, if outside of City and proposed for annexation, please note nearest location of City boundary by distance in feet:

e. Adjacent Properties - Zoning Designations & Owner Names:

f. Building Layout & Pedestrian and Vehicular Infrastructure:

i. Building Dimensions

ii. Sign Data

iii. Density (residential)

iv. Building Height as measured from Average Finished Grade

v. Sidewalks

vi. Off-Street Parking

vii. Off-Street Loading and Unloading

g. Preliminary Access Layout:

i. Proposed Streets, Alleys, Driveways, etc.

ii. Entrance and Exit Locations:

h. Proposed Project Phasing: (if applicable)

Preliminary Landscape & Resource Layout Plan (Zoning Ordinance Article 15 & 17; Stormwater Mngt - City Code of Ordinances Chapter 24 Article III):	
This plan may be included as a separate sheet if submitting agent is concerned for the readability of the plan.	a. Property Buffers b. Planting strips/beds/etc. c. Street Trees, Perimeter & Interior Plantings d. A plan showing tree line before site preparation, identifying existing tree canopy, tree canopy proposed to be preserved, and new canopy installation areas, identifying the acreage of each, as well as areas to be screened, fenced, walled and/or landscaped e. If Tree Credits are proposed to be utilized, the tree diameter (dbh) and species of tree shall be provided for individual trees that are proposed for preservation. f. Proposed limits of land disturbing activity g. Acreage of disturbed area h. Screening i. Floodplain j. Stream Buffers k. Site Lighting l. Common open space m. Open space maintenance arrangements

Preliminary Utility Layout Plan:	
This plan shall be included as a separate plan.	a. Stormwater Plan: i. Please include a proposed area of site disturbance. ii. If area of disturbance exceeds an acre, then demonstrated compliance with stormwater ordinance required. b. Water & Sewer i. Please include utility layout and proposed connections.

Building Elevations (if applicable)
Some districts and Mixed Use projects require submittal of building elevations per district design standards and Chapter 18 of the Zoning Code.

Traffic Impact Analysis:

Applicants shall include a TIA for conditional zoning applications which, when development is completed, are exp generate 100 or more peak-hour trips (am or pm) or 1,000 or more daily trips or when required by the Community Development Director or by Zoning District. Trip generation predictions are to be defined by the latest edition of the manual Trip Generation published by the Institute of Transportation Engineers

Statement on Comprehensive Plan Compliance:

Zoning Ordinance Article 14

Signature of Understanding and Completion

By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document.

Signed by / Firmado por **Nicholas Pack** 02/06/2026, 1:29:49 PM EST / 6/2/26 13:29:49 EST

Date
02/06/2026

Required Information

Scheduled Neighborhood Compatibility Meeting - NCM Date	NCM Time
02/06/2026	2:00 PM

Transportation Impact Analysis - (if applicable) Required for complete application but not due until 24 calendar days prior to Planning Board Meeting

Information

Type of Development:	Current Zoning	Proposed Zoning:	Total Acerage
Residential	C-3 Highway Commercial	CZD-UR	3.32

Proposed Building Square Footage:	Number of Dwelling Units:	List of Requested Uses:
105487.0 sq.ft.	77	Residential Multifamily

Applicant (Developer) Company Information

Authorized Representative Name:	Company Name (if applicable, check corresponding box below)
Nicholas Pack	Woda Cooper Companies

Company Type:

☑ Corporation: ☐ Limited Liability Company: ☐ Trust:

☐ Partnership: ☐ Other:

If other:

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)

Property Owner Company Information (if different from Applicant)

Authorized Representative Name:	Company Name (if applicable, check corresponding box below)
Biren K Patel	Samit Hospitality Inc.

Company Type:

☑ Corporation: ☐ Limited Liability Company: ☐ Trust:

☐ Partnership: ☐ Other:

If other:
Shushma K Patel

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)

WODA COOPER COMPANIES

500 Sou
Columbus, Ohio 43215
Office: 614.396.3200
www.wodagroup.com

Dear City of Hendersonville Planning Staff and Officials,

This letter is submitted to document how the proposed Affordable Multifamily development at 238 Mitchelle Drive is consistent with the City of Hendersonville's Comprehensive Plan and Future Land Use policies.

The Comprehensive Plan emphasizes the importance of placing residents in close proximity to commercial services, employment opportunities, and daily amenities in order to strengthen community connections, reduce automobile dependency, and enhance overall walkability. The subject property's location directly supports these objectives, as it is situated near existing commercial uses and services that can be accessed conveniently by future residents.

By providing affordable housing opportunities within walking distance of retail and commercial areas, the proposed development advances the City's goals of creating complete, connected neighborhoods. Residents will have improved access to goods, services, and employment, which encourages pedestrian activity and supports a more vibrant, active streetscape in the surrounding area.

Additionally, the development will provide a consistent and reliable customer base and workforce for nearby businesses. Affordable multifamily housing plays a critical role in supporting local economies by ensuring that employees, service workers, and families can live near where they work and shop. This proximity strengthens local businesses, reduces commuting burdens, and reinforces long-term economic sustainability within the community.

The proposed use at 238 Mitchelle Drive aligns with the Future Land Use framework by promoting residential density in an appropriate location that complements existing development patterns. It represents an efficient use of land and infrastructure while furthering the City's stated goals of housing diversity, accessibility, and neighborhood walkability.

For these reasons, the proposed Affordable Multifamily development is consistent with the intent and direction of the City of Hendersonville's Comprehensive Plan and Future Land Use requirements and will contribute positively to the surrounding community.

Thank you for your consideration.

Sincerely,

Nicholas Pack

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY
PLANNING DIVISION

SUBMITTER: Sam Hayes, Planner II

MEETING DATE: April 2nd, 2026

AGENDA SECTION: Public Hearing

DEPARTMENT: Community Development

TITLE OF ITEM: Rezoning: Conditional Zoning District – Osceola Lake Inn Redevelopment (25-102-CZD) – *Sam Hayes – Planner II*

SUGGESTED MOTION(S):

For Recommending Approval:

I move City Council **adopt** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning -designation of the subject property (PIN: 9568-31-5964) from R-15-CZD (Medium-Density Residential – Conditional Zoning District) to R-10-CZD (Medium Density Residential - Conditional Zoning District) based on the site plan and list of conditions submitted by and agreed to by the applicant [dated 3/19/26], and presented at this meeting and subject to the following:

1. The development shall be consistent with the site plan, including the list of applicable conditions contained therein, and the following permitted uses:

a) Adaptive Reuse
   - Hotel with accessory uses of café, bar, retail, offices, wellness
   - Artist studios

b) 14 residential units

[for amendments to uses or conditions discussed and agreed upon in the meeting (between City & Developer) and not yet represented on the site plan, please use the following language. Disregard #2 if not needed.]

2. Permitted uses and applicable conditions presented on the site plan shall be amended to include:

3(2). The petition is found to be consistent with the City of Hendersonville Gen H 2045 Comprehensive Plan, based on the information from the staff analysis and the public hearing, and because:

The petition is consistent with a range of Goals, Guiding Principles, and the Future Land Use Designation of Family/Neighborhood Living as defined in Chapter IV of the Gen H Comprehensive Plan.

4(3). We find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:

1. The petitions proposed density is appropriate for the area.
2. The petition would provide housing options for the area.
3. The petition would not have a negative impact on the surrounding properties due to the intensity of the use.

For Recommending Denial:

I move City Council **deny** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of the subject property (PIN: 9568-31-5964) from R-15 CZD (Medium Density Residential – Conditional Zoning District) to R-10 CZD (Medium Density Residential - Conditional Zoning District) based on the following:

1. The petition is found to be consistent with the City of Hendersonville Gen H 2045 Comprehensive Plan, based on the information from the staff analysis and the public hearing, and because:

The petition is consistent with a range of Goals, Guiding Principles, and the Future Land Use Designation of Family/Neighborhood Living as defined in Chapter IV of the Gen H Comprehensive Plan.

2. We do not find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:

1. The petitions proposed density is greater than what the area can accommodate.
2. The petition would generate excessive traffic and noise in an existing residential neighborhood.
3. The petition would have a negative impact on the surrounding properties due to the intensity of the use.

[DISCUSS & VOTE]

Plan based on the information from the staff analysis and because: The petition is consistent with a range of Goals, Guiding Principles, and the Future Land Use Designation of Family/Neighborhood Living as defined in Chapter IV of the Gen H Comprehensive Plan. **4(3). We find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:** 1. The petition proposes to adaptively reuse an important historic structure. 2. The petition provides needed additional housing on a portion of the property. 3. The petition provides a number of sustainability features that align with the goals identified in the comprehensive plan. 4. The petition seeks to revitalize an outdated commercial area. **[DISCUSS & VOTE]**	

SUMMARY:

The City of Hendersonville has received an application for a Conditional Zoning District from Joey Burnett and Fiona McColley for the property located at 159 Osceola Road (PIN: 9568-31-5964). The property is currently zoned as Medium Density Residential Conditional Zoning District (R-15 CZD), and the applicant is requesting a rezoning to R-10 CZD.

The project is planned in three phases, with the first phase being an adaptive reuse of the historic inn, which dates to the early 20th century. The second phase is to construct the accessory structures associated with the adaptive reuse use in the historic inn. Phase III would be to construct 14 housing units and a clubhouse on the eastern portion of the site.

The applicant is proposing several uses, including hotel, restaurant, wellness center, and 14 housing units.

The application was unanimously recommended for approval by planning board at its March 12th, 2026 meeting.

PROJECT/PETITIONER NUMBER:	25-102-CZD
PETITIONER NAME:	Green Horizons Property Group, LLC [Owner]

	Joey Burnett and Fiona McColley [Applicants]
ATTACHMENTS:	1. Staff Report 2. Comprehensive Plan & FLUM Consistency Worksheet 3. Goals & Guiding Principles Evaluation Worksheet 4. Proposed Site Plan 5. Neighborhood Compatibility Summary 6. Planning Board Summary 7. Draft Ordinance 8. Application / Owner Signature Addendum / LLC Record

REZONING: CONDITIONAL REZONING – OSCEOLA LAKE INN REDEVELOPMENT (25-102-CZD)

CITY OF HENDERSONVILLE - COMMUNITY DEVELOPMENT STAFF REPORT

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DRAFT COMPREHENSIVE PLAN CONSISTENCY AND REZONING REASONABLENESS STATEMENT 11

PROJECT SUMMARY

- Project Name & Case #:
  - Osceola Lake Inn Redevelopment
  - 25-102-CZD
- Applicant & Property Owner:
  - Green Horizons Property Group, LLC [Owner]
  - Joey Burnett and Fiona McColley [Applicants]
- Property Address:
  - 159 Osceola Road
- Project Acreage:
  - 3.49 acres
- Parcel Identification (PIN):
  - 9568-31-5964
- Current Parcel Zoning:
  - R-15 CZD Medium Density Residential Conditional Zoning District
- Requested Zoning:
  - R-10 CZD Medium Density Residential Conditional Zoning District
- Future Land Use Designation:
  - Family Neighborhood Living
- Neighborhood Compatibility Meeting:
  - December 9th, 2025
- Planning Board Meeting:
  - March 12th, 2026
  - Unanimously Approved



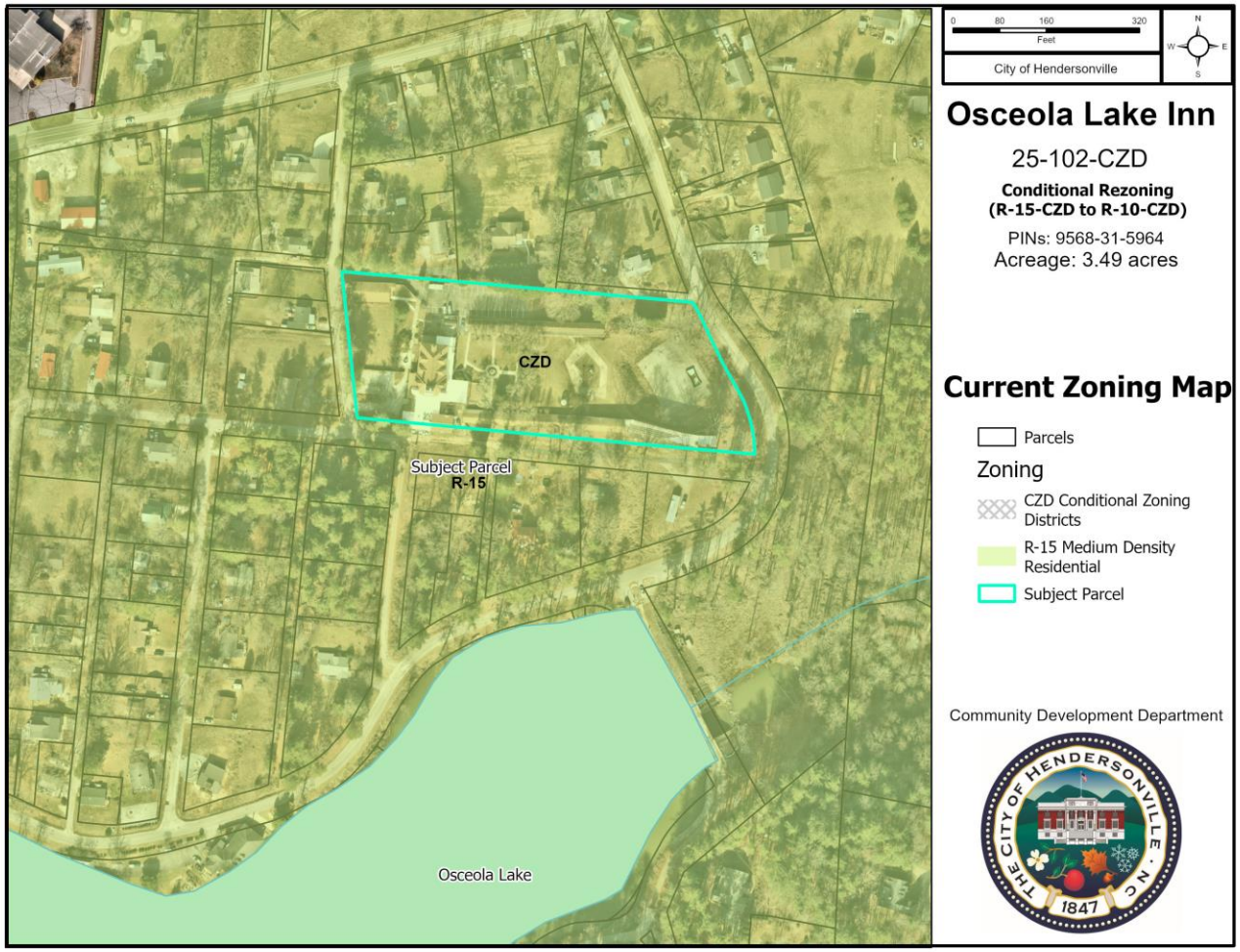
SITE VICINITY MAP

The City of Hendersonville has received an application for a Conditional Zoning District from Joey Burnett and Fiona McColley for the property located at 159 Osceola Road (PIN: 9568-31-5964). The property is currently zoned as Medium Density Residential Conditional Zoning District (R-15 CZD), and the applicant is requesting a rezoning to R-10 CZD.

The project is planned in three phases, with the first phase being an adaptive reuse of the historic inn, which dates to the early 20th century. The second phase is to construct the accessory structures associated with the adaptive reuse use in the historic inn. Phase III would be to construct 14 housing units and a clubhouse on the eastern portion of the site.

The applicant is proposing several uses, including hotel, restaurant, wellness center, and 14 housing units.

EXISTING ZONING & LAND USE



City of Hendersonville Current Zoning & Land Use Map

The subject property is currently zoned Medium Density Residential Conditional Zoning District (R-15 CZD). The property was rezoned in 2023, and the approved uses included hotel with 20 guest rooms, a café, event and conference space, and residential units. All of the parcels in the immediate vicinity are R-15. Most of the parcels have residential housing on them. There are several parcels in the vicinity that have businesses located on them.

SITE IMAGES



View of subject property from Osceola Road. The Historic Inn dates to the early 20th century. The original structure is the 3 ½ story building on the left. There was a later addition constructed to the right of the existing structure.



View of addition. This will serve as the proposed restaurant.

SITE IMAGES



View of current parking lot to the north of the historic inn. The parking lot is being proposed to be expanded to meet parking requirements for the site.



Center of property looking east. The building to the left will be adaptively reused as art studios.

SITE IMAGES

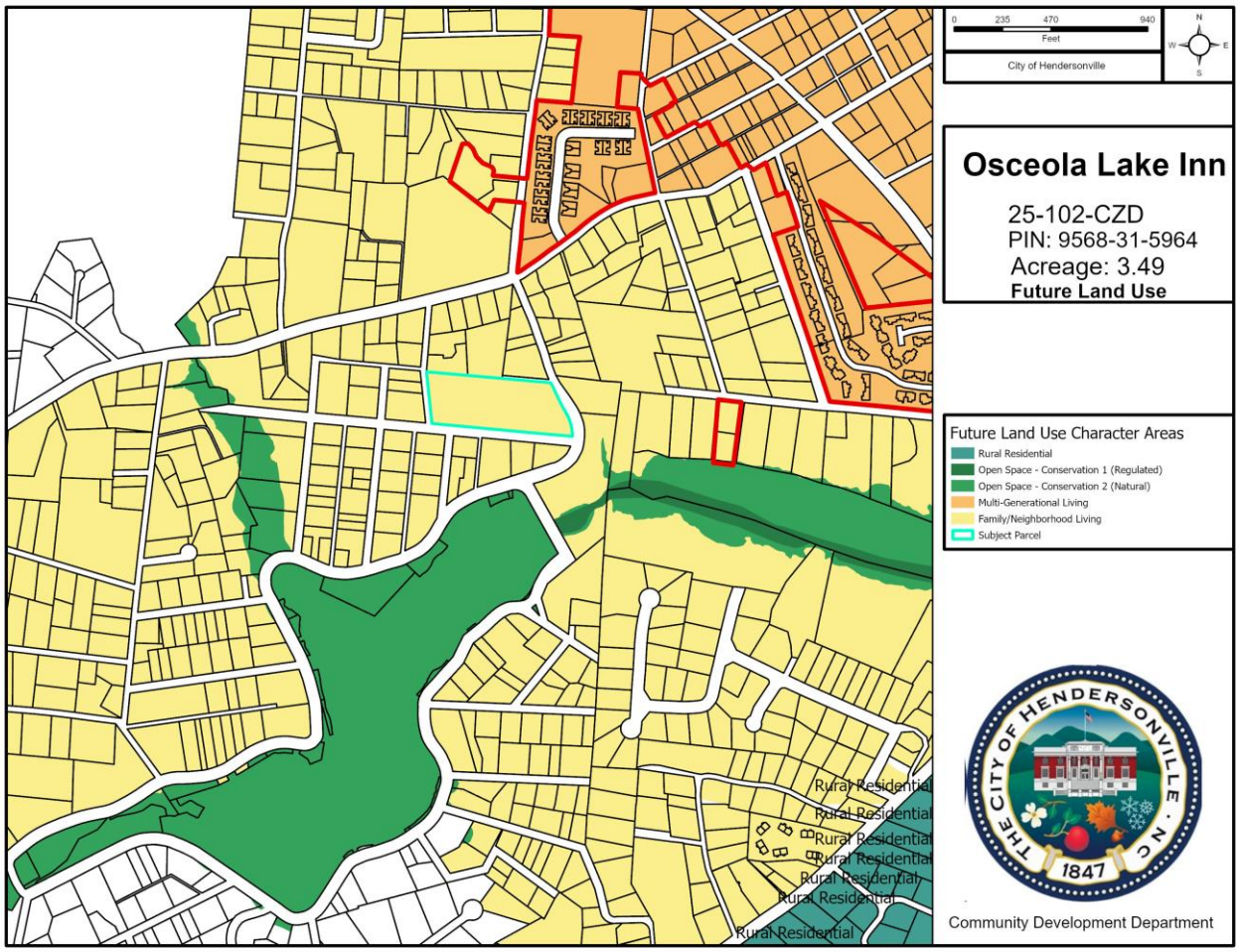


View of private drive that will be improved. Parking will be provided on the left side of the drive.



View from the easternmost part of the property looking west. The building to the left is proposed to be demolished.

FUTURE LAND USE



City of Hendersonville Future Land Use

The subject property is designated as Family/Neighborhood Living in the Gen H comprehensive plan. The surrounding properties area mostly designated as this, or as open space. To the north within city limits, properties are identified as Multi-Generational Living.

Family/Neighborhood Living Description:

This area is characterized by moderate-density residential development. It is comprised of single-family detached homes on lots typically ranging from 1/3 acre to 1/8 acre. Improved open spaces in the form of pocket and neighborhood parks are interspersed, and greenway trails within are located to connect such parks as well as provide links to trails and walkways in neighboring development. Conservation design, which includes more open space in exchange for smaller minimum lot sizes, may be a preferred approach to residential development, especially if higher gross densities can be achieved.

PROPOSED REQUEST DETAILS

Site Plan Summary:

- Proposed Use: Adaptive Reuse, residential
- Total Dwelling Units: 14 total. 9 utilizing the ½ unit calculation for units under 1,200 square feet.
- Proposed hotel rooms: 10 total
- Proposed art studios: 15 total
- Site: 3.49 acres
- Residential Density: 4 Units / Acre
- Buildings:
  - Total Footprint – 39,355 square feet
    - Existing – 24,145 square feet
    - Demolition – 4,100 square feet
    - New – 19,310 square feet
- Open Space: 1.2 acres
- Common Open Space: .48 acres
- Transportation:
  - The site currently has two access points on Osceola Road.
  - The applicant is proposing to improve the private right of way to the south of the site and add parking. This road will loop to North Lakeside Drive where it will exit.
  - All driveway entrances will need to be approved by NCDOT.
- Sidewalks:
  - A 5' sidewalk is required on both Osceola Road and North Lakeside Drive. The applicant is showing the sidewalk on Osceola Road, and they will request a fee-in-lieu for the sidewalk on North Lakeside Drive.
- Lighting:
  - All site lighting will be required to conform to the City's lighting standards. The lighting plan is a component of the final site plan review.
- Parking:
  - Off-Street Parking Requirements
    - Hotel – 10 (1 per guest room and 1 per 600 sf of public meeting area and restaurant area)
    - Art Studio – 24 (1 per 150 square feet)
    - Personal Services – 22 (1 per 200 square feet)
    - Residential – 15 (1 per dwelling unit with 1-2 bedrooms, 1.5 per dwelling unit with 3+ bedrooms)
  - Off-Street Parking provided
    - 105 parking spaces (meets requirements)
- Landscaping:
  - This development will be required to plant:
    - Vehicular Use Landscaping
      - Interior parking lot plantings (Sec. 15-9a)
    - Street Trees (Sec. 15-15)
    - Common space plantings (Sec. 15-13)

- Open Space plantings (Section 15-14)
- A detailed Landscaping Plan will be provided at final site plan

OUTSTANDING ISSUES & CITY-PROPOSED CONDITIONS:

COMMUNITY DEVELOPMENT:

Site Plan Comments:

- The site plan accompanying this petition meets the standards established by the Zoning Ordinance for R-10 CZD (minus any developer proposed conditions).
    - Comments that will be reviewed/addressed during final site plan review process and do not need to be addressed during the preliminary site plan review process:
        - Landscaping:
            - All final landscaping comments will be addressed as part of the final site plan approval between City staff and the project designer in accordance with the City's ordinances.

Proposed City-Initiated Conditions:

1.The project must be compliant with all applicable fire, utility, NCDOT, and stormwater standards upon final site plan approval.
2. The renovation of the historic inn should be done in the spirit of the Secretary of Interior Standards for Rehabilitation.
3. The resiliency hub shall be constructed as part of the residential construction phase of the plan.

DEVELOPMENT REVIEW COMMITTEE COMMENTS:

The Development Review Committee consist of the following Departments/Divisions and Agencies: Engineering, Water/Sewer, Fire Marshal, Stormwater Administration, Floodplain Administration, Public Works, NCDOT, Henderson County Soil & Erosion Control and the City's Traffic Consultant. While all pertinent members of the DRC reviewed this project, staff has provided only the relevant/outstanding comments / conditions below:

PUBLIC WORKS:

Preliminary Site Plan Comments:

Proposed City-Initiated Conditions:

1. None

UTILITIES:

Preliminary Site Plan comments:

1. Annexation required for new construction to be connected to sewer. (Resolve prior to Final Site Plan)
2. Need for a more thorough review of the current water/sewer system to determine if there is a need to upgrade any of the infrastructure. (Resolve at

Final Site Plan)

FIRE

Preliminary Site Plan Comments:

1. Need for more thorough fire review to determine if buildings will need fire access or will need to have a sprinkler system installed. (Resolve at Final Site Plan)
2. Need to review the layout of drives to determine if there is sufficient access to fire trucks. (Resolve at Final Site Plan)

NCDOT

Preliminary Site Plan Comments:

1. NCDOT requires a screening document to determine needs for the site. (Resolve at Final Site Plan)
2. Possibility of requiring a TIA. (Resolve at Final Site Plan)
3. Has concerns with the current driveway access and will need to discuss this with the applicant. (Resolve at Final Site Plan)

STORMWATER

Preliminary Site Plan Comments:

1. Need for a comprehensive stormwater plan for all three phases of the Development. (Resolve at Final Site Plan)

Developer Proposed Conditions

1. Allow accessory buildings to be set in front of the principal structure.
2. Allow for the additional structures to serve as accessory uses to the primary adaptive re-use, thereby waiving section 16-4-2 (c).

GENERAL REZONING STANDARDS: COMPREHENSIVE PLAN CONSISTENCY	
1) COMPREHENSIVE PLAN CONSISTENCY	**LAND SUPPLY, SUITABILITY & INTENSITY** The subject property was excluded from the Land Supply Map analysis. The subject property was excluded from the Suitability Assessment analysis. The subject property is considered consistent with the Development Intensity Map.
	FUTURE LAND USE & CONSERVATION MAP **Character Area Designation:** Family/Neighborhood Living **Character Area Description:** Consistent **Zoning Crosswalk:** Consistent **Focus Area Map:** N/A
2) COMPATIBILITY	***Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property***
	The proposal has several elements which are somewhat compatible with the surrounding neighborhood. The residential component is slightly higher density than what is allowed in the R-15 zoning district surrounding the property. The adaptive re-use of the hotel site adds some intensity to the site, however, it previously served as a hotel.
	EXISTING CONDITIONS The subject property currently has a 3 ½ story Inn which includes an existing restaurant space, two additional structures with guests rooms in them, a former dance hall that serves a residence, and several paved and gravel parking areas. The previous conditional rezoning authorized the inn to be adaptively reused as a hotel with 20 guest rooms, a café, and an event and conference space.
	GEN H COMPREHENSIVE PLAN GOALS (Chapter IV) **Vibrant Neighborhoods**: Consistent **Abundant Housing Choices**: Consistent **Healthy and Accessible Natural Environment**: Consistent **Authentic Community Character**: Consistent **Safe Streets and Trails**: Consistent **Reliable & Accessible Utility Services**: Consistent **Satisfying Work Opportunities**: N/A **Welcoming & Inclusive Community**: Consistent **Accessible & Available Community Uses and Services**: Consistent **Resilient Community**: N/A

	GEN H COMPREHENSIVE PLAN GUIDING PRINCIPLES (Chapter IV) **Mix of Uses:** Consistent **Compact Development:** Consistent **Sense of Place:** Consistent **Conserved & Integrated Open Spaces:** Consistent **Desirable & Affordable Housing**: Consistent **Connectivity**: Consistent **Efficient & Accessible Infrastructure:** Consistent
3) **Changed Conditions**	**Whether and the extent to which there are changed conditions, trends or facts that require an amendment -** The applicant's business model has evolved resulting in the need for more uses to be allowed on the site, as well as a new construction housing element.
4) **Public Interest**	**Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare -** The redevelopment of this site would activate a large parcel in the City's ETJ that has a large existing structure and existing infrastructure. The small increase in density from R-15 to R-10 is a logical progression, especially given the adaptive re-use of the site.
5) **Public Facilities**	**Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment** The subject property will be required to petition to annex to receive sewer connection for the new construction on the site. The existing structures have access to sewer already through a previous agreement with the city.
6) **Effect on Natural Environment**	**Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands and wildlife -** The project does not trigger tree canopy preservation, though the applicant has elected to preserve a large number of mature trees along the northern boundary. The applicant is proposing a number of sustainable development practices that will assist with stormwater retention and other environmental impacts.

DRAFT COMPREHENSIVE PLAN CONSISTENCY AND REZONING REASONABLENESS STATEMENT

The petition is found to be **consistent** with the City of Hendersonville Gen H Comprehensive Plan based on the information from the staff analysis and the public hearing, and because:

The petition is consistent with a range of Goals, Guiding Principles, and the Future Land Use Designation of Family/Neighborhood Living as defined in Chapter IV of the Gen H Comprehensive Plan.

We **[find/do not find]** this petition to be reasonable and in the public interest based on the information from the staff analysis and the public hearing, and because:

DRAFT [Rationale for Approval]:

- The petition proposes to adaptively reuse an important historic structure.
- The petition provides needed additional housing on a portion of the property.
- The petition provides a number of sustainability features that align with the goals identified in the comprehensive plan.
- The petition seeks to revitalize an outdated commercial area.

DRAFT [Rational for Denial]

- The petitions proposed density is greater than what the area can accommodate.
- The petition would generate excessive traffic and noise in an existing residential neighborhood.
- The petition would have a negative impact on the surrounding properties due to the intensity of the use.

Chapter 4 - The Vision for the Future

SUPPLY, SUITABILITY, & INTENSITY

LAND SUPPLY MAP (Pg. 81, Figure 4.4)

LAND SUITABILITY MAP (Pg. 84-86, Figure 4.5-4.7)

DEVELOPMENT INTENSITY MAP (Pg. 89, Figure 4.9)

FUTURE LAND USE & CONSERVATION M

Future Land Use and Conservation Map

Character Area Description (Pg. 122-131)
Zoning Crosswalk

ola Lake Inn

Consistent	Inconsistent	Staff Notes
NA	NA	Excluded from analysis
NA	NA	Excluded from analysis
Somewhat consistent		Noted as being in an area that should see "low intensity" development. Low intensity development. The development intensity map is designed to show where development should take place. The Comprehensive Plan states that "[development should] be intentional about the reuse of developed parcels thereby minimizing the expansion of existing development footprint. The designation of low intensity is due to the parcels proximity being located in a periphery area.
AP		
Family/Neighborhood Living (FNL)		

Somewhat consistent		**Character Area Description:** This area is characterized by moderate-density residential development. It is comprised of single-family detached homes on lots typically ranging from 1/3 acre to 1/8 acre. Improved open spaces in the form of pocket and neighborhood parks are interspersed, and greenway trails within are located to connect such parks as well as provide links to trails and walkways in neighboring development. Conservation design, which includes more open space in exchange for smaller minimum lot sizes, may be a preferred approach to residential development, especially if higher gross densities can be achieved. **Staff Analysis:** Staff found this to be somewhat consistent with the character area description. The proposal utilizes conservation design in its design, lumping the residential component on the easternmost part of the property and providing natural gardens and tree preservation throughout the site.
Consistent		

Osceola Lake Inn

Chapter 4 - The Vision for the Future	Consistent
GOALS	
Vibrant Neighborhoods (Pg. 93)	
Promote lively neighborhoods that increase local safety.	Consistent
Enable well-maintained homes, streets, and public spaces.	Consistent
Promote diversity of ages (stage of life), income levels, and a range of interests.	Consistent
The design allows people to connect to nearby destinations, amenities, and services.	Consistent
Abundant Housing Choices (Pg. 93)	
Housing provided meets the need of current and future residents.	Consistent
Range of housing types provided to help maintain affordability in Hendersonville.	Consistent
Housing condition/quality exceeds minimum standards citywide	Consistent
Healthy and Accessible Natural Environment (Pg. 94)	
Recreational (active and passive) open spaces are incorporated into the development.	Consistent
Water quality is improved with the conservation of natural areas that serve as filters and soil stabilizers.	Consistent
Natural system capacity (floodplains for stormwater; habitats to support flora/fauna; tree canopy for air quality, stormwater management, and microclimate) is maintained.	Consistent
Development is compact (infill/redevelopment) to minimize the ecological footprint.	Somewhat Consistent
New development respects working landscapes (e.g., orchards, managed forests), minimizing encroachment.	Consistent
Authentic Community Character (Pg. 94)	
Downtown remains the heart of the community and the focal point of civic activity	Consistent
A development near a gateway sets the tone, presenting the image/brand of the community.	Consistent
Historic preservation is utilized to maintain the city's identity.	Consistent
City Centers and neighborhoods are preserved through quality development.	Consistent
Safe Streets and Trails (Pg. 95)	
Interconnectivity is promoted between existing neighborhoods through the building out of street networks, including retrofits and interconnectivity of new developments.	Consistent
Access is increased for all residents through the provision of facilities that promote safe walking, biking, transit, automobile, ride share, and bike share.	Consistent
Design embraces the principles of walkable development.	Consistent
Reliable & Accessible Utility Services	
Wastewater treatment (service and capacity) adequately serves existing and future development	Consistent

A compact service area (infill, redevelopment) maximizes the utilization of existing infrastructure and feasible service delivery.	Consistent
Satisfying Work Opportunities (pg. 96)	
The development promotes quality job options.	NA
The lives of residents are enriched with opportunities to learn, build skills, and grow professionally.	NA
Welcoming & Inclusive Community	
Accessibility exceeds minimum standards of ADA, fostering residents' and visitors' sense of belonging.	Consistent
An inviting public realm (i.e., parks, public buildings) reflects the attitudes of city residents and leaders, and helps residents develop a sense of place and attachment to Hendersonville.	Consistent
Accessible & Available Community Uses and Services (Pg. 97)	
Private development is plentiful, meeting the demands of current and future populations.	Consistent
Resilient Community	
Readiness through adequate preparation to manage external impacts is routinly integrated into City initiatives.	Consistent
Recovery from adverse events form the City's commitment to providing sufficient resources.	Consistent
GUIDING PRINCIPALS (pg. 98)	
Mix of Uses (Pg. 98)	
Revitalization of Outdated Commercial Areas	Consistent
New business and office space promotes creative hubs.	Consistent
Compact Development (Pg. 100)	
Development is consistent with efforts in the area to establish 15-minute neighborhoods.	Consistent
The infill project is context sensitive [Large Infill Site].	Consistent
Sense of Place (Pg. 102)	
The development contributes to Hendersonville's character and the creation of a sense of place through its architecture and landscape elements. [Place keeping and Placemaking and 3rd Places]	Consistent
Conserved & Integrated Open Spaces (Pg. 106)	
A diverse range of open space elements are incorporated into the development.	Consistent
Desirable & Affordable Housing (Pg. 108)	
Missing middle housing concepts are used in the development.	Consistent
Connectivity (Pg. 112)	
The development encourages multimodal design solutions to enhance mobility.	Consistent
Efficient & Accessible Infrastructure (Pg. 114)	
The development utilizes existing infrastructure	Consistent

Inconsistent	Staff Notes

NA	
NA	

OSCEOLA LAKE VILLAGE

159 OSCEOLA RD, HENDERSONVILLE

OWNER: GREEN HORIZONS PROPERTY GROUP, LLC
DESIGNER: JOEY BURNETT
SURVEYOR: ASSOCIATED LAND SURVEYORS AND PLANNERS PC



159 OSCEOLA RD

PIN: 9568315964

Property Owner: BL CORP OF NC

Parcel Size: 163498.07 ft² (3.75 acres)

	Percent Coverage	Square Footage
2025	14.60%	23870.24 ft²
2023	30.36%	49633.96 ft²
2022	20.17%	32977.45 ft²

Percent Change from 2022-2025

2022 → 2023: **50.51%**

2022 → 2025: **-27.62%**

2023 → 2025: **-51.91%**

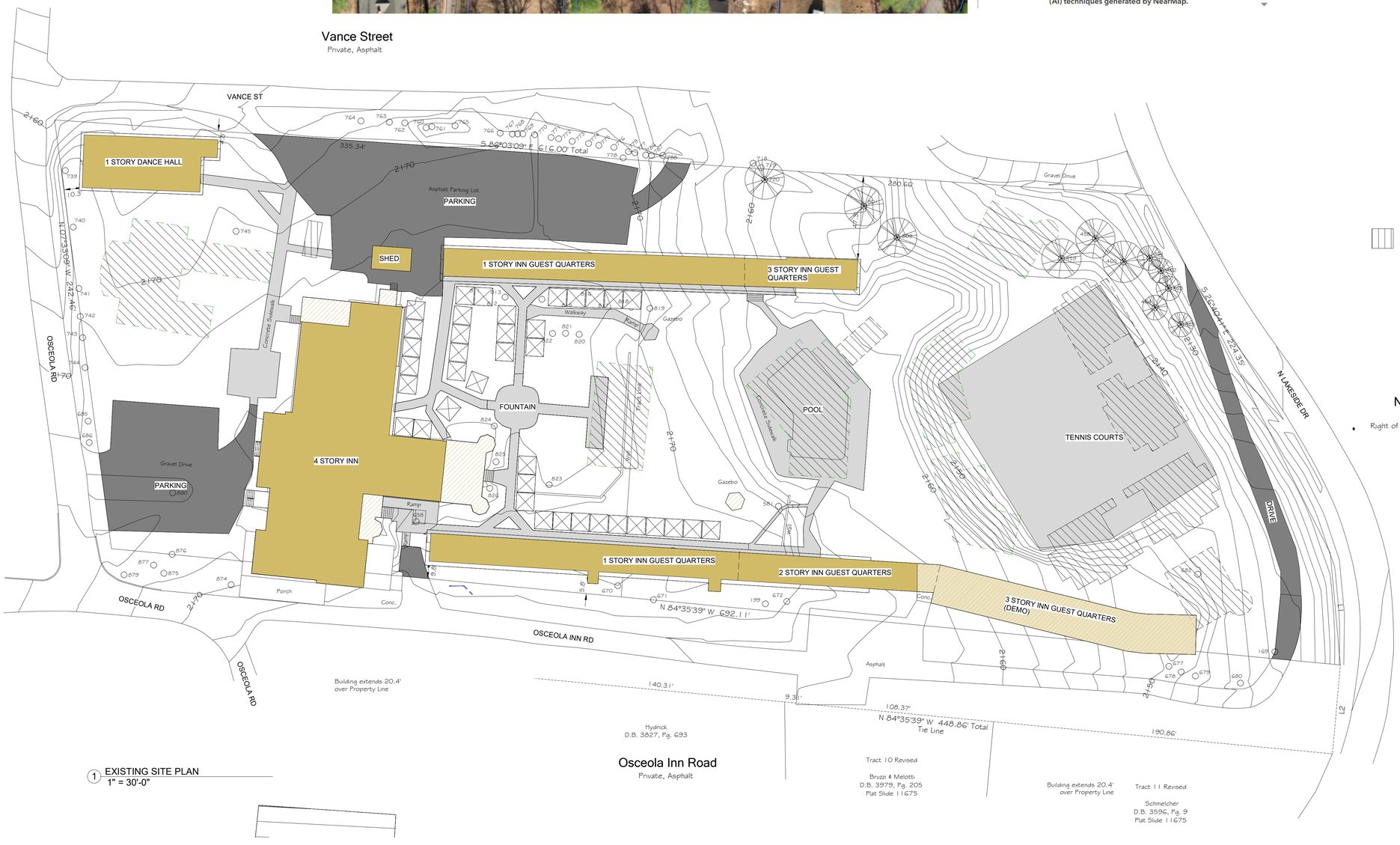
2022 & 2025 canopy data has been derived from artificial intelligence (AI) techniques generated by NearMap.

Vance Street
Private, Asphalt

Osceola Road
S.R. 1144, Asphalt

North Lakeside Driv
Private, Asphalt
Right of Way as Maintained as per NC

Osceola Inn Road
Private, Asphalt


VANCE ST
1 STORY DANCE HALL
335.34'
S 86°30'09" E 616.00' Total
Asphalt Parking Lot
PARKING
SHED
1 STORY INN GUEST QUARTERS
3 STORY INN GUEST QUARTERS
Walkway
Ramp
Gazebo
FOUNTAIN
Trash Enclosure
Concrete Sidewalk
POOL
TENNIS COURTS
4 STORY INN
Gravel Drive
PARKING
Ramp
Porch
Conc.
1 STORY INN GUEST QUARTERS
2 STORY INN GUEST QUARTERS
3 STORY INN GUEST QUARTERS (DEMO)
Conc
OSCEOLA RD
OSCEOLA INN RD
OSCEOLA RD
OSCEOLA RD
N 84°35'39" W 692.11'
Building extends 20.4' over Property Line
140.31'
9.31'
108.37'
N 84°35'39" W 448.86' Total
Tie Line
190.86'
Asphalt
Hydnck
D.B. 3827, Pg. 693
Tract 10 Revised
Bruza & Melotti
D.B. 3979, Pg. 205
Plat Slide 11675
Building extends 20.4' over Property Line
Tract 11 Revised
Schmelcher
D.B. 3596, Pg. 9
Plat Slide 11675
Gravel Drive
S 15°40'41" E 224.35'
N LAKESIDE DR
DRIVE
280.66'
72.30'
134.40'
2170
2160
2150
2160
2170
2170
2170
2170
2170
2160
2150
2160
2170
2170
2170
2170
2170

OSCEOLA LAKE VILLAGE

159 OSCEOLA RD, HENDERSONVILLE

OWNER: GREEN HORIZONS PROPERTY GROUP, LLC
DESIGNER: JOEY BURNETT
SURVEYOR: ASSOCIATED LAND SURVEYORS AND PLANNERS PC

ALL ADJACENT PROPERTIES:	R15
FLOOD ZONE:	NONE
CURRENT ZONING:	ETJ - R15-CZD
PROPOSED ZONING:	R10-CZD -MPRD - 9 UNITS -ADAPTIVE REUSE --HOTEL W/ ACCESSORY USES --CAFE, BAR, RETAIL, OFFICES, WELLNESS, ARTIST STUDIOS
REQUESTED CONDITIONS:	1.) ALLOW ACCESSORY BUILDINGS TO BE SET IN FRONT OF THE PRINCIPAL STRUCTURE. 2.) ALLOW FOR THE ADDITIONAL STRUCTURES TO SERVE AS ACCESSORY USES TO THE PRIMARY ADAPTIVE RE-USE, THEREBY WAIVING SECTION 16-4-2 (C).
PLANNING CONDITIONS:	3.THE PROJECT MUST BE COMPLIANT WITH ALL APPLICABLE FIRE, UTILITY, NCDOT, AND STORMWATER STANDARDS UPON FINAL SITE PLAN APPROVAL. 4.THE RENOVATION OF THE HISTORIC STRUCTURES SHOULD BE DONE IN THE SPIRIT OF THE SECRETARY OF INTERIOR STANDARDS FOR REHABILITATION.



SITE CALCULATIONS

LAND AREA:	152,420 SF TOTAL	
BUILDING FOOTPRINT:		
-EXISTING:	24,145 SF	
-DEMO:	- 4,100 SF	
-NEW:	19,310 SF	
	39,355 SF TOTAL (25.8%)	
-GREEN ROOFS:	2,720 SF TOTAL (-1.8%)	
PAVED ROADS:	20,290 SF TOTAL (13.3%)	
SIDEWALKS (EXISTING+NEW):	18,830 SF TOTAL (12.4%)	
COMMON GARDENS:	5,960 SF	(3.9%)
COMMON SPACES (COURTYARDS)	15,325 SF	(10.1%)
COMMON OPEN SPACE TOTAL	21,285 SF TOTAL (14.0%)	
OPEN SPACE (YARD):	52,660 SF	(24.5%)

DWELLING COUNT

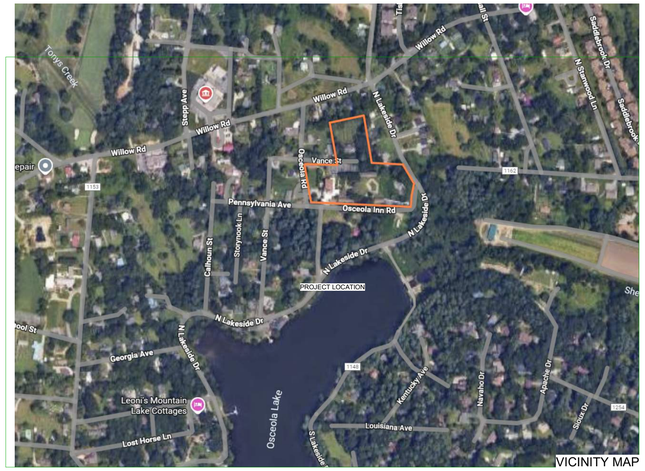
DWELLING UNITS:		
1 BED	4 (4X.5)	2
2 BED	8 (6X.5)	5
3 BED	2	2
		9 TOTAL

PARKING

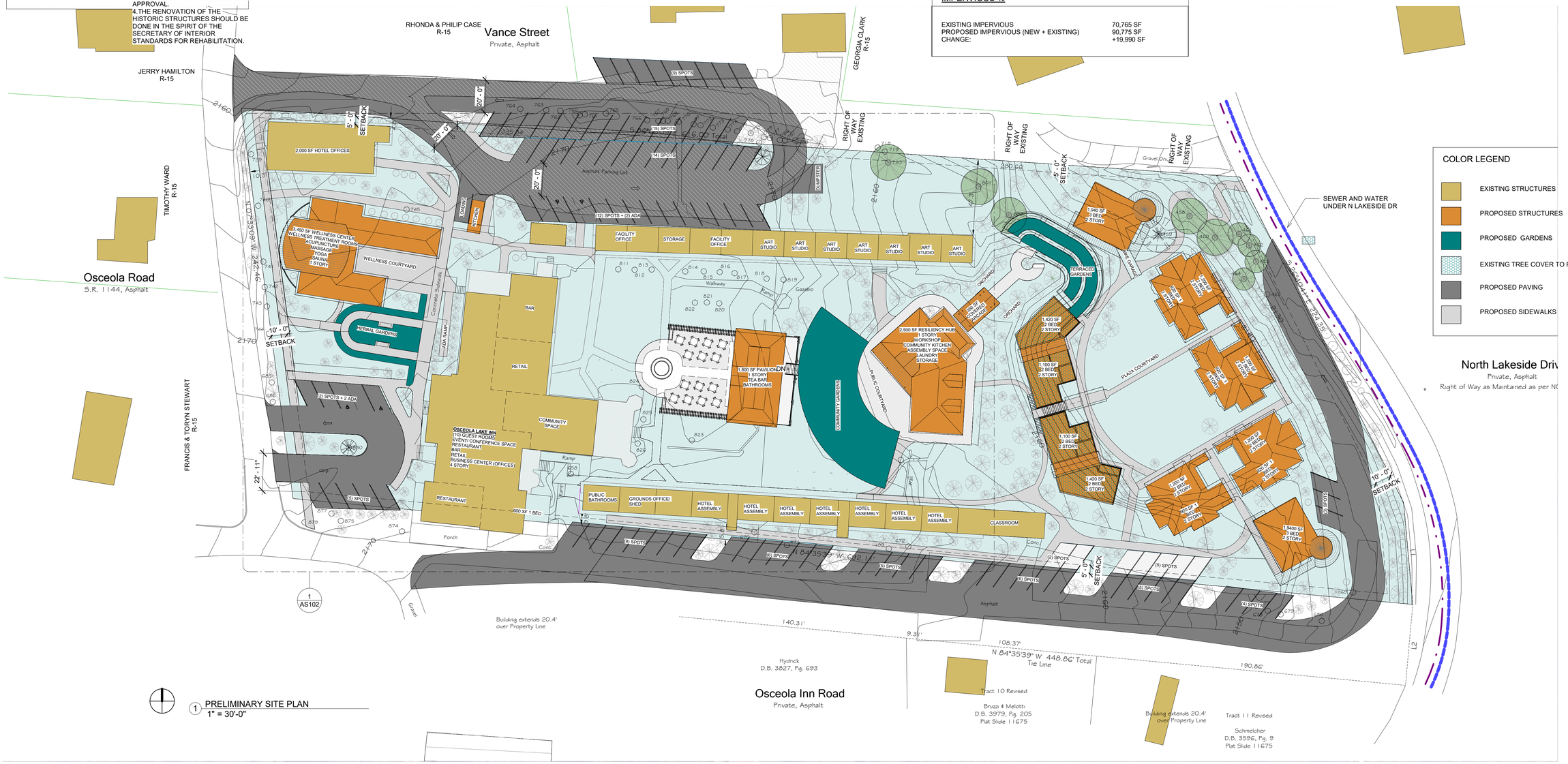
PARKING COUNT - PROVIDED:	
PARKING:	
HOTEL:	88 (4 ADA)
RESIDENCES:	17
	105 TOTAL
PARKING COUNT - REQUIRED:	
HOTELS (1 PER GUEST ROOM)	10
HOTELS 13,840 SF (1 PER 600 SF)	24
ART STUDIO 3,320 SF (1 PER 150)	22
-15 STUDIOS TOTAL	
PERSONAL SERVICES 6,650 SF (1 PER 200)	34
-COWORKING (10 OFFICES)	
RESIDENTIAL (1 PER DWELLING 1.5 PER 3 BED)	15
	105 TOTAL

IMPERVIOUS %

EXISTING IMPERVIOUS	70,765 SF
PROPOSED IMPERVIOUS (NEW + EXISTING)	90,775 SF
CHANGE:	+19,990 SF



VICINITY MAP



1 PRELIMINARY SITE PLAN
1" = 30'-0"

COLOR LEGEND

- EXISTING STRUCTURES
- PROPOSED STRUCTURES
- PROPOSED GARDENS
- EXISTING TREE COVER TO REMAIN
- PROPOSED PAVING
- PROPOSED SIDEWALKS

AS100
SITE PLAN

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN
159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING

SITE CALCULATIONS

LAND AREA:	152,420 SF TOTAL	
BUILDING FOOTPRINT:		
-EXISTING:	24,145 SF	
-DEMO:	- 4,100 SF	
-NEW:	19,310 SF	
	39,355 SF TOTAL (25.8%)	
-GREEN ROOFS:	2,720 SF TOTAL (-1.8%)	
PAVED ROADS:	20,290 SF TOTAL (13.3%)	
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COMMON GARDENS:	5,960 SF	(3.9%)
COMMON SPACES (COURTYARDS)	15,325 SF	(10.1%)
COMMON OPEN SPACE TOTAL	21,285 SF TOTAL (14.0%)	
OPEN SPACE (YARD):	52,660 SF	(24.5%)

LANDSCAPING NOTES

COMMON AND OPEN SPACE TO MAINTAINED AND MANAGE BY GROUNDS DEPARTMENT AND RESIDENTS OF THE OSCEOLA LAKE VILLAGE. HERB GARDEN TO BE MAINTAINED BY OPERATORS OF THE WELLNESS CENTER. IRRIGATION TO BE PROVIDED BY RAIN CATCHMENTS SYSTEMS.

STORMWATER BIOSWALES TO BE PLANTED WITH PERENNIAL PLANTINGS WITH A PREFERENCE FOR RIPARIAN PLANTS

ALL TREE AND SHRUB PLANTINGS TO FAVOR NATIVES AND FRUITING TREES (FRUITS/NUTS).

COMMUNITY GARDEN SPACES WILL BE PLANTED AND MAINTAINED BY COMMUNITY MEMBERS. THE DESIGN IS INTENDED FOR THESE SPACES TO HAVE A FOCUS ON ANNUAL VEGETABLES AND FLOWERS.

IDENTIFIED FOOD FOREST ON THE EAST SIDE OF THE RESILIENCY CENTER TO HAVE A PREFERENCE FOR FRUITING TREES AND SHRUBS. SPACING OF TREES TO BE DEPENDANT ON VARIETY AND DWARF VARIETIES. ESPALIERING TREES RECOMMENDED NEAR STAIRS FROM THE VILLAGE TO THE RESILIENCY CENTER

GREEN ROOF PLANTING TO BE NATIVE PERENNIAL GRASSES AND SEDUMS

STORMWATER NOTES

STORMWATER BIOSWALES TO INCLUDE VEGETATED BERMS ON THE DOWNHILL SIDE OF EACH BIOSWALE. WHERE SUNLIGHT IS LIMITED, BERMS OF MYCELIUM INOCULATED WOOD MULCH CAN BE ADDED TO SLOW AND FILTER STORMWATER IN ADDITION TO SHADE-TOLERANT PERENNIALS

RAIN BARRELS TO BE INCORPORATED INTO NEW STRUCTURES GUTTER SYSTEMS WITH A PREFERENCE FOR 100 GAL SYSTEMS. OVERFLOW TO BE DIRECTED TOWARDS BIOSWALES

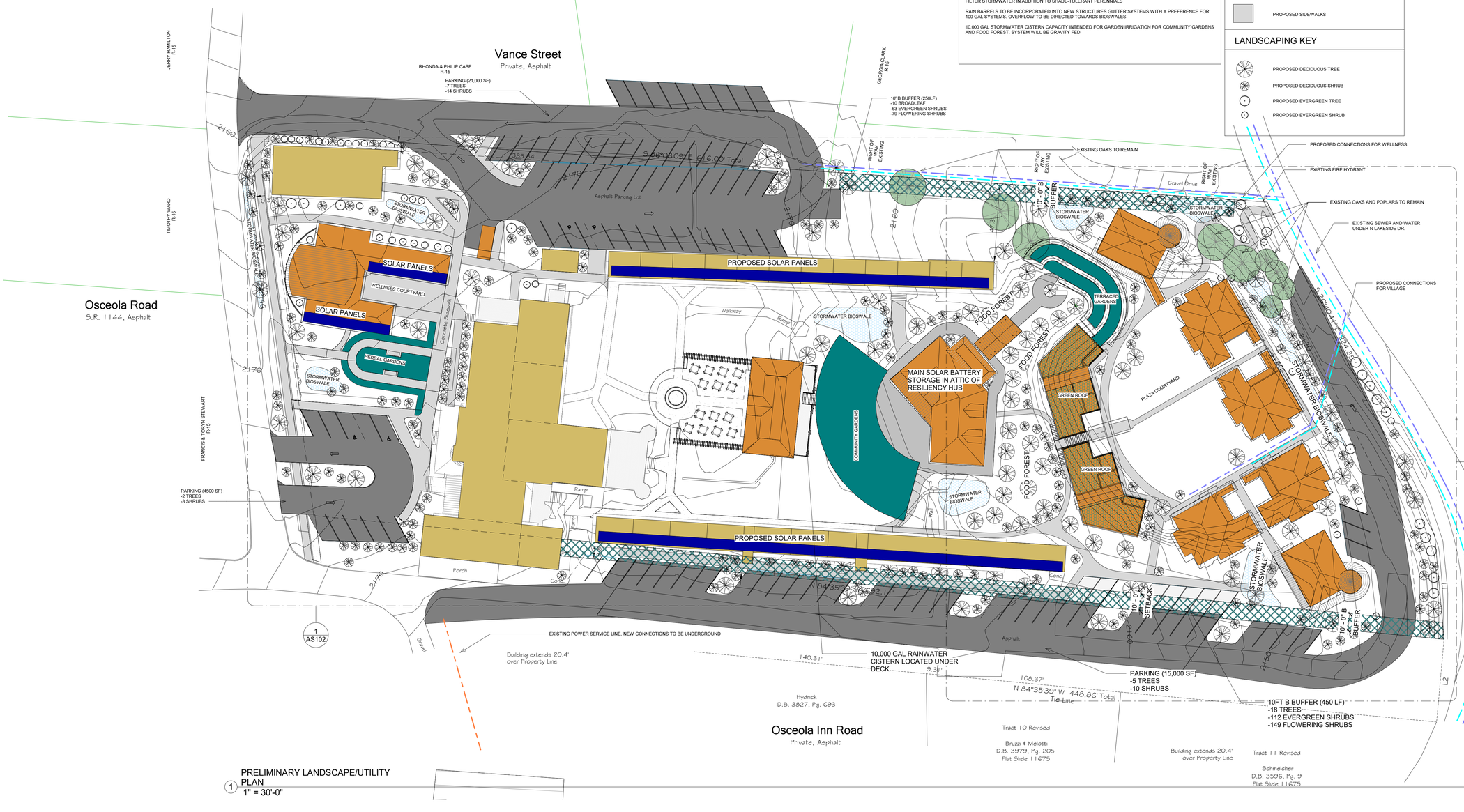
10,000 GAL STORMWATER CISTERN CAPACITY INTENDED FOR GARDEN IRRIGATION FOR COMMUNITY GARDENS AND FOOD FOREST. SYSTEM WILL BE GRAVITY FED.

COLOR LEGEND

- EXISTING STRUCTURES
- PROPOSED STRUCTURES
- PROPOSED GARDENS
- EXISTING TREE COVER TO REMAIN
- PROPOSED PAVING
- PROPOSED SIDEWALKS

LANDSCAPING KEY

- PROPOSED DECIDUOUS TREE
- PROPOSED DECIDUOUS SHRUB
- PROPOSED EVERGREEN TREE
- PROPOSED EVERGREEN SHRUB



1 PRELIMINARY LANDSCAPE/UTILITY PLAN
1" = 30'-0"

AS101

LANDSCAPE AND STORMWATER PLAN

OSCEOLA LAKE VILLAGE

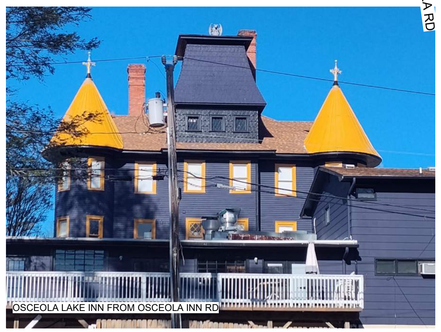
VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING



OSCEOLA LAKE INN FROM OSCEOLA RD



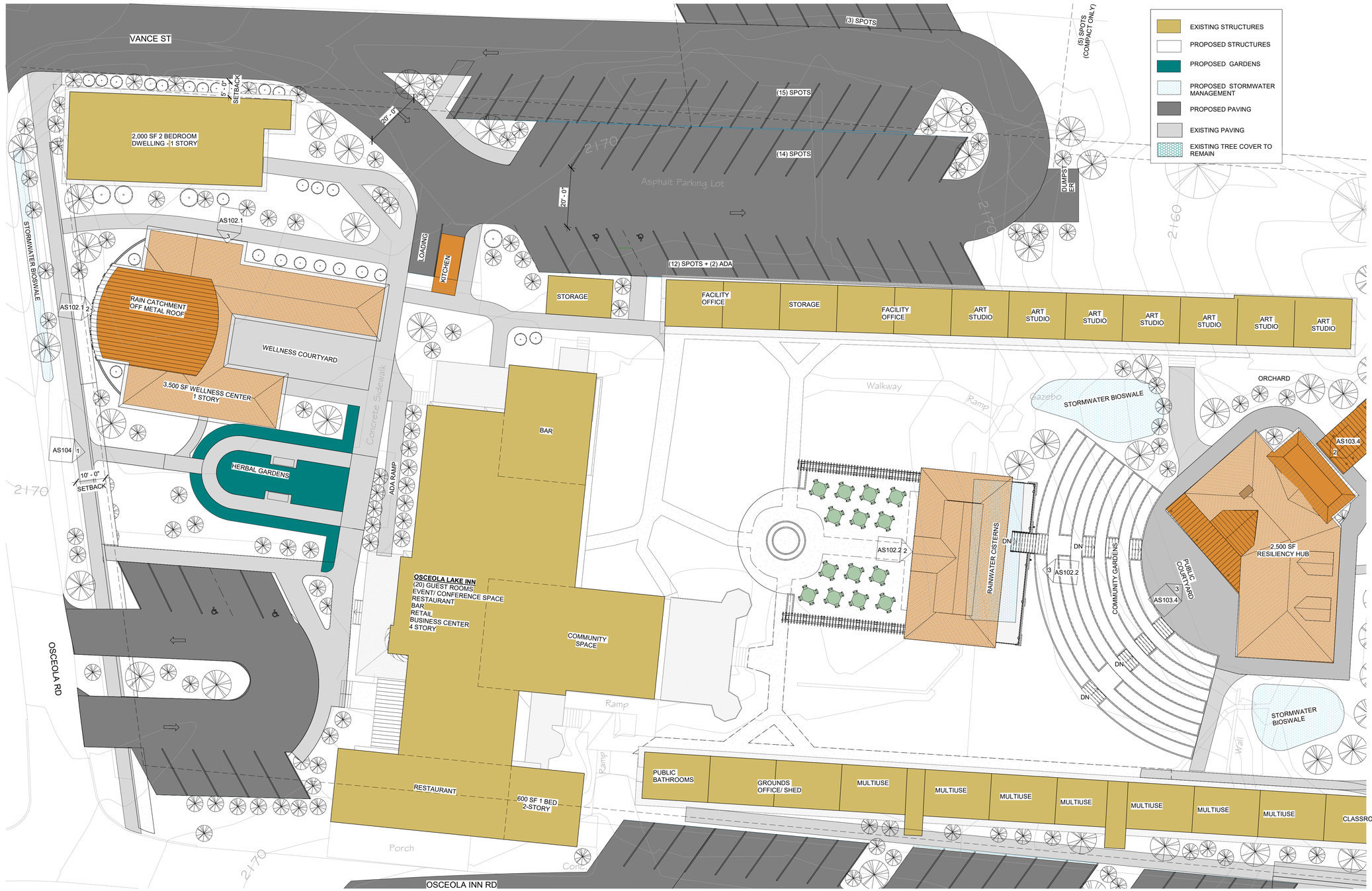
OSCEOLA LAKE INN FROM OSCEOLA INN RD



EXISTING BUILDING TO REMAIN ON NORTH WEST CORNER OF LOT



EXISTING BUILDING TO REMAIN ON NORTH AND SOUTH OF COURTYARD



1 PRELIMINARY SITE PLAN - OSCEOLA LAKE INN
1/16" = 1'-0"

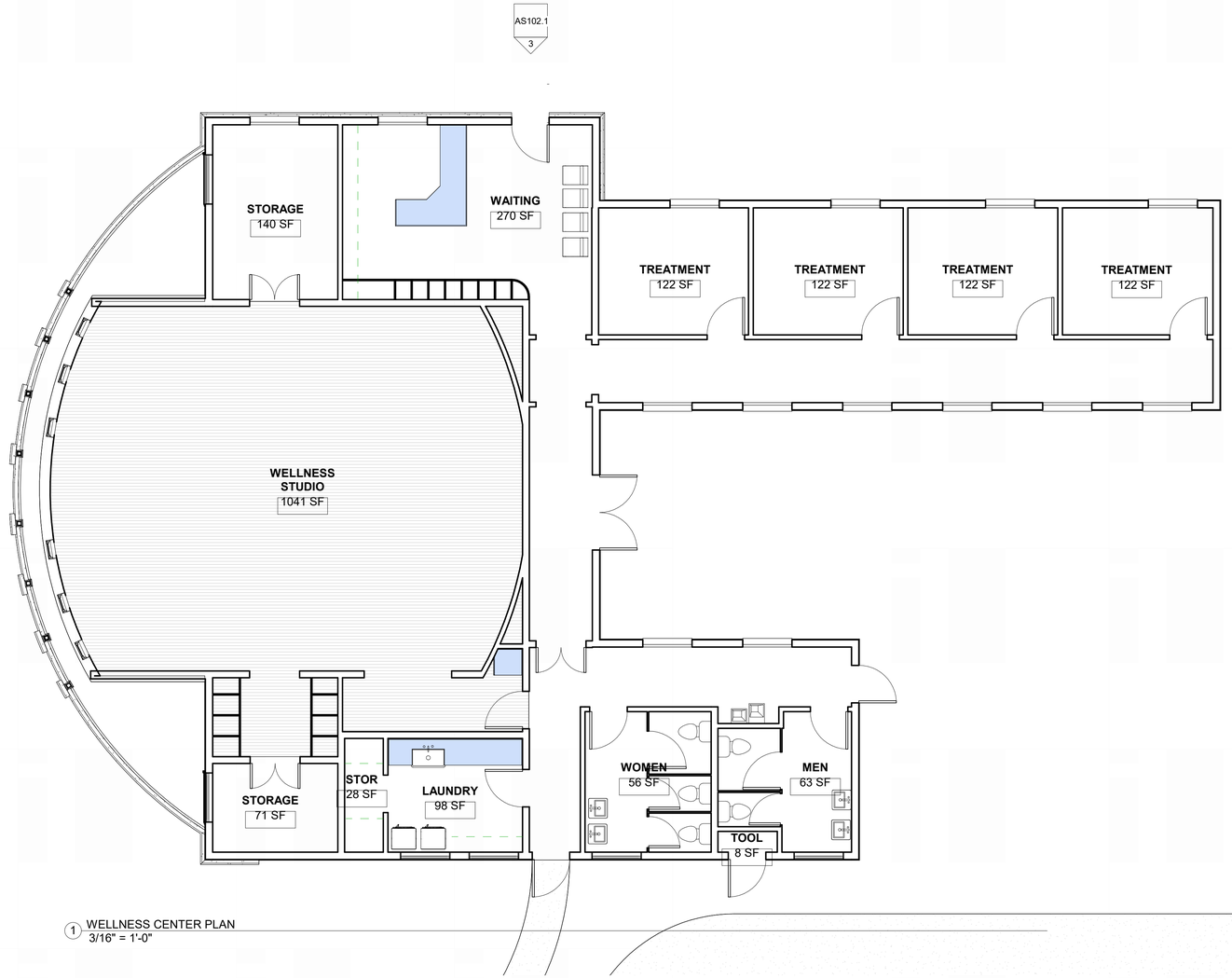
AS102
SITE PLAN - OSCEOLA LAKE INN

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

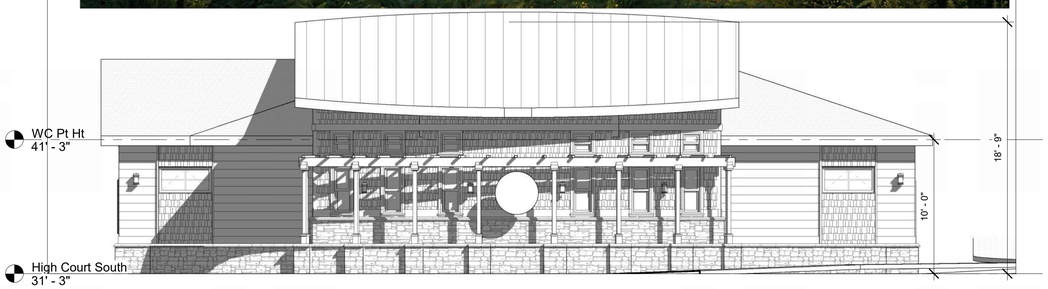
159 OSCEOLA RD
HENDERSONVILLE
3.19.26







1 WELLNESS CENTER PLAN
3/16" = 1'-0"



2 WELLNESS CENTER - OSCEOLA RD
ELEVATION
3/16" = 1'-0"



3 WELLNESS CENTER ENTRYELEVATION
(NORTH)
3/16" = 1'-0"

AS102.1
WELLNESS CENTER

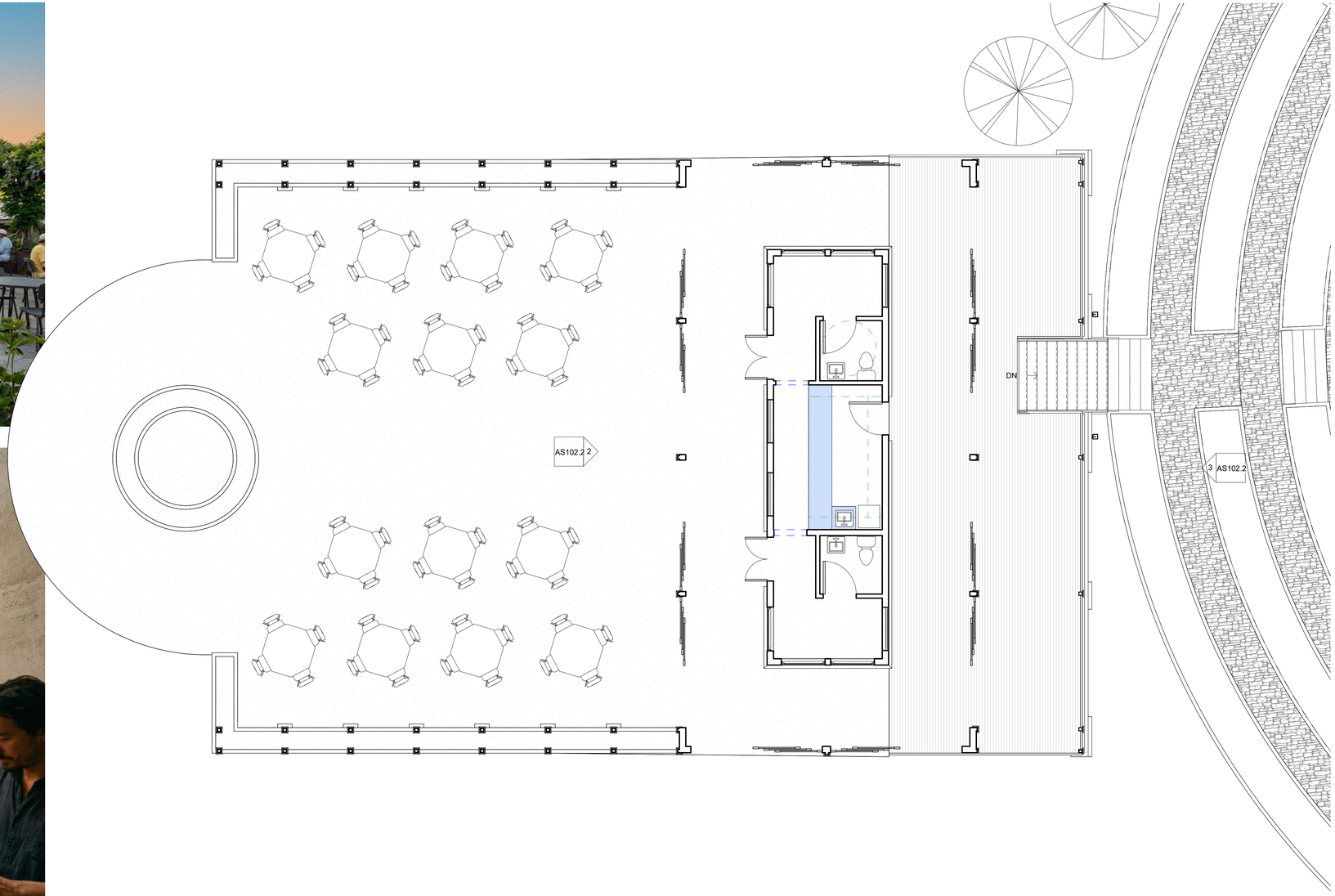
OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING



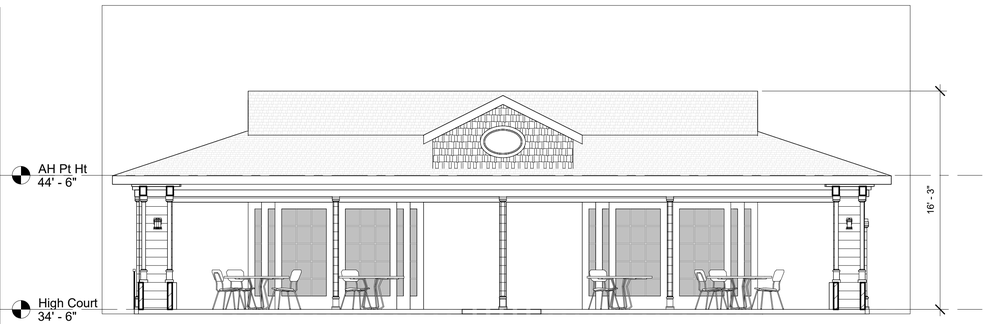




1 GROUND FLOOR PLAN - PAVILION
3/16" = 1'-0"



3 PAVILION GARDEN ELEVATION
3/16" = 1'-0"



2 PAVILION PATIO ELEVATION
3/16" = 1'-0"

AS102.2
PAVILION

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING





1 PRELIMINARY SITE PLAN - OSCEOLA LAKE VILLAGE
1/16" = 1'-0"

AS103

SITE PLAN - OSCEOLA LAKE VILLAGE

OSCEOLA LAKE VILLAGE

VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING



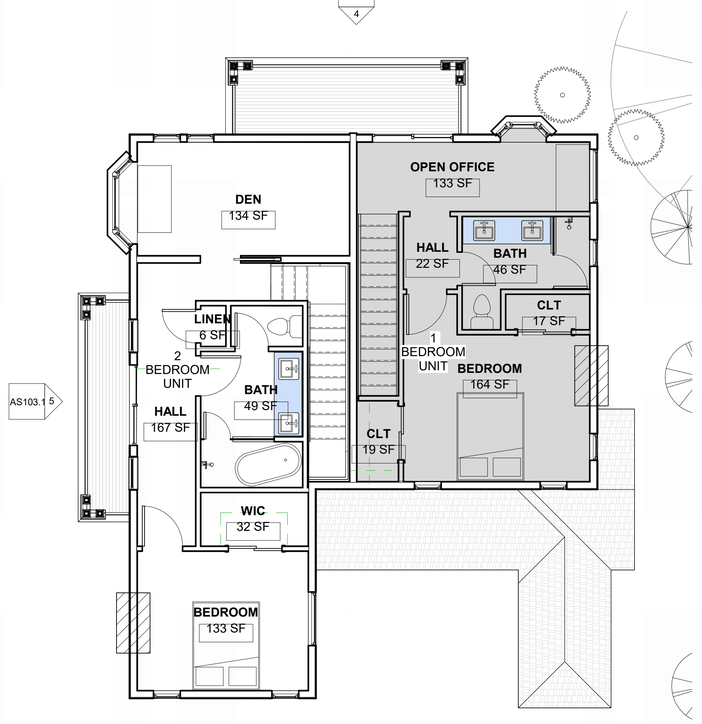
5 GARDNER 2 BED BALCONY ELEVATION
3/16" = 1'-0"



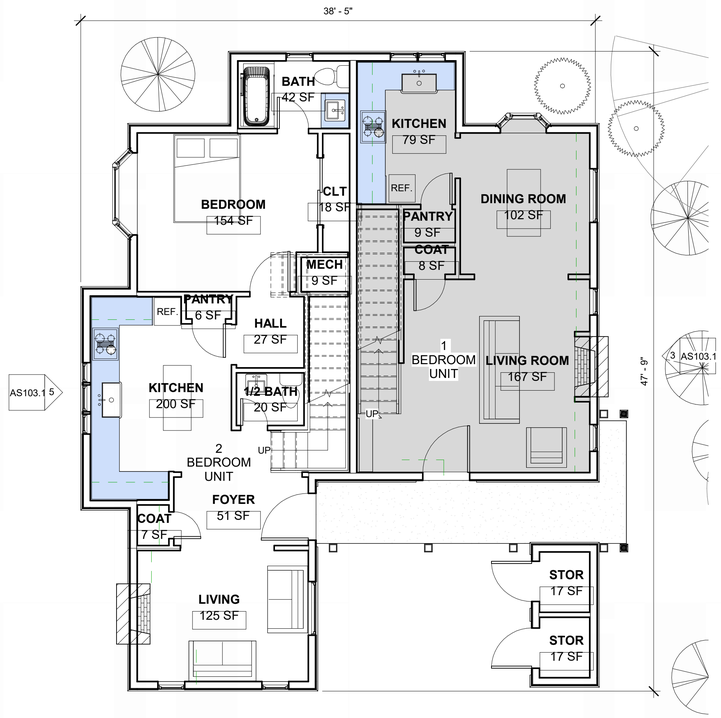
4 GARDNER 1 BED BALCONY ELEVATION
3/16" = 1'-0"



3 GARDNER ENTRY ELEVATION
3/16" = 1'-0"



2 2ND FLOOR PLAN - GARDNER DUPLEX
3/16" = 1'-0"



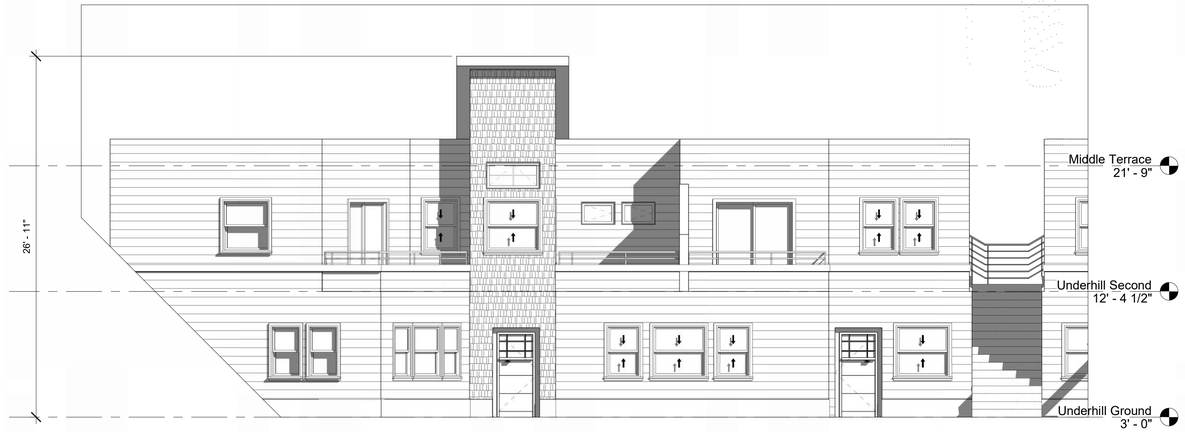
1 FLOOR PLAN - GARDNER DUPLEX
3/16" = 1'-0"

AS103.1
OSCEOLA LAKE VILLAGE

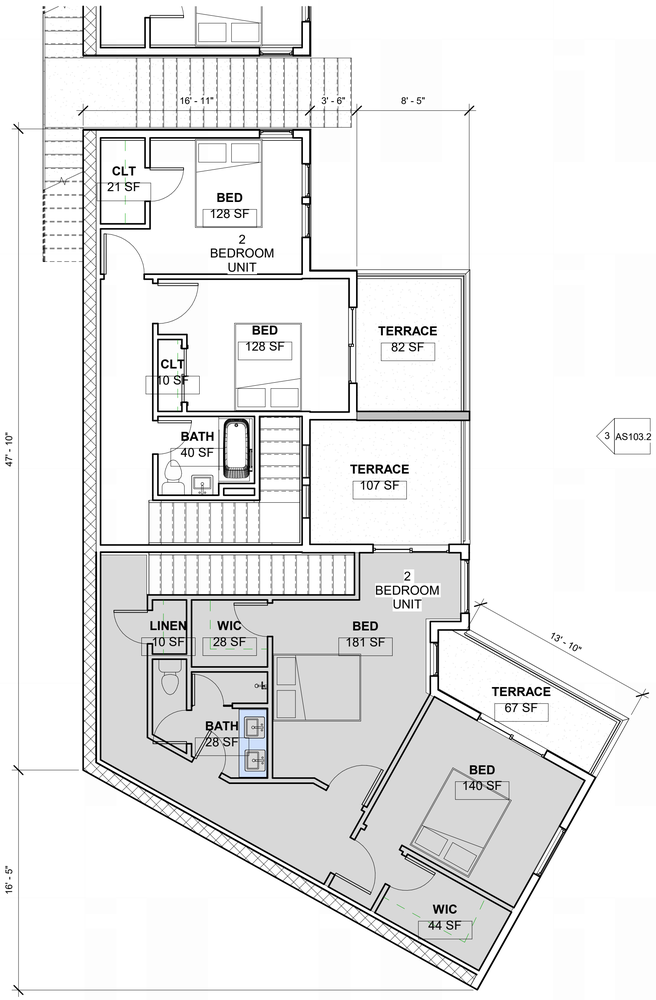
OSCEOLA LAKE VILLAGE

VILLAGE MASTER PLAN

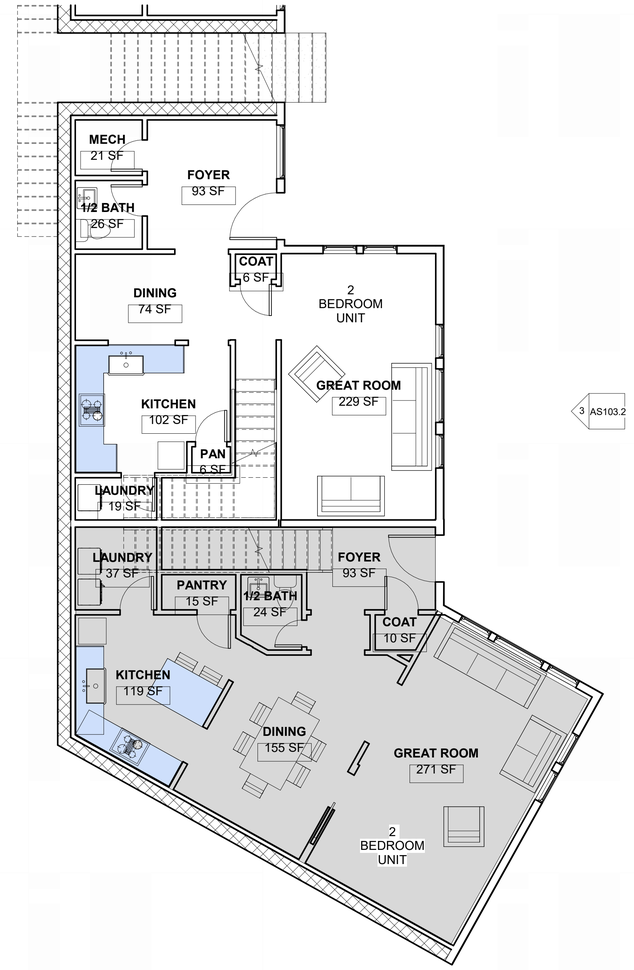
159 OSCEOLA RD
HENDERSONVILLE
3.19.26



3 UNDERHILL FRONT ELEVATION
3/16" = 1'-0"



2 SECOND FLOOR PLAN - UNDERHILL UNIT
3/16" = 1'-0"



1 GROUND FLOOR PLAN - UNDERHILL UNIT
3/16" = 1'-0"

AS103.2
OSCEOLA LAKE VILLAGE

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26



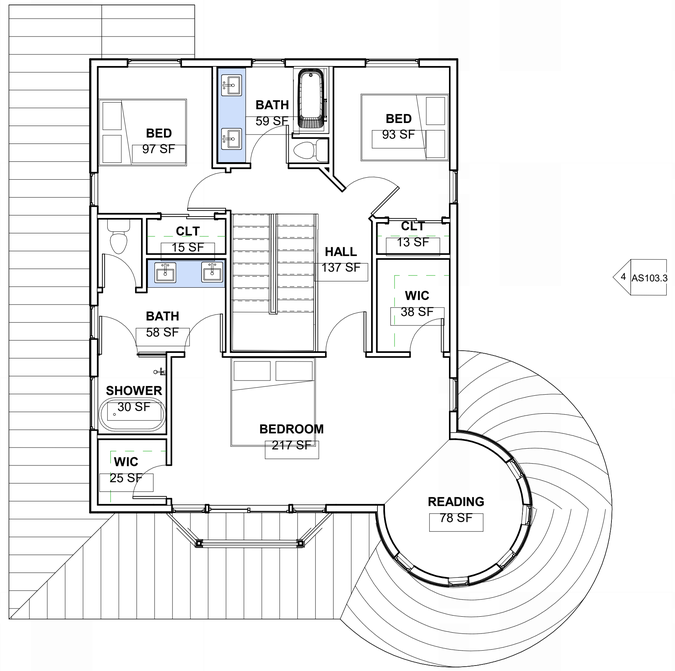
3 BRANDYBUCK ENTRY ELEVATION
3/16" = 1'-0"



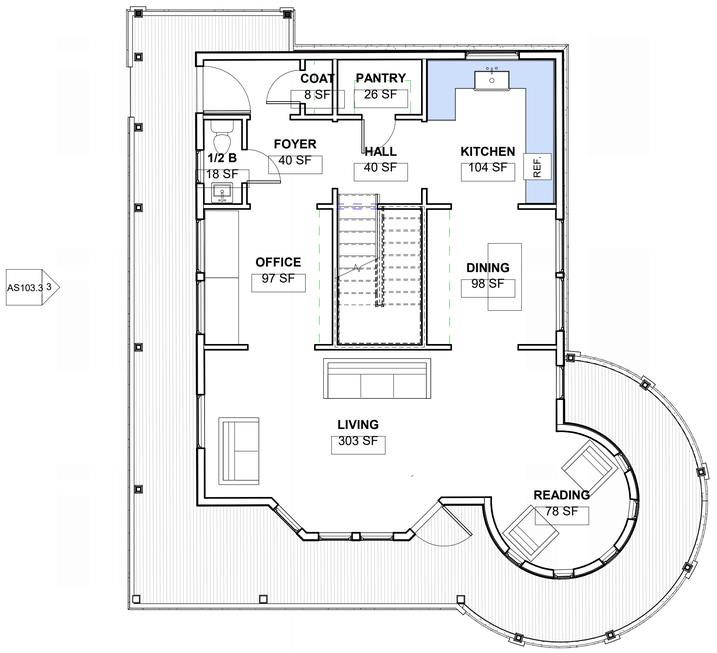
4 BRANDYBUCK LAKESIDE DR ELEVATION
3/16" = 1'-0"



5 BRANDYBUCK TURRET ELEVATION
3/16" = 1'-0"



2 SECOND FLOOR PLAN - BRANDYBUCK UNIT
3/16" = 1'-0"



1 GROUND FLOOR PLAN - BRANDYBUCK UNIT
3/16" = 1'-0"

AS103.3
OSCEOLA LAKE VILLAGE

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

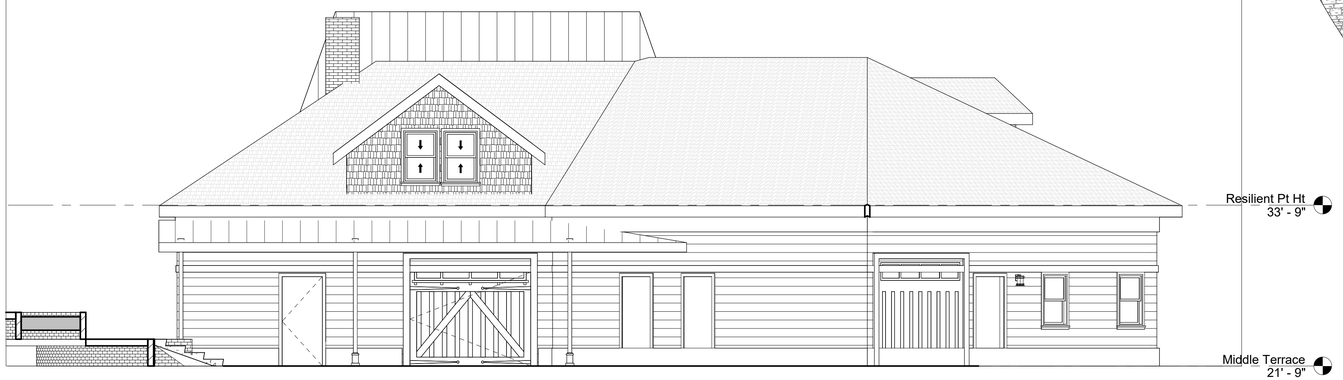
159 OSCEOLA RD
HENDERSONVILLE
3.19.26



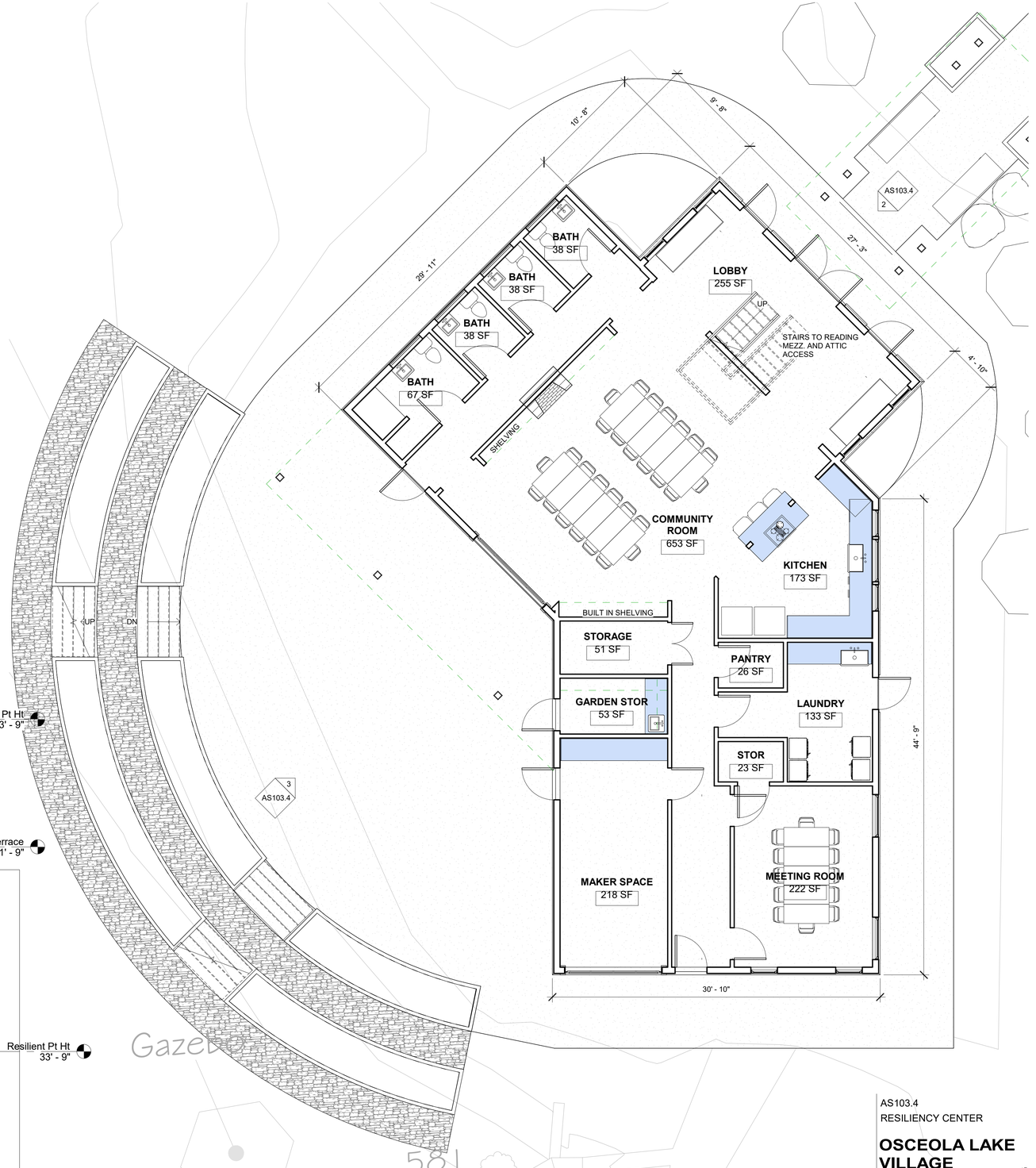




2 RESILIENCY CENTER ENTRY ELEVATION
3/16" = 1'-0"



3 RESILIENCY CENTER COMMUNITY ELEVATION
3/16" = 1'-0"



1 GROUND FLOOR PLAN - RESILIENCY CENTER
3/16" = 1'-0"

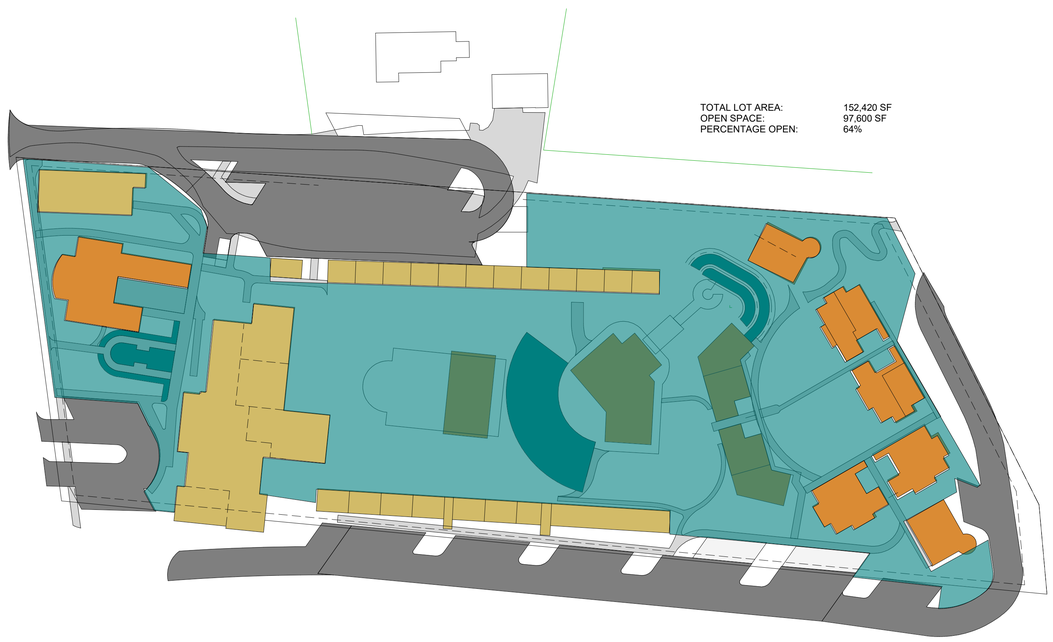
AS103.4
RESILIENCY CENTER

OSCEOLA LAKE VILLAGE
VILLAGE MASTER PLAN

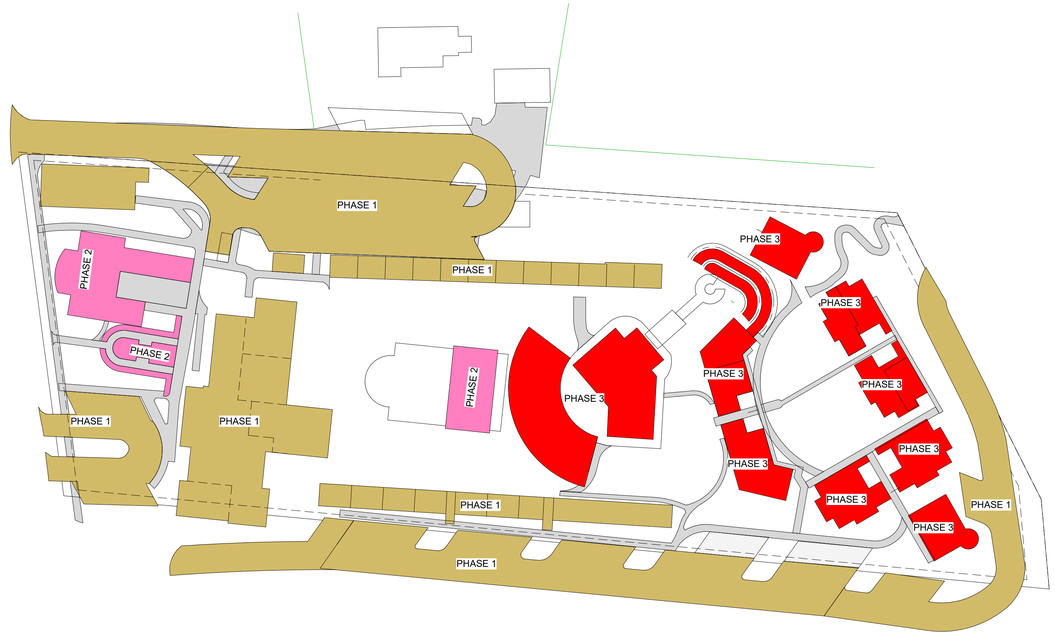
159 OSCEOLA RD
HENDERSONVILLE
3.19.26



1 OSCEOLA RD ELEVATION
1/8" = 1'-0"



3 OPEN SPACE DIAGRAM
1" = 50'-0"



2 PHASING PLAN
1" = 50'-0"

AS104

SITE PLAN - ELEVATIONS AND DIAGRAMS

OSCEOLA LAKE VILLAGE

VILLAGE MASTER PLAN

159 OSCEOLA RD
HENDERSONVILLE
3.19.26

PLANNING

NEIGHBORHOOD COMPATIBILITY MEETING REPORT
OSCEOLA LAKE INN REDEVELOPMENT (25-102-CZD)
NCM MEETING DATES: DECEMBER 9TH, 2025

PETITION REQUEST: Rezoning: Osceola Lake Inn Redevelopment – R-10 CZD (Medium Density Residential Conditional Zoning District

APPLICANT/PETITIONER: Fiona McColley and Joey Burnett

NEIGHBORHOOD COMPATIBILITY MEETING SUMMARY:

A Neighborhood Compatibility Meeting was held for this project on December 9th 2025, at 2 pm in the 3rd Floor Meeting Room at City Hall, 160 6th Avenue E and via Zoom. The meeting lasted approximately 1 hour and 30 minutes.

There were 4 members of the public in attendance in-person and 1 attended virtually. The applicant and their development team were present with a total of 2 attendees. The City was represented with 3 members Planning staff.

Staff gave the formal introduction and a brief overview of the request.

There were no pre-submitted comment.

The development team was allowed to present their project proposal for the proposed apartment development.

Concerns and questions from the public related to:

- Concern regarding the location of the drive and parking on the N Lakeside Drive section of the project.
- Questions about the prior use of the property.
- Discussion on what the applicant intends with the event center use.
- Concerns over the impact of the project on the neighbors.
- Questions pertaining to the restaurant on the property and if the public will be able to access this and other amenities on the property.
- Questions bout the pricing for the housing being proposed.
- Concerns over the density of the housing on the project (note that this has changed from the original proposal – decrease from 26 units to 14).
- Questions about improvements to the roads.

Full minutes from the Neighborhood Compatibility Meeting and pre-submitted public comments are available for review by request.

PLANNING BOARD RECOMMENDATION
OSCEOLA LAKE INN REDEVELOPMENT (25-102-CZD)
MEETING DATE: March 12th, 2026

PETITION REQUEST: Rezoning: R-10 Medium Density Residential Conditional Zoning District (R-10 CZD)
APPLICANT/PETITIONER: Fiona McColley [Applicant] Green Horizons Property Group, LLC [Owner]

PLANNING BOARD ACTION SUMMARY:

The Planning Board voted 9-0 to recommend **approval** of this petition and adopted the following motion:

PLANNING BOARD MOTION:

Mr. Johnson moved the Planning Board recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville, changing the zoning designation of the subject's property (PIN number 9568-31-5964) from R-15 CZD, Medium Density Residential Conditional Zoning District, to R-10, CZD, Medium, Density Residential Conditional Zoning District based on the site plan and list of conditions submitted by and agreed to by the applicant, (dated 2-12-26) and presented at this meeting, and subject to the following: 1. The development shall be consistent with the site plan, including a list of applicable conditions contained therein. Adaptive reuse, Hotel and accessory use of cafe, bar, retail, offices, wellness. Artist Studio, 14 residential units. 2. Permitted uses and applicable conditions presented on the site plan shall be amended to include: 1. The project must be in compliance with all applicable fire, utility, NCDOT, and stormwater standards upon final site plan approval. 2. The renovation of the historic structure should be done in the spirit of the Secretary of Interior Standards for Rehabilitation. 3. The resiliency hub shall be constructed as part of the residential construction phase of the plan. 3. The petition is found to be consistent with the City of Hendersonville Gen H Comprehensive Plan based on the information from the staff analysis and the public hearing, and because: the petition is consistent with a range of Goals, Guiding Principles, and the Future Land Use Designation of Family/ Neighborhood Living as defined in Chapter IV of the Gen H Comprehensive Plan. 4. We find the petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing, and because: 1. The petition proposes to adaptively reuse an important historic structure. 2. The petition provides needed additional housing on a portion of the property. 3. The petition provides a number of sustainability features that align with the goals identified in the comprehensive plan. 4. The petition seeks to revitalize an outdated commercial area. Ms. Zafra seconded the motion which passed unanimously.

OVERVIEW OF BOARD DISCUSSION FROM MEETING MINUTES

The Planning Board convened on this project for **30 minutes**.

Fiona McColley, 159 Osceola Road stated the historical structure itself really isn't being changed any more than it has been through past applications. We're really done with what we're doing there, it's just the uses that we can put inside the building that we're putting in this petition. So there won't be really any needs that I could see where the historical preservation side of things needs to be really sort of considered or debated, because we're at that point where this is how it's staying.

Ms. McColley showed a photo of the Wellness Center and stated it is not in front of the primary structure but off to the side and rear.

Joey Burnett stated he lives at 511 West Chestnut, which is on the south side of the lake. He showed the elevation that gave the height differences of the buildings.

Ms. Flores asked if they could speak to the units, the 14 units, and what those are going to look like? Mr. Burnett stated the site is terraced, so the inn sits at the highest level, and then this sits at the lowest level of the site. Currently, there's a, like, a recreational yard in this place, like a fenced-in tennis court. It's essentially a kudzu farm right now. So we are rehabbing that existing recreational level of the inn, so we're not disturbing a lot of area, because it's already kind of re-greening a lot of that original courtyard. But, we have six duplexes and then two single-family residences. So the duplexes, there's four models that make up the bulk of the duplexes. One of the units is a one-bedroom, and then the other side of that duplex is a two-bedroom. And then we have two duplexes that are built into the hill, to kind of maximize our area. They have green roofs to kind of alleviate the impervious considerations there, but each of those duplexes have two bedrooms. And then those single-family detached units to the north and south are three-bedroom units and then they're kind of centered around that central courtyard to kind of facilitate more of a community feeling. And then the clubhouse component is up the hill a little bit and that's what we're calling the Resiliency Center. They are trying to squeeze out some of the square footage of those units in order to make them more affordable and put some of those shared amenities in the resiliency hub. So, if you need to entertain your guest, you can go to the Resiliency Hub if you have families staying, they can stay in the inn, those type of things, and make those houses a little bit more efficient. Mr. Burnett stated there will be greenspace all around and in between. There will be no garages.

Chair opened public comment.

John Titus, 203 Vance Street stated a lot has changed in that area since that time. Helene didn't really do us any help, and across from this property, there are a couple new homes. One new home has gone in, and another neighbor took down probably 15 trees that were all 42 inches in diameter, scraped his yard. So, we have a little bit of a better view of the inn than we would like. If my wife were here, she's not a fan of the food truck. I think that what is proposed is, I wasn't able to come to the neighborhood meeting, so I apologize for that. You've done a lot of work since then, I can tell, and I appreciate the quality of where it's headed. I do have some issues with some things. I think it's an aggressive plan. We're adding 19,000 square feet over

what it had, according to what I have read. I did go through all of this, and the staff recommendations and so forth. I do think, albeit it's not a historic building, to put that other building out front, the Wellness Center. I think for those of us who live in the community, who come up Osceola, that's a big impact. It'll be there visually, it's not far from the road. No matter what landscaping they do, even though it's a single-story building, it will block out a bit of the view of the inn itself. And if you were actually in the spirit of the interior design standards, they don't like buildings, the site itself is a part of the standard, and they don't like buildings that are out in front of, or that aren't compatible. They don't want it to look historic, they want it to look different, but they want it to be compatible with the architecture. If you look at the concepts that have been done so far, I don't know that that's necessarily the case. The scale is compatible, but not necessarily the architecture, and I'm an architect by training, I've practiced for 40 years in all different areas along the East Coast in historic districts. I'm concerned that what they might become is something that's more intense, require more parking. I think overall the potential's there, but I'm not necessarily a fan of the developer's condition of having a building out in front of the principal structure, I think there's other places it could go. When you put all the residential parking down the side, and put in lighting that's adequate to light those up. That's going to light up the night sky, where right now we have great stars at night. And visibility, I'm worried about that. Construction traffic, which way are they coming in? The noise, so the more that it can be contained behind the existing structures that are there, the better it will be.

Ken Fitch, 1046 Patton Street stated this ambitious, visionary project arrives before us in a three-phase plan. Phase 1 calls for adaptive reuse of the historic inn, and this has broad public support. Guidelines to ensure its preservation are appropriate. One question is whether the artist studio units will be adaptably converted in Phase 1 and would these be considered historic and retain their current exterior character? Phase 2 would introduce new structures. One structure would be a wellness center. Question is, is this a support entity for the inn, or is it a separate entity with separate management? If the Wellness Center operates as a public amenity. Then the question is, what is the estimated capacity and the parking availability? As you've heard, is the parking adequate for that use at that location? Regarding the office building, is that an adaptive reuse or a new structure? And the compatibility of the Phase 2 structures with the historic scene of the inn becomes important, as you've just heard from the previous speaker. It is a concern because the historic character of the inn is an attribute that people, value and support. Phase 3 is definitely the more visionary element of this project, and in concept, it could become an artist community entity with housing and studios on-site. It would have enormous cultural impact on our area. But during the neighborhood compatibility meeting, neighbors raised many issues and concerns about the functionality of this Phase 3 of the plan, with the issues of traffic and compatibility, as the previous speaker has mentioned.

There was suggestion at that meeting of further dialogue, and one hopes that there has been some resolution of some very serious and specific issues that must be addressed. Clearly, there are major issues regarding utilities, fire access, and NCDOT issues that are unresolved, and parts of the plan are vulnerable to required changes. But the purposes here are admirable, but compatibility and functionality must also be addressed for Phases 2 and 3.

Rhea Burnett. 511 West Chestnut Drive, stated she lives just down the road from the proposed plan, and I love this idea, and I am an avid tea drinker of North Carolina, and know many people that are, and think it would be a great asset. I took some notes during different parts of this that I just wanted to address while having the floor. The words adaptive reuse of this site were used, and I believe that with the proposed plan, this can add great value to the neighborhood and increase the adaptive use of this site. I think that this is going to just make everything so much better on this site, and I'm all for it.

Virginia Tegel, 418 Midway street stated she has had the good fortune to travel and places where we've had a much more dynamic mixed-use development. So, people lived in mixed-use for thousands of years, until the last hundred years, when we focused on the single-family subdivision model. And I am perfectly excited to see something in the future that goes back to what we've all enjoyed and experienced.

I love the idea of a village with necessities and amenities close by. Personally, I have spent a good deal of time on the property, and when you talk about traffic again, looking forward to a less car-centric society. I live about a mile away, and most of the time I'm able to ride my bike when I go to participate there. So, I really appreciate the fact that the city, on a practical sense, says that this is compatible with the comprehensive plan, and if you look at the dreamer sense, especially right now, I'm sure you've all noticed the price of gas. This is a village that we could all enjoy living in. In fact, in my times visiting there, I've said, in another maybe 15 years, I would love to be there when I'm not able to maintain my own property like I do now. I'm also kind of shocked that no one yet has remarked on the dramatic improvement that this project would bring to this site. So, I commend the development of this project, I look forward to approving it, and I look forward to living there someday.

BOARD ACTION:

Motion:

- Bob Johnson

Second:

- Betsey Zafra

Yeas:

- Jim Robertson, Lauren Rippy, Donna Waters, Betsey Zafra, Bob Johnson, Mark Russell, David McKinley, Tamara Peacock, Laura Flores

Nays:

- None

Absent: Kyle Gilgis

Recused: None

Ordinance #___-____

AN ORDINANCE OF THE CITY OF HENDERSONVILLE CITY COUNCIL TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF HENDERSONVILLE FOR PARCELS POSSESSING PIN NUMBER: 9568-31-5964 BY CHANGING THE ZONING DESIGNATION R-15 CZD (MEDIUM DENSITY RESIDENTIAL - CONDITIONAL ZONING DISTRICT) TO R-10 CZD (MEDIUM DENSITY RESIDENTIAL - CONDITIONAL ZONING DISTRICT)

IN RE: Parcel Numbers: 9568-31-5964
Addresses: 159 Osceola Road
Osceola Lake Inn Redevelopment: (File # 25-102-CZD)

WHEREAS, the City is in receipt of a Conditional Rezoning application from applicant and property owner, Green Horizons Property Group, LLC and Joey Burnett and Fiona McColley, for the redevelopment of the Osceola Lake Inn at 159 Osceola Road; and

WHEREAS, the Planning Board took up this application at a regular meeting on March 12th, 2026; voting X-X to recommend City Council approve an ordinance amending the official zoning map of the City of Hendersonville, and

WHEREAS, City Council took up this application at its regular meeting on April 2nd, 2026, and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hendersonville, North Carolina:

1. Pursuant to Article XI of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of the following: Parcel Number: 9568-31-5964, changing the zoning designation from R-15 CZD (Medium Density Residential – Conditional Zoning District) to R-10 CZD (Medium Density Residential - Conditional Zoning District)

2. Development of the parcel pursuant to this Ordinance is subject to the following.

   a. Development shall comply with the site plan submitted by the applicant dated Month Date, 2025, including the conditions listed therein, [and/or as modified and presented to City Council][and/or including modifications approved by City Council which shall be added to the site plan. The updated site shall be submitted to the City at or before the applicant's execution of this Ordinance].

   b. Permitted uses shall include:
      i. Adaptive Reuse
         1. Hotel, café, bar, retail, offices, wellness, artist studios
      ii. Minor Planned Residential Development
         1. 14 residential units and an accessory community building

   c. Additional conditions that shall be satisfied prior to final site plan approval include:
      i.

3. Except where modified by the terms of this Ordinance, development of the parcel(s) shall occur in accordance with the final site plan requirements of Article VII of the Zoning Ordinance of the City of Hendersonville, North Carolina.

4. Except where explicit relief is granted by the terms of this Ordinance, the development of the parcel(s) shall occur in accordance with all applicable standards within local ordinances and policies.

This ordinance shall be not be effective until the list of use(s) and conditions, established herein, is consented to in writing by the applicant and all owners of the subject property. Upon such written consent, this ordinance shall be effective retroactive to the date of its adoption.

Adopted this 14th day of April 2026.

Attest: _____ Barbara G. Volk, Mayor, City of Hendersonville

_____
Jill Murray, City Clerk

Approved as to form:

_____
Angela S. Beeker, City Attorney

With their signatures below, the undersigned applicant(s) and property owner(s) consent to and agree to all conditions imposed pursuant to the terms of this Ordinance.

IN RE: Parcel Numbers: 9568-31-5964
Addresses: 159 Osceola Road
Osceola Lake Inn Redevelopment: (File # 25-102-CZD)

Property Owner/Application: Green Horizons Property Group, LLC

Signature:_____

Printed Name:_____

Title:_____

Date:_____

WORKSPACE INFORMATION

Application number
25-102-CZD

Category
Conditional Rezoning

Workspace state
In review

Workspace created
11/20/2025, 10:57:49 AM EST

Application submitted
12/31/2025, 4:25:38 PM EST

Assignee
Sam Hayes

Package generation date
03/03/2026, 12:55:48 PM EST

LOCATION INFORMATION

Address
159 OSCEOLA RD, Hendersonville, NC

Property information
9568315964,

PARTIES

NAME AND COMPANY	CONTACT DETAILS	ROLES
Fiona McColley	159 OSCEOLA RD HENDERSONVILLE [redacted]	Applicant
BL CORP OF NC	1020 STATE ST HENDERSONVILLE NC 28739	Property owner
BL CORP OF NC	1020 STATE ST HENDERSONVILLE NC 28739	Property owner

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Project Description

Project Description

The purpose of this project is to transform the Osceola Lake Inn property at 159 Osceola Road, Hendersonville, NC into a mixed-use, community-oriented, environmentally conscious residential and hospitality campus, while updating the existing Conditional Zoning District (CZD) to align with current community needs and planning goals. This proposal is submitted to request rezoning from R-15 CZD to UR-CZD, allowing a coordinated, walkable community with activated open space, diversified housing options, and expanded public-serving uses. The master plan maintains the historic inn as a core anchor while introducing new residential, arts, education, and resilience-focused facilities. Key Components of the Project Preservation and renovation of the historic Osceola Lake Inn, including: 20 guest rooms Event and conference facilities Restaurant, bar, and public bathrooms A mix of 26 dwelling units, including: Existing 1-bedroom and 2-bedroom residences New 2-story townhomes ranging from 900–1,200 sq ft Gatehouse and accessory residential units Community-centered facilities, including: Multi-use art studios Classroom spaces Facility offices A community Resiliency Hub Public courtyards, plazas, and pedestrian walkways Extensive green space, including: Community gardens Terraced gardens Orchard areas A common patio and gazebo Open space (aprox 22% of site) Improved site circulation and parking, totaling 85 parking spaces (including ADA spaces), meeting zoning requirements for hotel, residential, and studio uses. Purpose and Goals The project aims to: Revitalize a historic property while preserving its character and enhancing its long-term viability. Create a mixed-use environment that blends residential living, small-scale hospitality, community arts, and education. Provide community-accessible open space and amenities, strengthening the neighborhood and supporting local engagement. Support sustainability and resilience, including food-growing areas, walkable design, multi-use spaces, and a dedicated resilience hub. Enable more flexible housing types within a coordinated master plan that supports the city's long-term zoning and housing objectives. Why a New Conditional Zoning District is Needed The existing R-15 CZD does not accommodate: The updated building program Mixed-use features Expanded community spaces The master-planned residential layout The proposed UR-CZD appropriately supports the intended mix of residential, commercial, educational, and public uses as shown in the master plan.

Total Project Area (acres)	Total Lots/Units	Proposed building square footage:	Gen H Future Land Use Designation:
5	26	100000.0 sq.ft.	Gen-H

Current Zoning District	Proposed Zoning District	Proposed Meeting Date Option 1	Proposed Meeting Date Option 2
CZD	UR-CZD	12/12/2025	12/11/2025

Proposed Meeting Time Option 1	Proposed Meeting Time Option 2
5:00 PM	5:00 PM

APPLICANT GUIDELINES

The Community Development Department accepts applications for conditional rezoning monthly on the 1st Friday of the month. Because of the multi-step application process for a conditional rezoning, a Pre-Application Conference is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via the City of Hendersonville permitting software Cloudpermit. Conditional Rezoning requests can be found under the "Planning Module" in Cloudpermit. A concept plan is required to be uploaded with all pre-application conference requests.

CZD – APPLICATION COMPONENTS

Conditional Zoning District Applications consist of four required meetings and one primary application deadline. The application components are described below and include the;

1) Neighborhood Compatibility Meeting (NCM) – Held prior to the Preliminary Site Plan application deadline, this meeting is hosted by the applicant and involves the presentation of a "Concept Plan" in a public meeting by the applicant. The Planning Division moderates the meeting and records public feedback. Due to noticing requirements a deadline for requesting an NCM is included in the timeline on page 2 to assure that the meeting can be hosted prior to the preliminary site plan application deadline. "Concept Plan" requirements are not as strenuous as those associated with Preliminary Site Plan submissions; they are outlined on page two of this document.

2) Preliminary Site Plan Application Deadline – The NCM and all preliminary site plan application requirements including a TIA, if required, must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the City's Zoning Ordinance as outlined on page 4 of this document, will not be accepted for review until complete.

3) Planning Board – Held approximately 4-5 weeks after the submission of a complete Preliminary Site Plan Application. The Planning Board meets on the second Thursday of each month at 4pm. The meeting includes a Planning Division staff report and presentation on the application. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The Planning Board makes a recommendation for approval or denial of the application to City Council.

4) City Council – Held 3 weeks after the Planning Board meeting. The meeting includes a Planning Division staff report and presentation. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The City Council takes final action on approving or denying the Conditional Zoning District at this meeting.

5) Final Site Plan Review – A Final Site Plan based on the approved preliminary site plan and drafted in accordance with Chapter 7 of the Zoning Code is required after a conditional rezoning is approved and before any site disturbance or construction can begin.

CZD - APPLICATION TIMELINE			
Deadline for NCM request 4:00 pm	Preliminary Site Plan Deadline 4:00 pm	Planning Board 4:00 pm	City Council
November 22nd ,2024	December 6th, 2024	January 9th, 2025	February 12th ,2025
December 20th, 2024	January 3rd, 2025	February 13th, 2025	March 6th, 2025
January 24th, 2025	February 7th, 2025	March 13th, 2025	April 3rd, 2025
February 21st, 2025	March 7th, 2025	April 10th, 2025	May 1st, 2025
March 21st, 2025	April 4th, 2025	May 8th, 2025	June 5th, 2025
April 18th, 2025	May 2nd, 2025	June 12th, 2025	July 2nd, 2025
May 23rd, 2025	June 6th, 2025	July 10th, 2025	August 7th, 2025
June 20th, 2025	July 4th, 2025	August 14th, 2025	September 4th, 2025
July 18th, 2025	August 1st, 2025	September 11th, 2025	October 2nd, 2025
August 22nd, 2025	September 5th, 2025	October 9th, 2025	November 6th, 2025
September 19th, 2025	October 3rd, 2025	November 13th, 2025	December 4th, 2025
October 24th, 2025	November 7th, 2025	December 11th, 2025	January 2nd, 2026
November 21st, 2025	December 5th, 2025	January 8th, 2026	February 5th, 2026

CZD – NCM CONCEPT PLAN REQUIREMENTS

A Neighborhood Compatibility Meeting can be held at any time prior to the submission of a Preliminary Site Plan. However, due to noticing requirements, the applicant must request an NCM no later than the deadline listed above for the meeting record to be completed by the Preliminary Site Plan deadline which follows on the chart above. The following components of a Concept Plan must be submitted in order to host a Neighborhood Compatibility Meeting.

1) A Concept Plan showing

a. Location and boundaries of the property.

b. How individual buildings are to be situated on the site, including distances from these buildings to property lines.

c. Proposed drives & parking.

d. Location of signs and outdoor lighting.

e. Proposed restrictive covenants, if available, shall be presented.

f. The plan need not be exactly to scale; although, all distances and dimensions shall be shown.

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Conditional Rezoning Request process timeline. Please submit two paper copies to City Hall (160 6th Ave E. Hendersonville, NC 28792) and upload a digital file to Cloudpermit.

1) A completed application with developer/applicant and property owner signatures.

2) Application Fee: $100 per acre with a $500 minimum

3) Site Survey: Shall be submitted as a single to scale sheet measuring at least 24″ by 36″ and shall include the following site-specific information:

a. Site Topography: 2′ Contours:

b. Adjacent Property Information:

c. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

d. Inset Vicinity Map

4) Preliminary Site Plan: Intended to be the primary schematic site plan, the preliminary site plan should be developed on a single to scale sheet measuring at least 24″ by 36″ and shall include the following project specific information.

a. Basic Project Information – Please include this information in chart form:

i. Date with month, day, and year:

ii. Title of Project:

iii. Name of Project Designer, Developer, and Property Owner:

iv. Project Zoning: per City of Hendersonville Zoning Map

v. Parking Requirements

1. Calculation of parking spaces required per ordinance.

2. Notation of parking spaces provided.

vi. Project Square Footage/Acreage & Percentage of Total Site

1. Total Project Area

2. Site Coverage – Buildings

3. Site Coverage – Open Space

4. Site Coverage – Streets & Parking

5. Site Coverage – Other Facilities

6. Site Coverage – Common Open Space

b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

c. Inset Vicinity Map:

d. City Limits – If in City please note accordingly, if outside of City and proposed for annexation, please note nearest location of City boundary by distance in feet:

e. Adjacent Properties - Zoning Designations & Owner Names:

f. Building Layout & Pedestrian and Vehicular Infrastructure:

i. Building Dimensions

ii. Sign Data

iii. Density (residential)

iv. Building Height as measured from Average Finished Grade

v. Sidewalks

vi. Off-Street Parking

vii. Off-Street Loading and Unloading

g. Preliminary Access Layout:

i. Proposed Streets, Alleys, Driveways, etc.

ii. Entrance and Exit Locations:

h. Proposed Project Phasing: (if applicable)

Preliminary Landscape & Resource Layout Plan (Zoning Ordinance Article 15 & 17; Stormwater Mngt - City Code of Ordinances Chapter 24 Article III):	
This plan may be included as a separate sheet if submitting agent is concerned for the readability of the plan.	a. Property Buffers b. Planting strips/beds/etc. c. Street Trees, Perimeter & Interior Plantings d. A plan showing tree line before site preparation, identifying existing tree canopy, tree canopy proposed to be preserved, and new canopy installation areas, identifying the acreage of each, as well as areas to be screened, fenced, walled and/or landscaped e. If Tree Credits are proposed to be utilized, the tree diameter (dbh) and species of tree shall be provided for individual trees that are proposed for preservation. f. Proposed limits of land disturbing activity g. Acreage of disturbed area h. Screening i. Floodplain j. Stream Buffers k. Site Lighting l. Common open space m. Open space maintenance arrangements

Preliminary Utility Layout Plan:	
This plan shall be included as a separate plan.	a. Stormwater Plan: i. Please include a proposed area of site disturbance. ii. If area of disturbance exceeds an acre, then demonstrated compliance with stormwater ordinance required. b. Water & Sewer i. Please include utility layout and proposed connections.

Building Elevations (if applicable)

Some districts and Mixed Use projects require submittal of building elevations per district design standards and C
Zoning Code.

Traffic Impact Analysis:

Applicants shall include a TIA for conditional zoning applications which, when development is completed, are expected to generate 100 or more peak-hour trips (am or pm) or 1,000 or more daily trips or when required by the Community Development Director or by Zoning District. Trip generation predictions are to be defined by the latest edition of the manual Trip Generation published by the Institute of Transportation Engineers

Statement on Comprehensive Plan Compliance:

Zoning Ordinance Article 14

Signature of Understanding and Completion

By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document. Signed by / Firmado por **Fiona McColley** 12/29/2025, 9:48:06 AM EST / 29/12/25 9:48:06 EST	Date 12/29/2025

Conditional Zoning District Petition (CZD)

Required Information	
Scheduled Neighborhood Compatibility Meeting - NCM Date 12/09/2025	NCM Time 2:00 PM
Transportation Impact Analysis - (if applicable) Required for complete application but not due until 24 calendar days prior to Planning Board Meeting	

Information		
Type of Development: Commercial	Current Zoning R-15 CZD, Medium Density Residential Conditional Zoning District	
Proposed Zoning: UV Urban Village Conditional Zoning District	Total Acerage 5	Proposed Building Square Footage: 1100.0 sq.ft.

Number of Dwelling Units:
26

List of Requested Uses:
Accessory Solar/Energy System, Banks & Other financial institutions (ATM), Bar/Speakeasy, Bed & Breakfast facilities/Inn, Bicycle sales rental, repair & tours, Business Services, Compute, Conferences/meetings/gatherings/events/classes, Co-working/3rd Space, Cultural arts buildings (Gallery, library), Dance, health/wellness & fitness facilities, Dry cleaning and Laundry establishments and Laundries coin-operated, Home occupations, Hotel & Motels, Microbreweries, micro-distilleries, micro-cideries and micro-wineries (subject to supplementary standards in section 16-4), Music & art Studios, Neighborhood community centers, printing establishments, Offices, business, professional and public, Personal Services (Health, Beauty & Wellness, Professional & Creative Support, Design & Arts, Technical & Engineering, Lifestyle & Convenience, Pet care/grooming, Event planning and services, Transport), Planned residential developments, Residential dwellings, Restaurants, Retail stores, Shuttle/Transport services, Theaters, and any associated businesses relating to these requested uses..

For use by Principal Authority / Para uso de la Autoridad Principal
Cloudpermit application number / Número de solicitud de Cloudpermit US-NC30720-P-2025-238
PIN / Número de rollo 9568315964
Application submitted to / Solicitud presentada a Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte

Description of Subject Property
Address / Dirección 159 OSCEOLA RD
Municipality / Municipio Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte
PIN / Número de rollo 9568315964

Purpose of Application
Application type / Tipo de solicitud Conditional Rezoning

Applicant		
Last name / Apellido McColley	First name / Nombre de pila Fiona	Corporation or partnership / Corporación o sociedad
Street address / Dirección de la calle 159 OSCEOLA RD	Unit number / Número de unidad	Lot / Con.
Municipality / Municipio HENDERSONVILLE	State / Provincia North Carolina	ZIP code / Código postal 28739
Other phone / Otro teléfono		Mobile phone / Teléfono móvil [redacted]
Fax		Email / Correo electrónico [redacted]

Property owner		
Last name / Apellido BL CORP OF NC	First name / Nombre de pila	Corporation or partnership Corporación o sociedad
Street address / Dirección de la calle 1020 STATE ST HENDERSONVILLE NC 28739	Unit number / Número de unidad	Lot / Con.
Municipality / Municipio	State / Provincia	ZIP code / Código postal

Other phone / Otro teléfono	Mobile phone / Teléfono móvil
Fax	Email / Correo electrónico

Applicant-Company Information		
Applicant Name: Fiona McColley	Company Name: Green Horizons Property Group	Authorized Representative Title (if applicable)

Property Owner-Company Information		
Property Owner Name: Fiona McColley	Company Name (if applicable, check corresponding box below) Green Horizons Property Group	Authorized Representative Title (if applicable)

Declaration and Signatures

Applicant

I, Fiona McColley (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signature of the applicant acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 12/31/2025, 4:19:21 PM EST by Fiona McColley. / Firmado digitalmente el 31/12/25 16:19:21 EST por Fiona McColley.

Property owner

I, BL CORP OF NC (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

Signature of the property owner acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 12/31/2025, 4:25:18 PM EST by Fiona McColley with an authorization letter from BL CORP OF NC. / Firmado digitalmente el 31/12/25 16:25:18 EST por Fiona McColley con una carta de autorización de BL CORP OF NC.

APPLICANT GUIDELINES

The Community Development Department accepts applications for conditional rezoning monthly on the 1st Friday. Because of the multi-step application process for a conditional rezoning, a Pre-Application Conference is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via the City of Hendersonville permitting software Cloudpermit. Conditional Rezoning requests can be found under the "Planning Module" in Cloudpermit. A concept plan is required to be uploaded with all pre-application conference requests.

CZD – APPLICATION COMPONENTS

Conditional Zoning District Applications consist of four required meetings and one primary application deadline. The application components are described below and include the;

1) Neighborhood Compatibility Meeting (NCM) – Held prior to the Preliminary Site Plan application deadline, this meeting is hosted by the applicant and involves the presentation of a "Concept Plan" in a public meeting by the applicant. The Planning Division moderates the meeting and records public feedback. Due to noticing requirements a deadline for requesting an NCM is included in the timeline on page 2 to assure that the meeting can be hosted prior to the preliminary site plan application deadline. "Concept Plan" requirements are not as strenuous as those associated with Preliminary Site Plan submissions; they are outlined on page two of this document.

2) Preliminary Site Plan Application Deadline – The NCM and all preliminary site plan application requirements including a TIA, if required, must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the City's Zoning Ordinance as outlined on page 4 of this document, will not be accepted for review until complete.

3) Planning Board – Held approximately 4-5 weeks after the submission of a complete Preliminary Site Plan Application. The Planning Board meets on the second Thursday of each month at 4pm. The meeting includes a Planning Division staff report and presentation on the application. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The Planning Board makes a recommendation for approval or denial of the application to City Council.

4) City Council – Held 3 weeks after the Planning Board meeting. The meeting includes a Planning Division staff report and presentation. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The City Council takes final action on approving or denying the Conditional Zoning District at this meeting.

5) Final Site Plan Review – A Final Site Plan based on the approved preliminary site plan and drafted in accordance with Chapter 7 of the Zoning Code is required after a conditional rezoning is approved and before any site disturbance or construction can begin.

CZD - APPLICATION TIMELINE			
Deadline for NCM request 4:00 pm	Preliminary Site Plan Deadline 4:00 pm	Planning Board 4:00 pm	City Council
November 22nd ,2024	December 6th, 2024	January 9th, 2025	February 12th ,2025
December 20th, 2024	January 3rd, 2025	February 13th, 2025	March 6th, 2025
January 24th, 2025	February 7th, 2025	March 13th, 2025	April 3rd, 2025
February 21st, 2025	March 7th, 2025	April 10th, 2025	May 1st, 2025
March 21st, 2025	April 4th, 2025	May 8th, 2025	June 5th, 2025
April 18th, 2025	May 2nd, 2025	June 12th, 2025	July 2nd, 2025
May 23rd, 2025	June 6th, 2025	July 10th, 2025	August 7th, 2025
June 20th, 2025	July 4th, 2025	August 14th, 2025	September 4th, 2025
July 18th, 2025	August 1st, 2025	September 11th, 2025	October 2nd, 2025
August 22nd, 2025	September 5th, 2025	October 9th, 2025	November 6th, 2025
September 19th, 2025	October 3rd, 2025	November 13th, 2025	December 4th, 2025
October 24th, 2025	November 7th, 2025	December 11th, 2025	January 2nd, 2026
November 21st, 2025	December 5th, 2025	January 8th, 2026	February 5th, 2026

CZD – NCM CONCEPT PLAN REQUIREMENTS

A Neighborhood Compatibility Meeting can be held at any time prior to the submission of a Preliminary Site Plan. However, due to noticing requirements, the applicant must request an NCM no later than the deadline listed above for the meeting record to be completed by the Preliminary Site Plan deadline which follows on the chart above. The following components of a Concept Plan must be submitted in order to host a Neighborhood Compatibility Meeting.

1) A Concept Plan showing

a. Location and boundaries of the property.

b. How individual buildings are to be situated on the site, including distances from these buildings to property lines.

c. Proposed drives & parking.

d. Location of signs and outdoor lighting.

e. Proposed restrictive covenants, if available, shall be presented.

f. The plan need not be exactly to scale; although, all distances and dimensions shall be shown.

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Conditional Rezoning Request process timeline. Please submit two paper copies to City Hall (160 6th Ave E. Hend 28792) and upload a digital file to Cloudpermit.

1) A completed application with developer/applicant and property owner signatures.

2) Application Fee: $100 per acre with a $500 minimum

3) Site Survey: Shall be submitted as a single to scale sheet measuring at least 24″ by 36″ and shall include the following site-specific information:

a. Site Topography: 2′ Contours:

b. Adjacent Property Information:

c. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

d. Inset Vicinity Map

4) Preliminary Site Plan: Intended to be the primary schematic site plan, the preliminary site plan should be developed on a single to scale sheet measuring at least 24″ by 36″ and shall include the following project specific information.

a. Basic Project Information – Please include this information in chart form:

i. Date with month, day, and year:

ii. Title of Project:

iii. Name of Project Designer, Developer, and Property Owner:

iv. Project Zoning: per City of Hendersonville Zoning Map

v. Parking Requirements

1. Calculation of parking spaces required per ordinance.

2. Notation of parking spaces provided.

vi. Project Square Footage/Acreage & Percentage of Total Site

1. Total Project Area

2. Site Coverage – Buildings

3. Site Coverage – Open Space

4. Site Coverage – Streets & Parking

5. Site Coverage – Other Facilities

6. Site Coverage – Common Open Space

b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

c. Inset Vicinity Map:

d. City Limits – If in City please note accordingly, if outside of City and proposed for annexation, please note nearest location of City boundary by distance in feet:

e. Adjacent Properties - Zoning Designations & Owner Names:

f. Building Layout & Pedestrian and Vehicular Infrastructure:

i. Building Dimensions

ii. Sign Data

iii. Density (residential)

iv. Building Height as measured from Average Finished Grade

v. Sidewalks

vi. Off-Street Parking

vii. Off-Street Loading and Unloading

g. Preliminary Access Layout:

i. Proposed Streets, Alleys, Driveways, etc.

ii. Entrance and Exit Locations:

h. Proposed Project Phasing: (if applicable)

Preliminary Landscape & Resource Layout Plan (Zoning Ordinance Article 15 & 17; Stormwater Mngt - City Code of Ordinances Chapter 24 Article III):	
This plan may be included as a separate sheet if submitting agent is concerned for the readability of the plan.	a. Property Buffers b. Planting strips/beds/etc. c. Street Trees, Perimeter & Interior Plantings d. A plan showing tree line before site preparation, identifying existing tree canopy, tree canopy proposed to be preserved, and new canopy installation areas, identifying the acreage of each, as well as areas to be screened, fenced, walled and/or landscaped e. If Tree Credits are proposed to be utilized, the tree diameter (dbh) and species of tree shall be provided for individual trees that are proposed for preservation. f. Proposed limits of land disturbing activity g. Acreage of disturbed area h. Screening i. Floodplain j. Stream Buffers k. Site Lighting l. Common open space m. Open space maintenance arrangements

Preliminary Utility Layout Plan:	
This plan shall be included as a separate plan.	a. Stormwater Plan: i. Please include a proposed area of site disturbance. ii. If area of disturbance exceeds an acre, then demonstrated compliance with stormwater ordinance required. b. Water & Sewer i. Please include utility layout and proposed connections.

Building Elevations (if applicable)
Some districts and Mixed Use projects require submittal of building elevations per district design standards and Chapter 18 of the Zoning Code.

Traffic Impact Analysis:

Applicants shall include a TIA for conditional zoning applications which, when development is completed, are exp generate 100 or more peak-hour trips (am or pm) or 1,000 or more daily trips or when required by the Community Development Director or by Zoning District. Trip generation predictions are to be defined by the latest edition of the manual Trip Generation published by the Institute of Transportation Engineers

Statement on Comprehensive Plan Compliance:

Zoning Ordinance Article 14

Signature of Understanding and Completion

By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document.

Signed by / Firmado por **Fiona McColley** 12/29/2025, 9:48:06 AM EST / 29/12/25 9:48:06 EST

Date
12/29/2025

Required Information

Scheduled Neighborhood Compatibility Meeting - NCM Date
12/09/2025

NCM Time
2:00 PM

Transportation Impact Analysis - (if applicable) Required for complete application but not due until 24 calendar days prior to Planning Board Meeting

Information

Type of Development:
Commercial

Current Zoning
R-15 CZD, Medium Density Residential Conditional Zoning District

Proposed Zoning:
UV Urban Village Conditional Zoning District

Total Acerage
5

Proposed Building Square Footage:
1100.0 sq.ft.

Number of Dwelling Units:
26

List of Requested Uses:
Accessory Solar/Energy System, Banks & Other financial institutions (ATM), Bar/Speakeasy, Bed & Breakfast facilities/Inn, Bicycle sales rental, repair & tours, Business Services, Compute, Conferences/meetings/gatherings/events/classes, Co-working/3rd Space, Cultural arts buildings (Gallery, library), Dance, health/wellness & fitness facilities, Dry cleaning and Laundry establishments and Laundries coin-operated, Home occupations, Hotel & Motels, Microbreweries, micro-distilleries, micro-cideries and micro-wineries (subject to supplementary standards in section 16-4), Music & art Studios, Neighborhood community centers, printing establishments, Offices, business, professional and public, Personal Services (Health, Beauty & Wellness, Professional & Creative Support, Design & Arts, Technical & Engineering, Lifestyle & Convenience, Pet care/grooming, Event planning and services, Transport), Planned residential developments, Residential dwellings, Restaurants, Retail stores, Shuttle/Transport services, Theaters, and any associated businesses relating to these requested uses..

Applicant (Developer) Company Information

Authorized Representative Name:
Fiona McColley

Company Name (if applicable, check corresponding box below)
Green Horizons Property Group

Company Type:

- ☐ Corporation:
- ☑ Limited Liability Company:
- ☐ Trust:
- ☐ Partnership:
- ☐ Other:

If other:

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)

Property Owner Company Information (if different from Applicant)

Authorized Representative Name:
Fiona McColley

Company Name (if applicable, check correspo
Green Horizons Property Group

Company Type:

- [ ] Corporation:
- [x] Limited Liability Company:
- [ ] Trust:
- [ ] Partnership:
- [ ] Other:

If other:

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY
PLANNING DIVISION

SUBMITTER: Hannah Slyce, Planner II

MEETING DATE: April 2, 2026

AGENDA SECTION: Public Hearing

DEPARTMENT: Community Development

TITLE OF ITEM: Rezoning: Conditional Zoning District – 109 Florence St (26-13-CZD) – *Hannah Slyce – Planner II*

SUGGESTED MOTION(S):

For Recommending Approval:

I move City Council to **adopt** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning -designation of the subject property (PINs: 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614) from C-2 CZD, Secondary Business Conditional Zoning District to C-2 CZD, Secondary Business Conditional Zoning District for the use of an existing structure as a dry cleaning and laundry establishment limited to storage only based on the site plan and list of conditions submitted by and agreed to by the applicant [dated February 20, 2026] and presented at this meeting and subject to the following:

1. The development shall be consistent with the site plan, including the list of applicable conditions contained therein, and the following permitted uses:

1. Religious institutions
2. Offices, business, professional and public
3. Parking lots and parking garages
4. Dry cleaning and laundry establishments (limited to storage)

#2 is for amendments to uses or conditions discussed and agreed upon in the public meeting (between City & Developer) and not yet represented on the site plan, please use the following language.

2. Permitted uses and applicable conditions presented on the site plan shall be amended to include:

1. Applicant to remove the gravel from the proposed landscape areas to maximize success of the new vegetation.

For Recommending Denial:

I move City Council to **deny** an ordinance amending the official zoning map of the City of Hendersonville changing the zoning -designation of the subject property (PINs: 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614) from C-2 CZD, (Secondary Business Conditional Zoning District(to C-2 CZD, Secondary Business Conditional Zoning District) based on the following:

1. The petition is found to be Inconsistent with the City of Hendersonville Gen H 2045 Comprehensive Plan, based on the information from the staff analysis and the public hearing, and because:

The petition for C-2 CZD zoning is inconsistent with the Future Land Use and Conservation Map Designation of 'Multi-Generational Living'

2. We do not find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:

1. The proposed use is incompatible with the surrounding land uses
2. The proposed zoning would result in increased truck traffic into a mostly residential area.

[DISCUSS & VOTE]

3.(2.) The petition is found to be Inconsistent with the City of Hendersonville Gen H Comprehensive Plan based on the information from the staff analysis and the public hearing, and because: The petition for C-2 CZD zoning is inconsistent with the Future Land Use and Conservation Map Designation of 'Multi-Generational Living'. **4.(3.) We find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearing and because:** 1. The proposed zoning is compatible with surrounding residential and non-residential uses. 2. The proposed zoning allows for secondary-business uses including this proposed laundry service limited to storage use. **5.(4.) Furthermore, we propose to amend the Character Area of the subject property on the Gen H Comprehensive Plan Future Land Use & Conservation Map to that of** '*Innovation*'. **[DISCUSS & VOTE]**	

SUMMARY: *The City of Hendersonville is in receipt of a Conditional Zoning District application from Alan Sower of Alsco, Inc. [applicant] to rezone a 2.46 acre property at 109 Florence St (PINs: 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614) from C-2 CZD, Secondary Business Conditional Zoning District to C-2 CZD, Secondary Business Conditional Zoning District (Major Modification).*

The property is located on Florence St, which is a dead-end road off Brooklyn Ave. The property is addressed to the paved portion of Florence St that is City-maintained but some access will be on the portion that is unpaved and privately maintained.

The Future Land Use Character Area designation of the property is Multi-Generational Living, however it is located in close proximity to parcels designated as Mixed Use Employment and Neighborhood Center.

If approved, the project would be limited to the stated uses, design and conditions stated on the site plan.

PROJECT/PETITIONER NUMBER:	26-13-CZD
PETITIONER NAME:	• Alan Sower, Alsco, Inc. (Applicant) • Grace Blue Ridge Church PCA Incorporated (Owner)
ATTACHMENTS:	1. Staff Report 2. Gen H Consistency & Evaluation 3. NCM Summary 4. Planning Board Summary 5. Proposed Site Plan 6. Proposed Zoning Map 7. Application 8. Draft Ordinance

STANDARD REZONING:
109 FLORENCE ST | C-2 CZD to C-2 CZD
(26-13-CZD)
CITY OF HENDERSONVILLE - COMMUNITY DEVELOPMENT
STAFF REPORT

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PROJECT SUMMARY

- Project Name & Number:
  - 109 Florence St
  - 26-13-CZD
- Applicant & Property Owner:
  - Alsco, Inc. | Alan Sowers (Applicant)
  - Grace Blue Ridge Church (Owner)
- Property Address:
  - 109 Florence St.
- Parcel Identification (PINS):
  - 9578215868, 9578214924, 9578214699, 9578215614
- Project Acreage:
  - 2.46 Acres
- Current Parcel Zoning:
  - C-2 CZD (Secondary Business Conditional Zoning District)
- Current Land Use:
  - Church, parking lots
- Proposed Zoning:
  - C-2 CZD (Major Modification)
- Proposed Land Use:
  - Church, parking lots and laundry service storage
- Future Land Use Designation:
  - Multi-Generational Living
- Neighborhood Compatibility Meeting:
  - January 13, 2026



SITE VICINITY MAP

The City of Hendersonville is in receipt of a Conditional Zoning District application from Alan Sowers of Alsco, Inc. for 109 Florence St. (PIN 9578215868, 9578214924, 9578214699, 9578215614) totaling 2.46 Acres located at the end of Florence St off Brooklyn Avenue. The property is currently zoned with C-2 CZD Secondary Business Conditional Zoning District. The subject property is the current site of Grace Ridge Church. The petitioner is requesting that the parcel be rezoned to C-2 CZD as a major modification to allow a laundry service use. No additional uses other than what are currently permitted in the existing C-2 CZD zoning. This rezoning would permit the applicant's desired use.

The applicant proposes to convert the existing warehouse suite at the rear of the church to a storage facility for uniforms and linens in between operations, serving as the collection center for the business's Hendersonville operations. No laundry services will be conducted on site, only drop-off and pick-up by company vehicles. The existing parking on the site is also proposed to be redesigned for the new use.

If approved, the project would be limited to the stated uses, design and conditions stated on the site plan.

SITE IMAGES



View of building suite and parking lot



View from northern property line looking at the subject parking lot

SITE IMAGES



View of neighboring residential property and existing fence.



View of property along the northern property line

SITE IMAGES

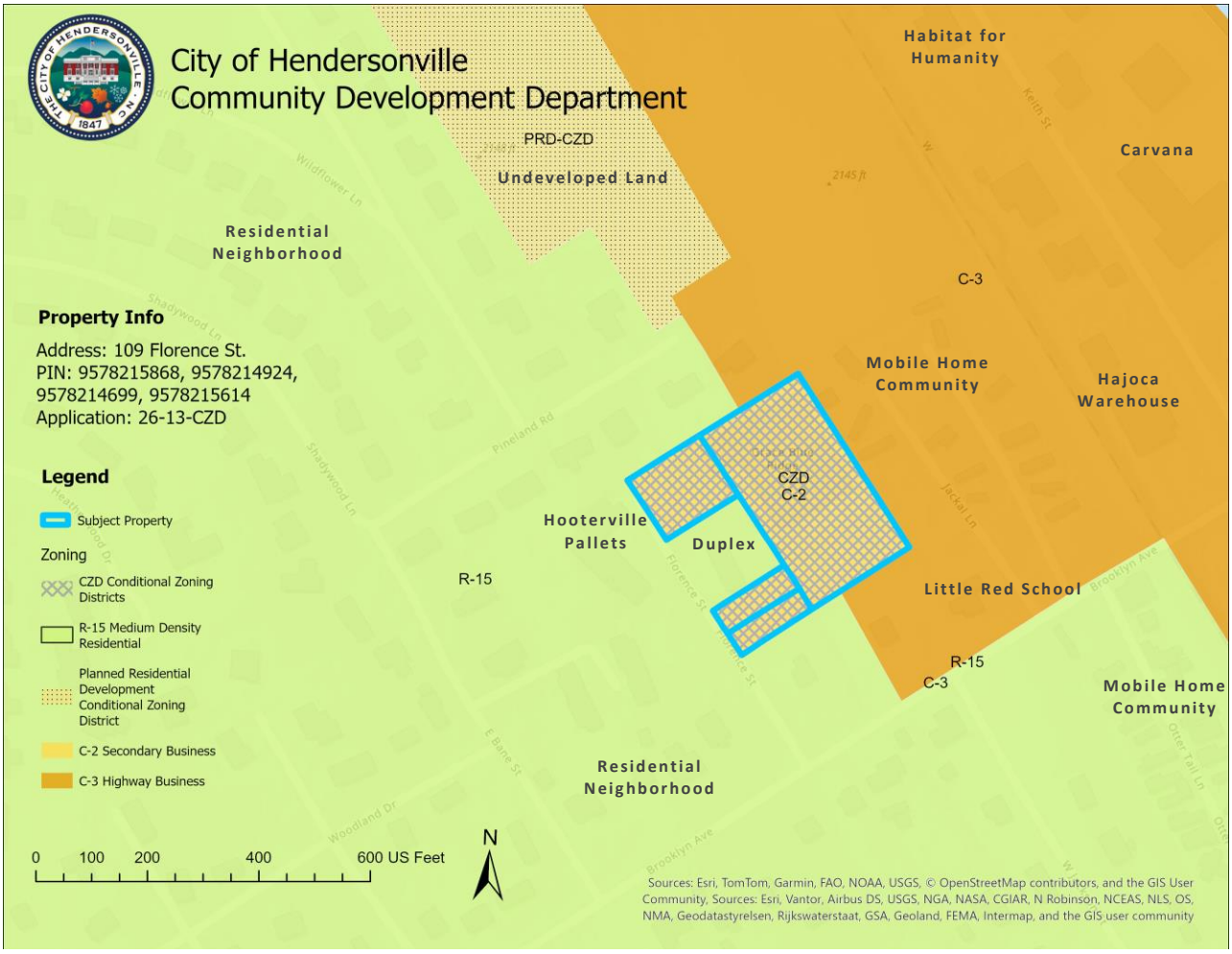


View of Florence Street from end of City-maintained portion showing parking lot



View of neighboring property across the street looking

EXISTING ZONING & LAND USE



Existing Land Use & Current Zoning Map

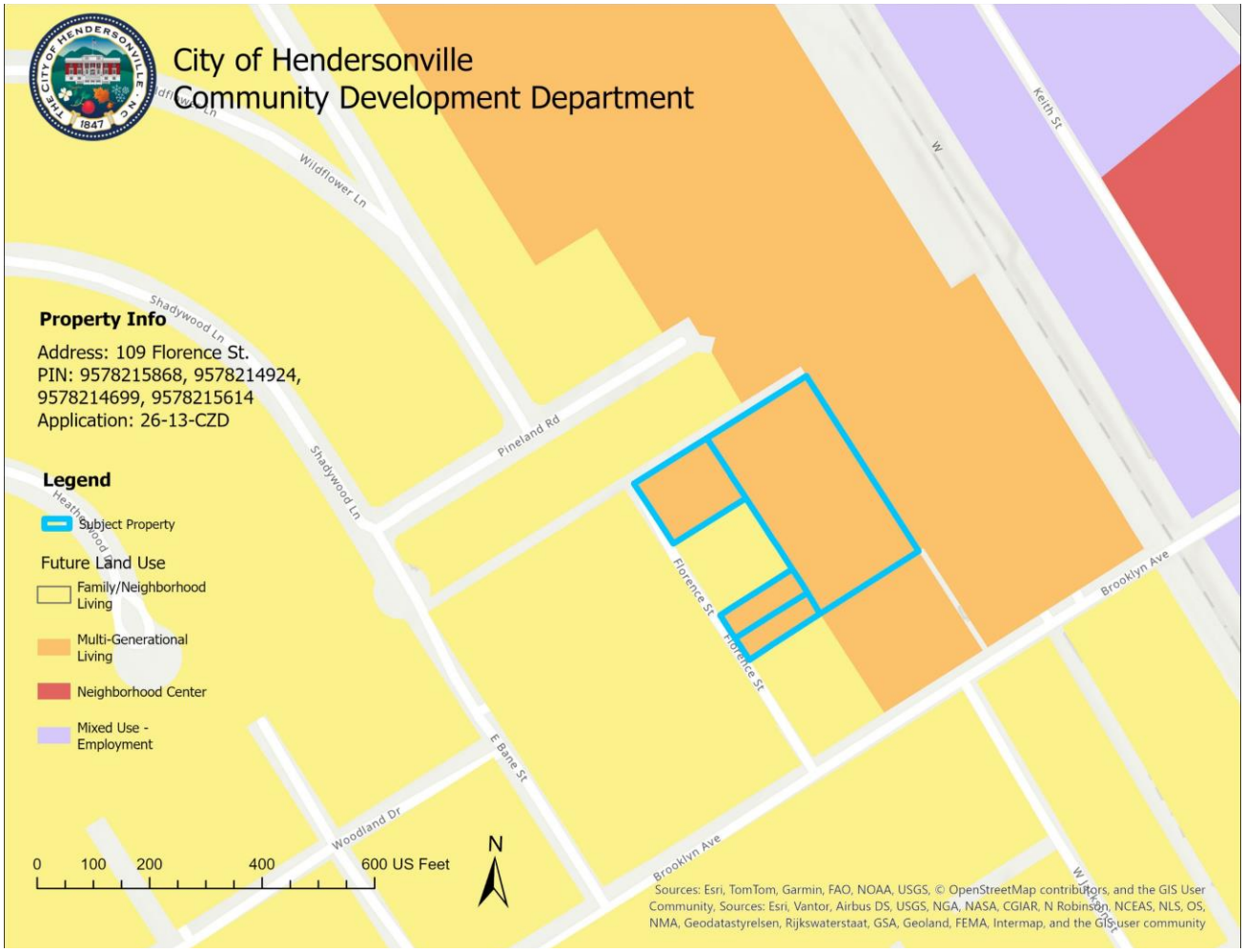
The subject property is located within the corporate limits of the city. The parcels are zoned C-2 CZD. The Conditional Zoning District was approved in 2020 (19-38-CZD) to allow the following uses: religious institutions, offices (business, professional and public), and parking lots and parking garages.

This subject property is the current site of Grace Blue Ridge Church and 2.46 acres in size, containing one principal building and the associated parking areas.

The dominate zoning surrounding the property is C-3 Highway Business and R-15 Medium-Density Residential. Other zoning districts in the area include Planned Residential Development (PRD-CZD).

The land use in this area is split between commercial and residential, with this property being the split. Other commercial uses include restaurants, automobile sales, a school and a pallet business.

FUTURE LAND USE



Future Land Use & Conservation Map

The City's Gen H 2045 Comprehensive Plan designates the subject property as "Multi-Generational Living" (MGL) in the Future Land Use & Conservation Map. The area north-east of the subject property and railroad are classified as "Mixed Use – Employment" with some "Neighborhood Center" off Keith St. The adjacent properties surrounding Florence St and Brooklyn Ave are either "Multi-Generational Living" or "Family/Neighborhood Living".

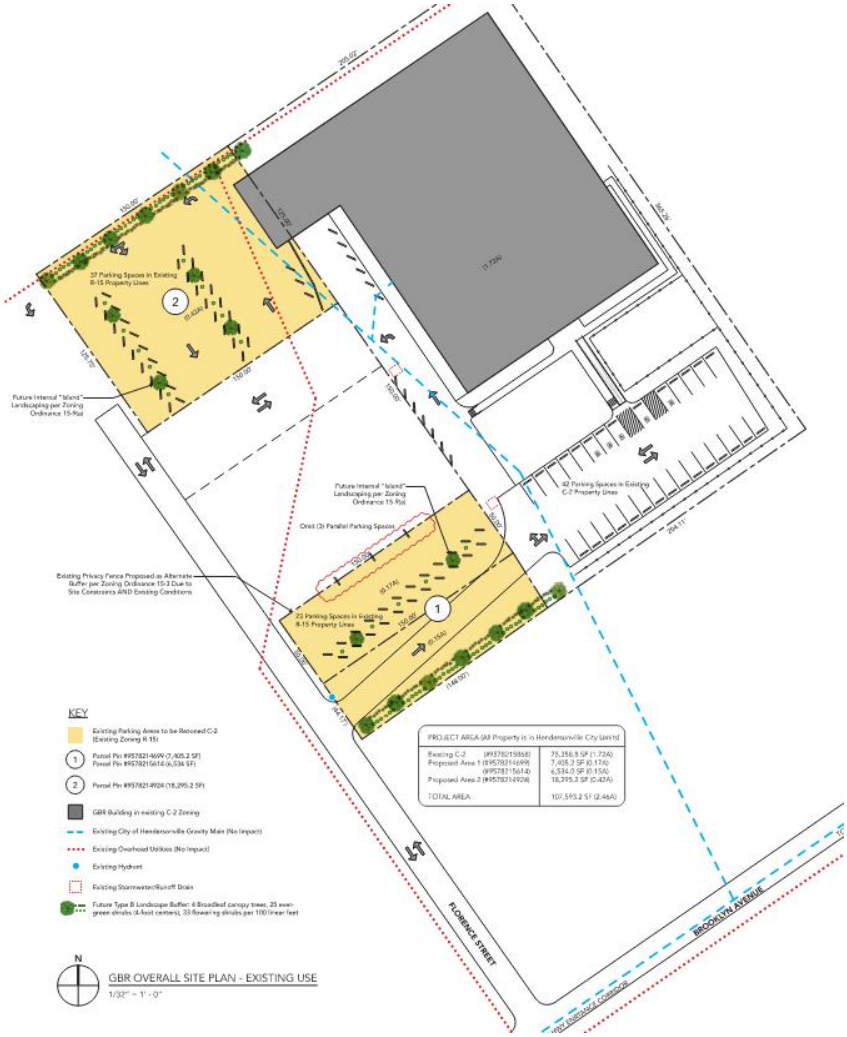
The Character Area description for MGL is described as: "…mixed residential development and a limited amount of small scaled neighborhood-serving commercial. It is comprised of a variety of homes, mixing detached and attached (e.g., townhomes and duplexes) units with a lesser amount of multi-family units. The combination of housing types are intended to create intergenerational neighborhoods. Improved open spaces in the form of greens, pocket parks, and neighborhood parks are interspersed." A storage use is not an appropriate use for this classification.

REZONING HISTORY

Prior Rezoning (P19-38-CZD)	Summary of Prior Petition	Status
March 5th, 2020 (C-2 and R-15 to C-2 CZD)	Conditional rezoning from C-2 and R-15 to C-2 CZD to accommodate parking uses on lots zoned R-15	Approved

Subject Property History

- **March 5th, 2020:** City Council rezoned the parcels located at 109 Florence St. to allow religious institutions, offices (business, professional and public) and parking lots and parking garages after finding that the rezoning was consistent with the Comprehensive Plan's Future Land Use map, and that the rezoning was reasonable and in the public interest for the following reasons: it extends the use of the parking lot and allows an additional area to be used for additional parking.
    - Meeting Minutes: https://mccmeetings.blob.core.usgovcloudapi.net/hvlnc-pubu/MEET-Minutes-9bf9ce6d845b4c049f9c0a9a2aac1890.pdf



STAFF SITE SUMMARY

PLAN REVIEW – COMMENTS

PROPOSED REQUEST DETAILS

Site Plan Summary:

- Proposed Uses:
  - Previously approved uses:
    - Religious institutions
    - Offices, business, professional and public
    - Parking lots and parking garages
  - Dry cleaning and laundry establishments (limited to storage)
- Building:
  - Total Footprint of Existing Structure – 32,500 Sq Ft
    - Grace Blue Ridge Church (Existing Tenant): 22,500 Sq Ft
    - Alsco, Inc. (Proposed Tenant): 10,000 Sq Ft
- Building Design:
  - N/A – C-2 CZD does not have building design requirements.
- Height:
  - The height will not change for the proposed use.
- Transportation:
  - Florence St is City maintained until the paving ends, to which then becomes private. Brooklyn Ave is NCDOT maintained.
  - The site plan shows access off the paved portion of Florence St, with an additional access off the privately maintained and unpaved portions of Florence St to access the parking lot. These access points will not be altered. All existing internal circulation networks will remain.
- Sidewalks:
  - There are no existing sidewalks along Florence St. The existing CZD did not trigger sidewalk compliance since the structure was existing. This use will be occupying an existing suite within that structure.
- Lighting:
  - All site lighting will be required to conform to the City's lighting standards for nonresidential developments.
- Parking: Shared parking
  - The existing CZD approved 102 parking spaces for the entire development. The new tenant is proposing to use the unpaved gravel lot at the rear of the property and estimated a need for 10 spaces. As storage use for a laundry facility, the required parking would be 1 space per each 2 employees maximum on a single shift, which meets the requirement.
- Natural Resources:
  - The property is not located in the floodplain and does not have any streams, therefore not subject to floodplain or stream buffer requirements.
- Tree Preservation:
  - Existing tree canopy will remain, and the applicant is not disturbing any trees. The property has 7.18% tree coverage.
- Landscaping:
  - The site will be required to plant:
    - Vehicular Use Plantings (15-9)
    - Buffer (15-6)
  - A detailed Landscaping Plan will be provided at final site plan.

DEVELOPER-PROPOSED CONDITIONS:

1. Conditional Zoning: Base C-2 zoning allows dry cleaning and laundry establishments under 6,000sf. Applicant requests to expand the use to 10,000sf since the use will be limited to the storage of linens collected and waiting to be distributed to their laundry servicing facilities. No on-site dry cleaning or laundry will occur.
2. Waive Vehicle Use Area Planting Strip: The applicant is requesting to waive the planting strip requirement along the northern-most property line of the parking lot in favor of using the City right-of-way that contains mature trees and vegetation to meet this requirement.
3. Waive 10-Foot Type B Buffer: The applicant is requesting to waive the planting requirement along the adjacent residential property in favor of using the existing fence that separates the uses.

OUTSTANDING ISSUES & CITY-PROPOSED CONDITIONS:

COMMUNITY DEVELOPMENT:

Site Plan Comments:

1. None.

Proposed City-Initiated Conditions:

1. Applicant to plant the appropriate vehicular use area planting strip along Florence St and the 10-foot Type B buffer along the residential property, removing the gravel from these areas to maximize success of the new vegetation.

DEVELOPMENT REVIEW COMMITTEE:

The Development Review Committee consists of the following Departments/Divisions and Agencies: Engineering, Water/Sewer, Fire Marshal, Stormwater Administration, Floodplain Administration, Public Works, NCDOT, Henderson County Soil & Erosion Control and the City's Traffic Consultant. All pertinent members of the DRC reviewed this project and there are no outstanding comments / conditions relevant to the Preliminary Site Plan.

REZONING ANALYSIS – GENERAL REZONING STANDARDS (ARTICLE 11-4)

GENERAL REZONING STANDARDS	
1) Comprehensive Plan Consistency	**Land Supply, Suitability & Intensity** **Land Supply Map** – Parts of the subject property are located on the Land Supply Map and were listed as undeveloped. **Land Suitability** – The subject property was evaluated as Moderately/Least Suitable for commercial and residential land use. **Development Intensity** - The subject property is located in an area designated as "Moderate" for Development Intensity. **Intensity Nodes** - The subject property is located between two Intensity Nodes. **Focus Area** - The subject property is located near one of the 5 Focus Areas (Spartanburg Highway).
	Future Land Use & Conservation Map **Designation: "**Multi-Generational Living" **Character Area Description:** Inconsistent **Zoning Crosswalk:** Inconsistent; for consistency, the Character Area would need to be updated to "Innovation".
2) Compatibility	**Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property –**
	The site features an existing warehouse building and parking lots that have been used by Grace Blue Ridge Church. There is a suite in the rear of the Church with a loading bay that is proposed to be used by the applicant. Adjacent land use to the north includes residential. To the east, the immediate adjacent land use includes a mobile home park, but further east along Keith St includes automobile sales uses and manufacturing. To the west and south is mostly residential including a duplex that splits the property, though a pallet manufacturer is immediately next door.
	GEN H COMPREHENSIVE PLAN GOALS (Chapter IV) **Vibrant Neighborhoods**: Inconsistent **Abundant Housing Choices**: N/A **Healthy and Accessible Natural Environment**: Somewhat Consistent **Authentic Community Character**: Inconsistent **Safe Streets and Trails**: Inconsistent **Reliable & Accessible Utility Services**: Consistent **Satisfying Work Opportunities**: Consistent **Welcoming & Inclusive Community**: Somewhat Consistent **Accessible & Available Community Uses and Services**: N/A **Resilient Community**: N/A

	GEN H COMPREHENSIVE PLAN GUIDING PRINCIPLES (Chapter IV) **Mix of Uses:** Consistent **Compact Development:** Consistent **Sense of Place:** Inconsistent **Conserved & Integrated Open Spaces:** Inconsistent **Desirable & Affordable Housing**: N/A **Connectivity**: Inconsistent **Efficient & Accessible Infrastructure:** Consistent
3) Changed Conditions	**Whether and the extent to which there are changed conditions, trends or facts that require an amendment -** The subject property is currently zoned C-2 CZD and is limited to the approved uses from that rezoning. To proceed with the intended use, the property will need to be rezoned to accommodate the major modification.
4) Public Interest	**Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare -** The proposed use would occupy a vacant unit within the building. This use would offer residents employment opportunities.
5) Public Facilities	**Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment** The subject property will continue to be served by City of Hendersonville services. The paved portion of Florence St is City-maintained.
6) Effect on Natural Environment	**Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands and wildlife -** No impact on existing vegetation or pervious surfaces is proposed. The use of the existing building will require the applicant to bring the property into partial compliance with the landscaping ordinance, reducing the gravel coverage.

REZONING STANDARDS ANALYSIS & SUMMARY

1) Comprehensive Plan Consistency - Staff finds the petition to be Inconsistent with the Gen H Comprehensive Plan Future Land Use & Conservation Map due to the Character Area Description for "Multi-Generational Living". However, the property would follow the character identified as "Innovation" in the Gen H Plan.

2) Compatibility – C-2 Zoning is found to be compatible with the surrounding land uses and aligns with the Goals & Guiding Principles of the Gen H Comprehensive Plan – especially as it relates to providing a mix of uses and preferred patterns of development around key nodes.
3) Changed Conditions – The property is limited to the approved uses included in the C-2 CZD. The property must be rezoned to accommodate additional uses.
4) Public Interest - Staff finds that the use of vacant property will provide employment opportunities to the community.
5) Public Facilities - Staff finds that the street network in this area is currently handling non-retail commercial traffic from the neighboring uses, as the area immediately adjacent to this property is zoned for heavier commercial uses. Portions of Florence St are City-maintained.
6) Effect on Natural Environment – No significant impacts proposed.

DRAFT COMPREHENSIVE PLAN CONSISTENCY AND REZONING REASONABLENESS STATEMENT

The petition is found to be **inconsistent** with the City of Hendersonville Gen H 2045 Comprehensive Plan based on the information from the staff analysis and the public hearing, and because:

The petition for C-2 zoning is inconsistent with the Future Land Use and Conservation Map Designation of "Multi-Generational Living".

We **[find/do not find]** this petition to be reasonable and in the public interest based on the information from the staff analysis and the public hearing, and because:

DRAFT [Rationale for Approval]

- *The proposed zoning is compatible with surrounding residential and non-residential uses.*
- *The proposed zoning allows for secondary-business uses including this proposed laundry service limited to storage use.*

DRAFT [Rational for Denial]

- *The proposed use is incompatible with the surrounding land uses*
- *The proposed zoning would result in increased truck traffic into a mostly residential area.*

Pace Living (25-11-CZD)		
Chapter 4 - The Vision for the Future	**Consistent**	**Inconsistent**
GOALS		
Vibrant Neighborhoods (Pg. 93)		
Promote lively neighborhoods that increase local safety.		Inconsistent
Enable well-maintained homes, streets, and public spaces.		Inconsistent
Promote diversity of ages (stage of life), income levels, and a range of interests.	N/A	N/A
The design allows people to connect to nearby destinations, amenities, and services.		Inconsistent
Abundant Housing Choices (Pg. 93)		
Housing provided meets the need of current and future residents.	N/A	N/A
Range of housing types provided to help maintain affordability in Hendersonville.	N/A	N/A
Housing condition/quality exceeds minimum standards citywide	N/A	N/A
Healthy and Accessible Natural Environment (Pg. 94)		
Recreational (active and passive) open spaces are incorporated into the development.		Inconsistent
Water quality is improved with the conservation of natural areas that serve as filters and soil stabilizers.	Consistent	
Natural system capacity (floodplains for stormwater; habitats to support flora/fauna; tree canopy for air quality, stormwater management, and microclimate) is maintained.	Consistent	
Development is compact (infill/redevelopment) to minimize the ecological footprint.	Consistent	
New development respects working landscapes (e.g., orchards, managed forests), minimizing encroachment.	N/A	N/A
Authentic Community Character (Pg. 94)		
Downtown remains the heart of the community and the focal point of civic activity	N/A	N/A
A development near a gateway sets the tone, presenting the image/brand of the community.	N/A	N/A
Historic preservation is utilized to maintain the city's identity.	N/A	N/A
City Centers and neighborhoods are preserved through quality development.		Inconsistent
Safe Streets and Trails (Pg. 95)		
Interconnectivity is promoted between existing neighborhoods through the building out of street networks, including retrofits and interconnectivity of new developments.		Inconsistent
Access is increased for all residents through the provision of facilities that promote safe walking, biking, transit, automobile, ride share, and bike share.		Inconsistent
Design embraces the principles of walkable development.		Inconsistent

Reliable & Accessible Utility Services		
Wastewater treatment (service and capacity) adequately serves existing and future development	Consistent	
A compact service area (infill, redevelopment) maximizes the utilization of existing infrastructure and feasible service delivery.	Consistent	
Satisfying Work Opportunities (pg. 96)		
The development promotes quality job options.	Consistent	
The lives of residents are enriched with opportunities to learn, build skills, and grow professionally.	Consistent	
Welcoming & Inclusive Community		
Accessibility exceeds minimum standards of ADA, fostering residents' and visitors' sense of belonging.	Consistent	
An inviting public realm (i.e., parks, public buildings) reflects the attitudes of city residents and leaders, and helps residents develop a sense of place and attachment to Hendersonville.		Inconsistent
Accessible & Available Community Uses and Services (Pg. 97)		
Private development is plentiful, meeting the demands of current and future populations.	N/A	N/A
Resilient Community		
N/A		
GUIDING PRINCIPALS (pg. 98)		
Mix of Uses (Pg. 98)		
Revitalization of Outdated Commercial Areas	Consistent	
New business and office space promotes creative hubs.	Consistent	
Compact Development (Pg. 100)		
Development is consistent with efforts in the area to establish 15-minute neighborhoods.	Consistent	
The infill project is context sensitive [Small Infill Site].	Consistent	
Sense of Place (Pg. 102)		
The development contributes to Hendersonville's character and the creation of a sense of place through its architecture and landscape elements. [Placekeeping and Placemaking and 3rd Places]		Inconsistent
Conserved & Integrated Open Spaces (Pg. 106)		
A diverse range of open space elements are incorporated into the development.		Inconsistent
Desirable & Affordable Housing (Pg. 108)		
Missing middle housing concepts are used in the development.	N/A	N/A
Connectivity (Pg. 112)		
The development encourages multimodal design solutions to enhance mobility.		Inconsistent
Efficient & Accessible Infrastructure (Pg. 114)		

The development utilizes existing infrastructure	Consistent	

NEIGHBORHOOD COMPATIBILITY MEETING REPORT

PROJECT: 109 Florence St (26-13-CZD)

NCM MEETING DATE: January 13, 2026

PETITION REQUEST: 109 Florence St (C-2 CZD to C-2 CZD)
APPLICANT/PETITIONER: Alsco, Inc.

NEIGHBORHOOD COMPATIBILITY MEETING SUMMARY:

A Neighborhood Compatibility Meeting was held for this project on January 13th, 2026, at 3pm in the Meeting Room of City Hall at 160 6th Ave E and via Zoom. The meeting lasted approximately 15 minutes.

There were three members of the general public in attendance in-person and one attended virtually. The City was represented with three members of Planning staff. Four members of the applicant team were present and gave some opening explanations of the project following staff's formal introduction and brief overview of the request.

There were no pre-submitted comments. Those in attendance brought up a few key opinions and views. Those questions and concerns related to the following topics:

- Traffic impacts from the delivery trucks associated with the business into the existing residential area.
- Clarification on the exact use, which was classified as "dry cleaning and laundry establishment", but would be limited to only storage of linens between deliveries.

Full minutes from the Neighborhood Compatibility Meeting are available for review by request.

PLANNING BOARD RECOMMENDATION
109 FLORENCE ST (26-13-CZD)
MEETING DATE: March 12th, 2026

PETITION REQUEST: Rezoning: Conditional Zoning District (C-2 CZD) to Conditional Zoning District (C-2 CZD) – *Major Modification*

APPLICANT/PETITIONER: Alan Sower, Alsco, Inc. [Applicant] Grace Blue Ridge Church PCA Incorporated [Owner]

PLANNING BOARD ACTION SUMMARY:

The Planning Board voted 9-0 to recommend **approval** of this petition and adopted the following motion:

PLANNING BOARD MOTION:

Ms. Waters moved the Planning Board recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville, changing the zoning designation of the subject property (PINs 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614) from C-2 CZD Secondary Business Conditional Zoning District to C-2 CZD, Secondary Business Conditional Zoning District for the use of an existing structure as a dry cleaning and laundry establishment limited to storage only based on the site plan and list of conditions submitted by and agreed to by the applicant, (dated February 20, 2026) and presented at this meeting, and subject to the following: 1. The development shall be consistent with the site plan, including the list of applicable conditions contained therein, and the following permitted uses: 1. Religious institutions. 2. Office, business, professional, and public. 3. Parking lots and parking garages. 4. Dry cleaning and laundry establishments (limited to storage). 2. Permitted uses and applicable conditions presented on the site plan shall be amended to include: 1. Applicant to remove the gravel from the landscape areas to maximize success of the new vegetation. 3. The petition is found to be inconsistent with the City of Hendersonville Gen H Comprehensive Plan, based on the information from the staff analysis and the public hearing, and because: The petition for C-2 CZD zoning is inconsistent with the Future Land Use and Conservation Map Designation of Multi-Generational Living. 4. We find this petition to be reasonable and in the public interest based on the information from the staff analysis, public hearings, and because: 1. The proposed zoning is compatible with surrounding residential and non-residential uses. 2. The proposed zoning allows for secondary business uses, including the proposed laundry service limited to storage use. 5. Furthermore, we propose to amend the character area of the subject property on the Gen H Comprehensive Plan Future Land Use and Conservation Map to that of Innovation. Ms. Flores seconded the motion which passed unanimously.

OVERVIEW OF BOARD DISCUSSION FROM MEETING MINUTES

Following staff overview:

Chair asked if there was any questions for staff.

Chair asked if the existing buffer was a berm or just trees. Ms. Slyce stated she believes it is just trees.

Chair stated the Comp Plan says that the current designation would allow for a neighborhood-serving commercial service. Ms. Slyce stated yes and explained the C-2 zoning and changing the Comp Plan designation to Innovative District.

Discussion was made on the operation hours. The applicant can answer that.

Ms. Zafra asked how the traffic would operate. Ms. Slyce explained the traffic pattern on the site plan.

There were no further questions for staff.

Chair asked if the applicant would like to speak.

Corey Reider, 4700 Dwight Evans, Charlotte, North Carolina stated his name and address for the record. He stated this will just be a storage unit. It would take a lot more space if we were ever to even consider a laundry facility, boilers, wash machines, things like that. So it's just like using it as a storage unit. We provide linen to hospitals, restaurants, country clubs, resorts, first aid, AED systems. They would basically have three or four trucks that would come in and out of this facility. We work Monday through Friday. They normally start at 6 am, get back 5 or 6 in the afternoon. He stated at one o'clock in the morning, if a customer calls that late, they get called back the next day. The only time we really work weekends, if an emergency hospital was to run out of sheets or something like that, they would call us, and we would come run to the facility and just grab any extra at the storage warehouse, then we would take them from there. If not, we would actually have to come back to Charlotte to grab it and service the customer. No dirty linens would be kept at the facility overnight. We would have a shuttle every evening when the four trucks got back. Right now, it's only three, but we hope to have four. But just shuttle the dirty back to Charlotte, where we process it, and then the clean would get brought back to this warehouse, and then the next day the guys or girls would load up the truck and just go service the accounts. And then our hope was just to have a little small office space in there, so we could hold any kind of route meetings, safety meetings, so forth.

sales meetings that we may have, but it's just Monday through Friday, 6 a.m. until 5 or 6 in the afternoon. Our trucks are the size of a FedEx, step van, like a little bread truck. We do have one box truck that we use, it's kind of like the size of a U-Haul that we use during peak season to go to these resorts and the hospitals that require a lot of linen.

Chair asked if there were any questions for the applicant.

Mr. Johnson asked if the work would be done in Charlotte. Mr. Reider stated yes, they have two facilities in Charlotte. Alsco has 80 something plants.

Ms. Waters asked if it would require parking lot lighting to be installed. Mr. Reider stated no.

Chair asked if he would be agreeable to removing the gravel from the landscape are you're going to have to put landscaping in? Mr. Reider stated yes, we would have to hire somebody to do that, but yeah, us and the church would partner together to make that happen.

There no further questions for the applicant.

Chair opened public comment.

Ken Fitch, 1046 Patton Street stated the modification as presented is straightforward and perhaps non-controversial, and the applicant has addressed the concerns the Chair has raised about the use. In terms of the specifications here. The role of the church here is something, because the church owns the facility, is that correct? And, like, what does that mean? But would other entities be able to rent out their space for a use that might not be appropriate. That's a tricky thing. What is the role of the church here? Because sometimes the church needs to do things to supplement their expenses, and so forth. The developer condition with a specific description of storage as uniforms and linens. That's very important because if you did not have that specification, in the condition and it's not in the motion then perhaps other items might be permissible, and some would be concerned it's laundry and cleaning, are we going to have toxic materials and substances on site. This condition that's specific to linens and uniform becomes very important here, to allay any feel. But it's not in the motion, and so is that something, is that clarity necessary?

Chair closed public comment.

The Board discussed the motion and conditions.

Ms. Zafra asked if they would ever expand the operation. Mr. Reider stated no, not at all.

BOARD ACTION:

Motion:

- Donna Waters

Second:

- Laura Flores

Yeas:

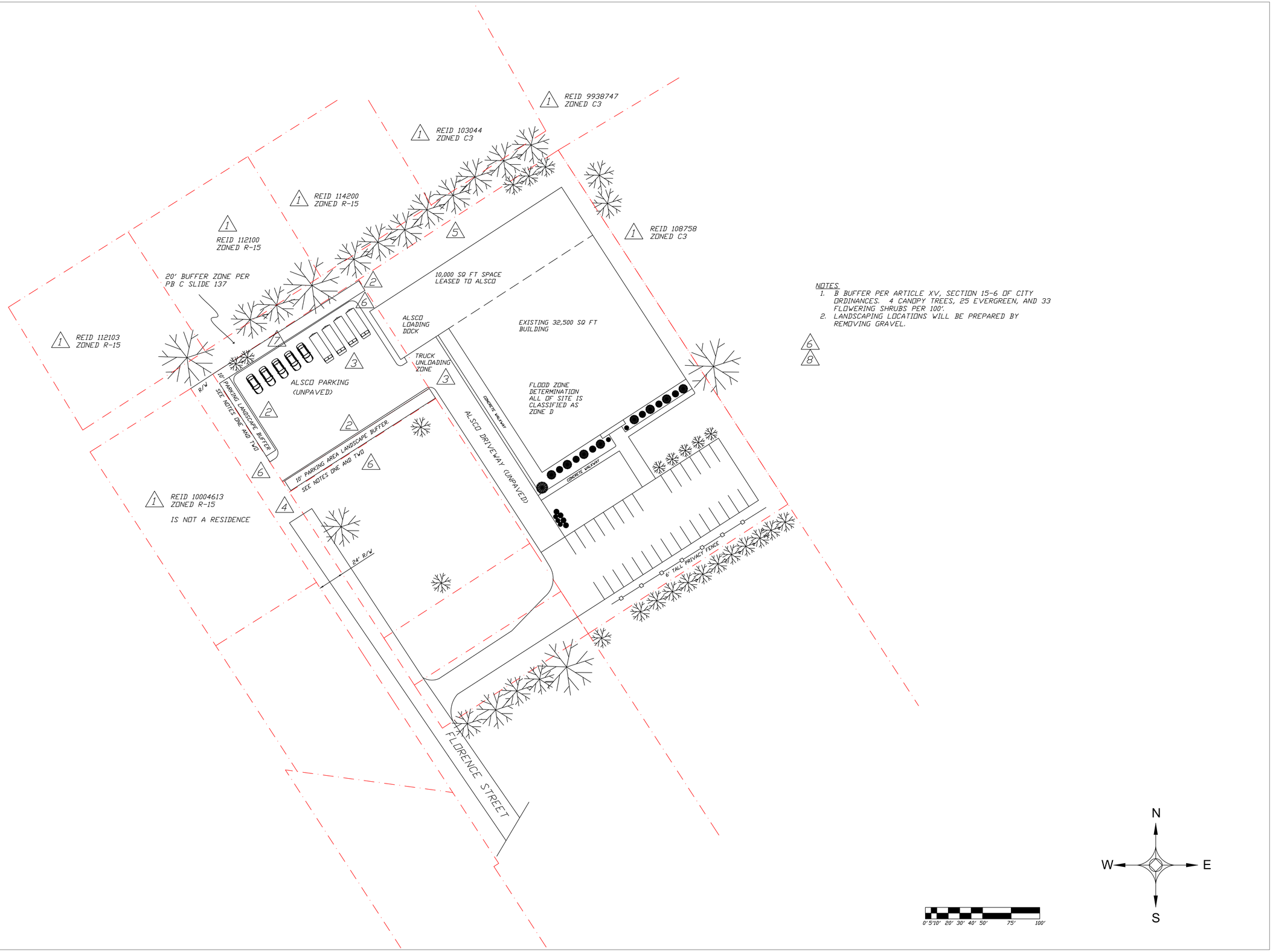
- Jim Robertson, Lauren Rippy, Donna Waters, Betsey Zafra, Bob Johnson, Mark Russell, David McKinley, Tamara Peacock, Laura Flores

Nays:

- None

Absent: Kyle Gilgis

Recused: None



NOTES

1. B BUFFER PER ARTICLE XV, SECTION 15-6 OF CITY ORDINANCES. 4 CANOPY TREES, 25 EVERGREEN, AND 33 FLOWERING SHRUBS PER 100'.
2. LANDSCAPING LOCATIONS WILL BE PREPARED BY REMOVING GRAVEL.

REVISION A - 2/20/26
ADDED:

1. ZONING OF ADJACENT PROPERTIES
2. PROPOSED LANDSCAPING
3. PARKING REQUIREMENTS AND LOADING ZONE
4. FLORENCE RIGHT OF WAY
5. EXISTING NORTH BUFFER

REVISION B - 3/19/26
ADDED:

6. LANDSCAPE AREA PREP NOTE PER MARCH 13 HEARING
7. REMOVED PROPOSED NORTH BUFFER PER BOARD
8. REMOVED CURB STOP REQUIREMENT, AS REMAINING BUFFER ZONES ARE NOT ADJACENT TO PARKING

ALSCO

BRANCH 4700 DWIGHT EVANS CHARLOTTE, NC 28217	
TITLE 109 FLORENCE REZONING LANDSCAPE PLAN	
DATE 3/20/26	ENGINEER WBH
SCALE 1"=40'	SHEET NUMBER 1/1

City of Hendersonville
Community Development Department

Proposed Zoning Map

Property Info

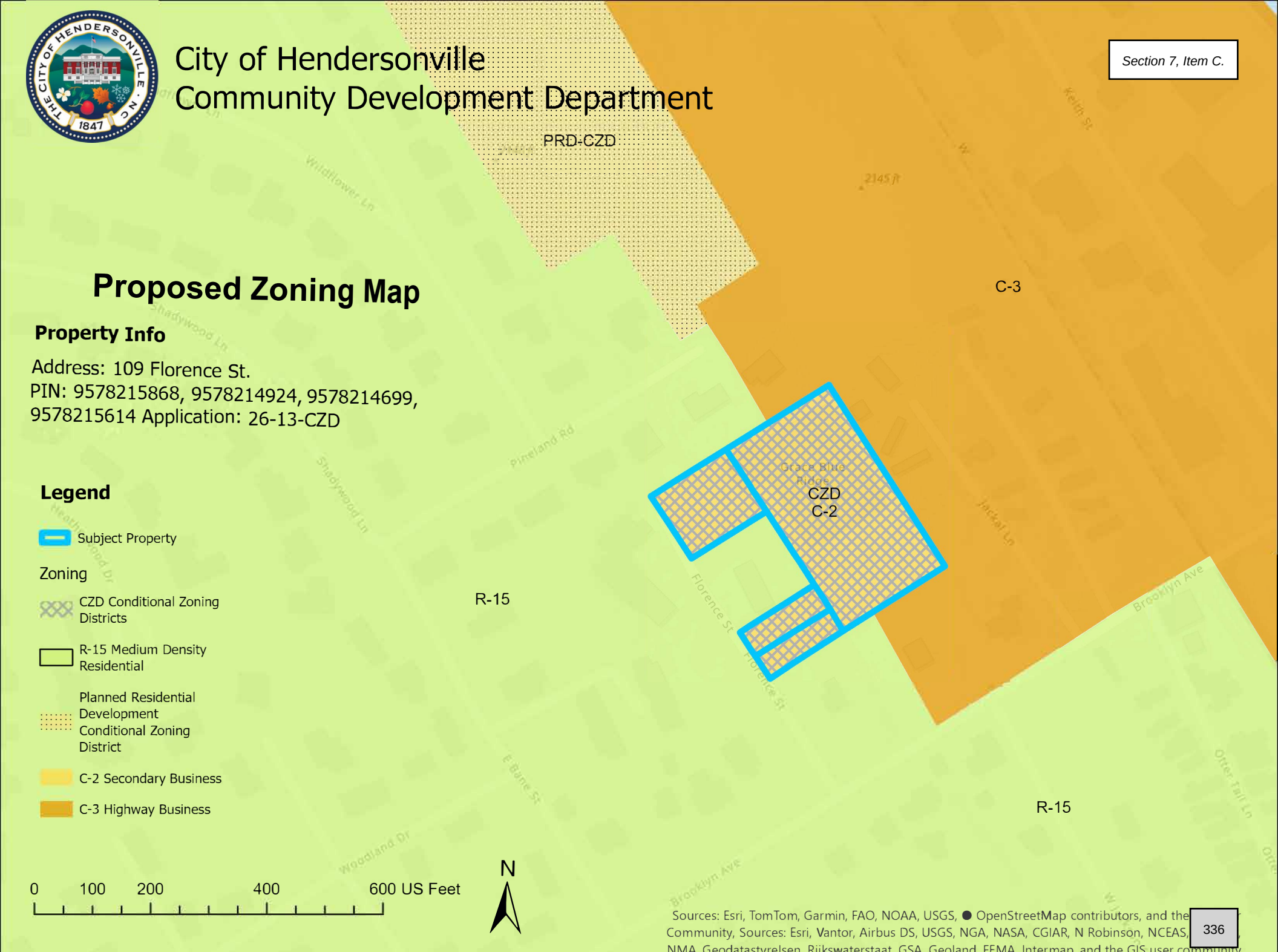
Address: 109 Florence St.
PIN: 9578215868, 9578214924, 9578214699, 9578215614 Application: 26-13-CZD

Legend

- Subject Property

Zoning

- CZD Conditional Zoning Districts
- R-15 Medium Density Residential
- Planned Residential Development Conditional Zoning District
- C-2 Secondary Business
- C-3 Highway Business



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

For use by Principal Authority / Para uso de la Autoridad Principal
Cloudpermit application number / Número de solicitud de Cloudpermit US-NC30720-P-2025-254
PIN / Número de rollo 9578215868
Application submitted to / Solicitud presentada a Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte

Description of Subject Property
Address / Dirección 109 STE10 FLORENCE ST
Municipality / Municipio Hendersonville, NC, North Carolina / Hendersonville, NC, Carolina del Norte
PIN / Número de rollo 9578215868

Purpose of Application
Application type / Tipo de solicitud Conditional Rezoning

Applicant		
Last name / Apellido Sowers	First name / Nombre de pila Alan	Corporation or partnership / Corporación o sociedad Alsco Inc
Street address / Dirección de la calle 4700 Dwight Evans Rd	Unit number / Número de unidad	Lot / Con.
Municipality / Municipio Charlotte	State / Provincia North Carolina	ZIP code / Código postal 28217
Other phone / Otro teléfono	[redacted]	
Fax	[redacted]	

Property owner		
Last name / Apellido GRACE BLUE RIDGE CHURCH PCA INCORPORATED	First name / Nombre de pila	Corporation or partnership / Corporación o sociedad
Street address / Dirección de la calle 109 FLORENCE ST HENDERSONVILLE NC 28792	Unit number / Número de unidad	Lot / Con.
Municipality / Municipio	State / Provincia	ZIP code / Código postal

Other phone / Otro teléfono	Mobile phone / Teléfono móvil
Fax	Email / Correo electrónico

Applicant-Company Information		
Applicant Name: Alan Sowers	Company Name: Alsco, Inc.	Authorized Representative Title (if applicable) General Manager

Property Owner-Company Information		
Property Owner Name: Troy Bradley	Company Name (if applicable, check corresponding box below) Grace Ridge Church	Authorized Representative Title (if applicable) Elder

Declaration and Signatures

Applicant

I, Alan Sowers (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signature of the applicant acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 02/03/2026, 11:28:10 AM EST by Alan Sowers. / Firmado digitalmente el 3/2/26 11:28:10 EST por Alan Sowers.

Property owner

I, GRACE BLUE RIDGE CHURCH PCA INCORPORATED (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

Signature of the property owner acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Digitally signed on 02/05/2026, 7:55:01 AM EST by Alan Sowers with an authorization letter from GRACE BLUE RIDGE CHURCH PCA INCORPORATED. / Firmado digitalmente el 5/2/26 7:55:01 EST por Alan Sowers con una carta de autorización de GRACE BLUE RIDGE CHURCH PCA INCORPORATED.

APPLICANT GUIDELINES

The Community Development Department accepts applications for conditional rezoning monthly on the 1st Friday. Because of the multi-step application process for a conditional rezoning, a Pre-Application Conference is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via the City of Hendersonville permitting software Cloudpermit. Conditional Rezoning requests can be found under the "Planning Module" in Cloudpermit. A concept plan is required to be uploaded with all pre-application conference requests.

CZD – APPLICATION COMPONENTS

Conditional Zoning District Applications consist of four required meetings and one primary application deadline. The application components are described below and include the;

1) Neighborhood Compatibility Meeting (NCM) – Held prior to the Preliminary Site Plan application deadline, this meeting is hosted by the applicant and involves the presentation of a "Concept Plan" in a public meeting by the applicant. The Planning Division moderates the meeting and records public feedback. Due to noticing requirements a deadline for requesting an NCM is included in the timeline on page 2 to assure that the meeting can be hosted prior to the preliminary site plan application deadline. "Concept Plan" requirements are not as strenuous as those associated with Preliminary Site Plan submissions; they are outlined on page two of this document.

2) Preliminary Site Plan Application Deadline – The NCM and all preliminary site plan application requirements including a TIA, if required, must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the City's Zoning Ordinance as outlined on page 4 of this document, will not be accepted for review until complete.

3) Planning Board – Held approximately 4-5 weeks after the submission of a complete Preliminary Site Plan Application. The Planning Board meets on the second Thursday of each month at 4pm. The meeting includes a Planning Division staff report and presentation on the application. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The Planning Board makes a recommendation for approval or denial of the application to City Council.

4) City Council – Held 3 weeks after the Planning Board meeting. The meeting includes a Planning Division staff report and presentation. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The City Council takes final action on approving or denying the Conditional Zoning District at this meeting.

5) Final Site Plan Review – A Final Site Plan based on the approved preliminary site plan and drafted in accordance with Chapter 7 of the Zoning Code is required after a conditional rezoning is approved and before any site disturbance or construction can begin.

CZD - APPLICATION TIMELINE			
Deadline for NCM request 4:00 pm	Preliminary Site Plan Deadline 4:00 pm	Planning Board 4:00 pm	City Council
November 22nd ,2024	December 6th, 2024	January 9th, 2025	February 12th ,2025
December 20th, 2024	January 3rd, 2025	February 13th, 2025	March 6th, 2025
January 24th, 2025	February 7th, 2025	March 13th, 2025	April 3rd, 2025
February 21st, 2025	March 7th, 2025	April 10th, 2025	May 1st, 2025
March 21st, 2025	April 4th, 2025	May 8th, 2025	June 5th, 2025
April 18th, 2025	May 2nd, 2025	June 12th, 2025	July 2nd, 2025
May 23rd, 2025	June 6th, 2025	July 10th, 2025	August 7th, 2025
June 20th, 2025	July 4th, 2025	August 14th, 2025	September 4th, 2025
July 18th, 2025	August 1st, 2025	September 11th, 2025	October 2nd, 2025
August 22nd, 2025	September 5th, 2025	October 9th, 2025	November 6th, 2025
September 19th, 2025	October 3rd, 2025	November 13th, 2025	December 4th, 2025
October 24th, 2025	November 7th, 2025	December 11th, 2025	January 2nd, 2026
November 21st, 2025	December 5th, 2025	January 8th, 2026	February 5th, 2026

CZD – NCM CONCEPT PLAN REQUIREMENTS

A Neighborhood Compatibility Meeting can be held at any time prior to the submission of a Preliminary Site Plan. However, due to noticing requirements, the applicant must request an NCM no later than the deadline listed above for the meeting record to be completed by the Preliminary Site Plan deadline which follows on the chart above. The following components of a Concept Plan must be submitted in order to host a Neighborhood Compatibility Meeting.

1) A Concept Plan showing

a. Location and boundaries of the property.

b. How individual buildings are to be situated on the site, including distances from these buildings to property lines.

c. Proposed drives & parking.

d. Location of signs and outdoor lighting.

e. Proposed restrictive covenants, if available, shall be presented.

f. The plan need not be exactly to scale; although, all distances and dimensions shall be shown.

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Conditional Rezoning Request process timeline. Please submit two paper copies to City Hall (160 6th Ave E. Hend 28792) and upload a digital file to Cloudpermit.

1) A completed application with developer/applicant and property owner signatures.

2) Application Fee: $100 per acre with a $500 minimum

3) Site Survey: Shall be submitted as a single to scale sheet measuring at least 24″ by 36″ and shall include the following site-specific information:

a. Site Topography: 2′ Contours:

b. Adjacent Property Information:

c. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

d. Inset Vicinity Map

4) Preliminary Site Plan: Intended to be the primary schematic site plan, the preliminary site plan should be developed on a single to scale sheet measuring at least 24″ by 36″ and shall include the following project specific information.

a. Basic Project Information – Please include this information in chart form:

i. Date with month, day, and year:

ii. Title of Project:

iii. Name of Project Designer, Developer, and Property Owner:

iv. Project Zoning: per City of Hendersonville Zoning Map

v. Parking Requirements

1. Calculation of parking spaces required per ordinance.

2. Notation of parking spaces provided.

vi. Project Square Footage/Acreage & Percentage of Total Site

1. Total Project Area

2. Site Coverage – Buildings

3. Site Coverage – Open Space

4. Site Coverage – Streets & Parking

5. Site Coverage – Other Facilities

6. Site Coverage – Common Open Space

b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:

c. Inset Vicinity Map:

d. City Limits – If in City please note accordingly, if outside of City and proposed for annexation, please note nearest location of City boundary by distance in feet:

e. Adjacent Properties - Zoning Designations & Owner Names:

f. Building Layout & Pedestrian and Vehicular Infrastructure:

i. Building Dimensions

ii. Sign Data

iii. Density (residential)

iv. Building Height as measured from Average Finished Grade

v. Sidewalks

vi. Off-Street Parking

vii. Off-Street Loading and Unloading

g. Preliminary Access Layout:

i. Proposed Streets, Alleys, Driveways, etc.

ii. Entrance and Exit Locations:

h. Proposed Project Phasing: (if applicable)

Preliminary Landscape & Resource Layout Plan (Zoning Ordinance Article 15 & 17; Stormwater Mngt - City Code of Ordinances Chapter 24 Article III):	
This plan may be included as a separate sheet if submitting agent is concerned for the readability of the plan.	a. Property Buffers b. Planting strips/beds/etc. c. Street Trees, Perimeter & Interior Plantings d. A plan showing tree line before site preparation, identifying existing tree canopy, tree canopy proposed to be preserved, and new canopy installation areas, identifying the acreage of each, as well as areas to be screened, fenced, walled and/or landscaped e. If Tree Credits are proposed to be utilized, the tree diameter (dbh) and species of tree shall be provided for individual trees that are proposed for preservation. f. Proposed limits of land disturbing activity g. Acreage of disturbed area h. Screening i. Floodplain j. Stream Buffers k. Site Lighting l. Common open space m. Open space maintenance arrangements

Preliminary Utility Layout Plan:	
This plan shall be included as a separate plan.	a. Stormwater Plan: i. Please include a proposed area of site disturbance. ii. If area of disturbance exceeds an acre, then demonstrated compliance with stormwater ordinance required. b. Water & Sewer i. Please include utility layout and proposed connections.

Building Elevations (if applicable)
Some districts and Mixed Use projects require submittal of building elevations per district design standards and Chapter 18 of the Zoning Code.

Traffic Impact Analysis:

Applicants shall include a TIA for conditional zoning applications which, when development is completed, are exp generate 100 or more peak-hour trips (am or pm) or 1,000 or more daily trips or when required by the Community Development Director or by Zoning District. Trip generation predictions are to be defined by the latest edition of the manual Trip Generation published by the Institute of Transportation Engineers

Statement on Comprehensive Plan Compliance:

Zoning Ordinance Article 14

Signature of Understanding and Completion

By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document.

Signed by / Firmado por **Alan Sowers** 02/02/2026, 1:25:57 PM EST / 2/2/26 13:25:57 EST

Date
02/02/2026

Required Information

Scheduled Neighborhood Compatibility Meeting - NCM Date	NCM Time
01/13/2026	3:00 PM

Transportation Impact Analysis - (if applicable) Required for complete application but not due until 24 calendar days prior to Planning Board Meeting

Information

Type of Development:	Current Zoning	Proposed Zoning:	Total Acerage	Proposed Building Square Footage:
Commercial	C-2 CZD	C-2 CZD	1.42	10000.0 sq.ft.

Number of Dwelling Units:
1

List of Requested Uses:
Warehouse for laundry services, no equipment to be added, just using as warehouse space. Using about 5000 sq ft of space.

Applicant (Developer) Company Information

Authorized Representative Name:	Company Name (if applicable, check corresponding box below)
Alan Sowers	Alsco, Inc.

Company Type:

- [x] Corporation:
- [ ] Limited Liability Company:
- [ ] Trust:
- [ ] Partnership:
- [ ] Other:

If other:

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)
General Manager

Property Owner Company Information (if different from Applicant)

Authorized Representative Name:
Troy Bradley

Company Name (if applicable, check correspo
Grace Ridge Church

Company Type:

- ☐ Corporation:
- ☐ Limited Liability Company:
- ☐ Trust:
- ☐ Partnership:
- ☑ Other:

If other:
Church

Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)
Elder

Ordinance #___-____

AN ORDINANCE OF THE CITY OF HENDERSONVILLE CITY COUNCIL TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF HENDERSONVILLE, FOR CERTAIN PARCEL (POSSESSING PIN NUMBERS 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614), BY REASSIGNING THE ZONING DESIGNATION FROM C-2 CZD, SECONDARY BUSINESS CONDITIONAL ZONING DISTRICT TO C-2 CZD, SECONDARY BUSINESS CONDITIONAL ZONING DISTRICT

IN RE: Parcel Numbers: 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614
109 FLORENCE ST C-2 CZD to C-2 CZD | File # 26-13-CZD

WHEREAS, the City is in receipt of a Conditional Rezoning application from applicant, Alsco, Inc., for the use of an existing building into dry cleaning and laundry service; and

WHEREAS, Planning Board took up this application at its rescheduled regular meeting on March 12, 2026; voting ___ to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville, and

WHEREAS, City Council took up this application at its regular meeting on April 2, 2026, and

WHEREAS, City Council has found that this zoning map amendment is inconsistent with the City's comprehensive plan and City Council, correspondingly, provided direction on appropriate amendments to the City's comprehensive plan which shall reflect consistency going forward, and

WHEREAS, City Council has found that this zoning map amendment is reasonable and in the public interest for the reasons stated, and

WHEREAS, City Council has conducted a public hearing as required by the North Carolina General Statutes on April 2, 2026,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hendersonville, North Carolina:

1. Pursuant to Article XI of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of the following: Parcel Numbers: 9578-21-5868, 9578-21-4924, 9578-21-4699, 9578-21-5614 by changing the zoning designation from C-2 CZD, Secondary Business Conditional Zoning District to C-2 CZD, Secondary Business Conditional Zoning District

2. Development of the parcel pursuant to this Ordinance is subject to the following.

   a. Development shall comply with the site plan submitted by the applicant dated [February 20, 2026], including the conditions listed therein, [and/or as modified and presented to City Council][and/or including modifications approved by City Council which shall be added to the site plan. The updated site shall be submitted to the City at or before the applicant's execution of this Ordinance].

   b. Permitted uses shall include:
      i. Religious institutions
      ii. Offices, business, professional and public
      iii. Parking lots and parking garages
      iv. Dry cleaning and laundry establishments (limited to storage)

   c. Additional conditions that shall be satisfied prior to final site plan approval include:
      i.

3. Except where modified by the terms of this Ordinance, development of the parcel(s) shall occur in accordance with the final site plan requirements of Article VII of the Zoning Ordinance of the City of Hendersonville, North Carolina.

4. Except where explicit relief is granted by the terms of this Ordinance, the development of the parcel(s) shall occur in accordance with all applicable standards within local ordinances and policies.

This ordinance shall be not be effective until the list of use(s) and conditions, established herein, is consented to in writing by the applicant and all owners of the subject property. Upon such written consent, this ordinance shall be effective retroactive to the date of its adoption.

Adopted this 2nd day of April, 2026.

Attest: Barbara G. Volk, Mayor, City of Hendersonville

_____

Jill Murray, City Clerk

Approved as to form:

_____

Angela S. Beeker, City Attorney

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Sam Hayes **MEETING DATE:** 04/02/2026

AGENDA SECTION: New Business **DEPARTMENT:** Community Development

TITLE OF ITEM: Oakdale Cemetery – Buffalo Soldier Historic Marker – *Sam Hayes, Planner II*

SUGGESTED MOTION(S):

I move City Council adopt the recommended location placement for a historic marker honoring Walter Bryson – Buffalo Soldier.

SUMMARY:

The Historic Preservation Commission is working with a group of local historians to place a historic marker in Oakdale Cemetery to honor Walter Bryson, a Black soldier who served as part of the group known as the Buffalo Soldiers. Bryson is the only known Buffalo Soldier from Henderson County.

BUDGET IMPACT: $0

Is this expenditure approved in the current fiscal year budget? yes

If no, describe how it will be funded

ATTACHMENTS:

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Caitlyn Gendusa **MEETING DATE:** 4/2/2026

AGENDA SECTION: BOARDS/COMMITTEES **DEPARTMENT:** Public Works

TITLE OF ITEM: Consideration of a Student Member Appointment to the Environmental Sustainability Board & Revision of Bylaws

SUGGESTED MOTION(S):

I move that City Council appoint _____ as a member of the Environmental Sustainability Board as a Student Member and adopt the changes to the Environmental Sustainability Board's Bylaws. His/her term will expire in March, 2027.

SUMMARY:

Council will need to make a Student Member appointment to the Environmental Sustainability Board and review updates to the Board's bylaws.

BUDGET IMPACT: N/A

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded. N/A

ATTACHMENTS:

Revised Bylaws

Applications

ENVIRONMENTAL SUSTAINABILITY BOARD

CHARTER AND RULES OF PROCEDURE

The Board shall provide input and guidance for the City Council's strategic objective to preserving the City's natural resources subject to such limitations as may be imposed by state law or by ordinances of the city. The terms of the charter shall govern the activities of the Board. However, to the extent that this Charter conflicts with North Carolina Law, North Carolina shall control.

ARTICLE I. NAME. Environmental Sustainability Board

ARTICLE II. PURPOSE. The purpose of this Board is to serve in an advisory role to the City Council in matters pertaining to policies and practices regarding environmental sustainability in the City of Hendersonville and shall be embodied for the following purposes:

- Advise, deliberate and make recommendations to the City Council to help facilitate the implementation of the Comprehensive Plan as it relates to environmental sustainability in the city.
- Recommend to City Council an overall policy for continued sustainability and assist with citizen-led efforts in furtherance thereof.
- Provide City Council with representative community participation in preparing and implementing plans and reports concerning environmental sustainability in the City of Hendersonville.
- Promote, facilitate, and act as liaison to educate citizens on environmental sustainability issues affecting the City of Hendersonville. Activities may include the following:
    - Recommend requirements and procedures for waste reduction and other sustainable practices at festivals and/or special events
    - Assist staff in researching effectiveness and costs of sustainable practices and make reports to City Council of any recommendations.
    - Review programs and activities other communities have implemented that would be effective in Hendersonville.
    - Participate in community outreach at public events to educate citizens on environmental issues and related City programs.
    - Collect feedback from citizens on new or proposed efforts to determine effectiveness.

ARTICLE III. JURISDICTION. The Board shall exercise its purpose with regards to matters and issues within the corporate limits of the City of Hendersonville.

ARTICLE IV. MEMBERSHIP AND DUTIES

Section 1. Membership and Appointment. All appointments shall be made by the City of Hendersonville City Council. The Board shall consist of ten (10) members and with a City Council Member serving as liaison. The City Council liaison is not considered a member for purposes of quorum or voting. The City Manager shall appoint a staff liaison to the Board who shall assist the Board with carrying out their duties and responsibilities. The Chairman shall be chosen annually by the Board from among those members who are residents of the City of Hendersonville. The Student Member shall be either a resident of the City of Hendersonville or Henderson County and be a ninth-twelfth grade student.

Membership shall be composed from the following membership categories:

(1) City Council Liaison – Non-voting
(5) Residents of the City of Hendersonville.
(3) At-Large Members
(1) Student member
(1) At-Large Member
(***seat to be filled by an individual, principal or other significant representative of an organization or business that demonstrates a commitment to an environmentally sustainable future, as determined by the City Council. This term shall be un-expiring.)*** **Amended by City Council 7-7-22**

Staff Liaison The City Manager shall appoint a staff liaison to the Committee who shall assist the Committee with carrying out their duties and responsibilities. The Staff Liaison shall act as the Secretary and liaison between the Board, City Departments, and the City Council and shall have the charge of correspondence, minutes, notifying members of meetings, and other information.

Section 2. Terms of Service. Board members shall be appointed to staggered three-year terms by the City Council annually in June. No member shall serve more than two consecutive full three-year terms unless otherwise specified in this charter. Members shall serve without compensation. At the end of a member's term, they must take a one-year hiatus before seeking reappointment to the Board.

Upon adoption of this Charter revision, any Board members seeking reappointment will be considered as new members for purposes of term limits and will begin any term appointment as a new member. At initial appointment for this Board, City Council shall hereby implement staggered terms for members, meaning that three (3) Regular Members of the Board membership shall be appointed for an initial term to run from July 1, 2026 to June 30, 2029, two (2) Regular Members of the Board membership shall be appointed for an initial term to run from July 1, 2026 to June 30, 2029, two (2) At-Large Members of the Board membership shall be appointed for an initial term to run from July 1, 2026 to June 30, 2029, and two (2) At-Large Members of the Board membership shall be appointed for an initial term to run from July 1, 2026 to June 30, 2029. The Student Member shall be appointed for a one year term to run from April 1, 2026 to March 31, 2027. Thereafter appointments shall be for 3-year terms unless filling an unexpired term. Initial term appointments shall not count toward term limits. City Council will appoint the City Council Liaison to this Board. The City Council Liaison shall not be considered for purposes of determining quorum and is not a voting member.

Section 3. Attendance. Any member who misses more than three consecutive regular meetings or more than one-half the regular meetings actually held in a calendar year shall cease to be a Board member.

Section 4. Vacancies and Reasons for Dismissal. All members serve at the pleasure of the City of Hendersonville City Council. Members may be dismissed for any reason, with or without cause. Vacancies shall be filled at the earliest convenience of the City Council. A vacancy of the chair or vice chair shall be elected by a majority of the Board at the next regularly scheduled meeting. Notwithstanding the foregoing, at any meeting where both the Chair and Vice Chair are absent, the Board shall elect from those members present a member to preside at that meeting.

Section 5. Resignations. Any member who feels they can no longer serve or otherwise fulfil the duties of a member may resign from the Board. Such resignation must be in writing and delivered to the secretary. The secretary shall promptly send a copy of the written resignation to the City Clerk.

ARTICLE V. MEETINGS

Section 1. Meetings to Be Open to the Public. All meetings of the Board shall be open to the public, and any person may attend its meetings. Except as permitted below, all meetings of the Board shall be open to the public and any person may attend its meetings. For purposes of these rules, a meeting of the Board occurs whenever a majority of the Board's members gather, either in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half. No meeting shall occur except as part of a duly called and advertised meeting. For the avoidance of doubt informal gatherings of a majority of the members where business of the Board is discussed are strictly prohibited.

Section 2. Regularly Scheduled Meetings. The Board shall hold regular meetings monthly. The Board shall annually adopt a regular meeting schedule showing the dates, times, and places of its regular meetings for the year.

a) Notice of Regular Meeting Schedule. The Board shall ensure that a copy of its current regular meeting schedule, complete with the date, time, and place of each regular meeting, is filed with the City Clerk and posted on the City's website, and the Board's webpage if they have one.

b) Change to Regular Meeting Schedule. The Board may revise its regular meeting schedule to change the date, time or place of a particular regular meeting or all regular meetings within a specified period. The Board shall ensure that the revised regular meeting schedule is filed with the City Clerk at least seven (7) consecutive calendar days before the first meeting held pursuant to the revised schedule. The Board shall also have the revised schedule posted on the City's website and the Board's webpage if they haveone.

Section 3. Special Meetings. The chair or the majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the date, time and place of the special meeting and the subjects to be considered. Alternatively, a special meeting may be called by vote of the Board in open session during a regular meeting or another duly called special meeting if on the special meeting agenda.

1) **Notice to the public.** At least 48 hours before a special meeting, the Board shall cause written notice of the meetings date, time, place and purpose(s) to be:

    i Posted on the Board's principal bulletin Board or, if the Board has no such bulletin Board, at the door of the Board's usual meeting room.

    ii Mailed or delivered to each newspaper, wire service, radio station and television station and person who has filed a written request for notice with the secretary;

2) **Notice to Board Members**. For all meetings called by the chair, or a majority of the members, notice of the meeting date, time, place and purpose(s) shall be mailed, emailed, or delivered to all members of the Board at least 48 hours before the meeting. If the special meeting was called at another duly held meeting of the Board, and one or more members were absent, the chair shall ensure that notice of the meeting's date, time, place, and purpose(s) is mailed, emailed, or delivered to any absent member(s) a minimum of forty-eight hours in advance of the special meeting.

3) **Business Conducted at a Special Meeting**. Only the business that is specified in the notice of the meeting may be transacted during a special meeting.

Section 4. <u>Organizational Meeting.</u> On the date and at the time of the regular meeting in July or as soon thereafter as possible, the Board shall elect a chair and vice chair as its first order of business. The second order of business shall be to adopt an annual scheduled of meetings for the upcoming calendar year.

Section 5. <u>Electronic Board Meetings and Member Participation.</u> No member who is not physically present may participate in a meeting of the Board by electronic means except in accordance with this rule.

1) **Electronic Meetings Generally**. Provided a quorum is present, in person, at a meeting, Board members may participate in a meeting electronically provided. Any member wishing to participate electronically in a meeting shall be required to give the Chair and the Secretary at least thirty-six (36) Hours before the start of the meeting. When one or more members are participating remotely, the following rules shallapply:

    (a) *Member Identification*. Each member who attends by electronic means shall identify himselfor herself in each of the following situations:

        i when roll is taken or the meeting begins;

        ii before taking part in deliberations, including making any motions, proposing any amendments, or raising any points of order; and

iii before voting.

(b) *Method of Electronic Participation*. Any member who attends electronically shall use a means of communication that enables the member

i to hear what is said by other Board members and any person who addresses the Board and

ii to be heard by other Board members.

(c) *Voting*. The Board shall conduct all votes by roll call. It may not vote by secret or written ballots. The votes of any member who attends by electronic means shall be counted as if the member were physically present, but only while the Board maintains electronic communication with that member.

(d) *Minutes*. The minutes shall which members took part electronically, and when such members joined or left the electronic meeting.

2) **Electronic Meetings During a State of Emergency Declared by the Governor or General Assembly.** During any state of emergency declared by the Governor or General Assembly pursuant to G.S. 166A-19.20, a meeting of the Board shall comply with the requirements of this paragraph if the Board falls within the emergency area and at least one Board member attends the meeting by conference call, conference video, or other electronic means.

(a) *Notice*. The public notice for any regular, special, emergency, or recessed meeting that is subject to this paragraph shall specify how the public can access the electronic meeting in real time.

(b) *Member Identification*. Each member who attends by electronic means shall identify himself or herself in each of the following situations:

i when roll is taken or the meeting begins;

ii before taking part in deliberations, including making any motions, proposing any amendments, or raising any points of order; and

iii before voting.

(c) *Meeting Materials*. All documents considered during the meeting shall be furnished to each Board member.

(d) *Method of Electronic Participation*. Any member who attends electronically shall use a means of communication that enables the member

i to hear what is said by other Board members and any person who addresses the Board and

ii to be heard by other Board members.

(e) *Quorum*. A member who attends by electronic means counts as present for quorum purposes, but only while the Board maintains electronic communication with that member.

(f) *Voting*. The Board shall conduct all votes by roll call. It may not vote by secret or written ballots. The votes of any member who attends by electronic means shall be counted as if the member were physically present, but only while the Board maintains electronic communication with that member.

(g) *Acting by Reference*. The Board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document unless copies of the agenda or document are available for public inspection at the meeting and so worded that persons in attendance can understand what is being deliberated or acted upon.

(h) *Minutes*. The minutes shall indicate that the meeting was conducted by electronic means, which members took part electronically, and when such members joined or left the electronic meeting.

(i) *Live Streaming*. The meeting shall be streamed live online so that live audio (and video, if any) are available to the public. If the Board meets by conference call, the public shall have an opportunity to dial in or stream the audio live and listen to the electronic meeting.

(j) *Public Hearings*. Although it may conduct any public hearing mandated or permitted by law, the Board shall allow the public to submit written comments on the hearing's subject matter between the publication of any required notice and twenty-four hours after the hearing.

Section 6. Cancellation of Meetings. Whenever there is no business for the Board the chair may cancel a meeting by giving reasonable notice to all members before the time set for the meeting. However, in the case of a special meeting called by a majority of the Board, the chair may cancel the meeting only upon the concurrence of a majority of the Board. The majority concurring in the cancellation need not be the same majority that called the special meeting.

Section 7. Recessed Meetings

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the Board may recess the meeting to another date, time, or place by a procedural motion made and adopted in open session, as provided in Article XI, Section 5 (Motion 3). The motion shall state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will resume.

(b) Notice of Recessed Meetings. If the Board's website is maintained by one or more Board employees, notice of the recessed meeting's date, time, and place shall appear on the website prior to the meeting. No further notice of a properly called recessed meeting is required.

Section 8. Order of Business Items shall be placed on a regular-meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the previous meeting minutes,
- public comment,
- public hearings,
- administrative reports,
- Board reports,
- unfinished business, and
- new business.

Without objection, the chair may call agenda items in any order most convenient for the dispatch of business.

Section 9. Agenda

(a) Proposed Agenda. The Secretary shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two working days before the meeting. Any Board member may, by a timely request, have an item placed on the proposed agenda. Each Board member shall receive a copy of the proposed agenda and any attachments, and they shall be available for public inspection and/or distribution when they are distributed to the Board members.

(b) Adoption of Agenda. As its first order of business at each meeting, the Board shall, as specified in Article 8, discuss, and revise the proposed agenda and adopt an agenda for the meeting. The Board may by majority vote add items to or subtract items from the proposed agenda, except that the Board may not add items to the agenda of a special meeting unless (1) all members are present and (2) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board members.

The Board may designate certain agenda items "for discussion and possible action." Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

Section 10. Meeting Minutes. Minutes Required for All Meetings. The Board shall keep full and accurate minutes of its meetings, including any closed sessions. To be "full and accurate," the minutes must record all actions taken by the Board, as well as the Board's compliance with any applicable procedural requirements. The minutes should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record Board member discussions, though the Board in its discretion may decide to incorporate such details into the minutes.

a) Record of "Ayes" and "Noes." At the request of any member, the minutes shall indicate how each member voted by name on a particular matter.

Section 11. Public Input. Public input at all Board meetings shall have a three-minute limit per speaker. The Chair reserves the right to alert time limits for public comment periods.

Section 12. Broadcasting and Recording Meetings. Any person may photograph, film, tape-record, or otherwise reproduce any part of a Board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Board meeting.

a) Advance Notice. Any radio or television station that plans to broadcast any portion of a Board meeting shall so notify the secretary no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Board meeting.

b) Equipment Placement. The Board chair or an appropriate staff member may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the Board chair or staff member determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the chair or staff member may require the pooling of the equipment and the personnel operating it.

c) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the Board grants the request, the news media making the request shall pay the costs incurred by the local government unit in securing an alternative meeting site.

ARTICLE VI. VOTING

a) Duty to vote. It is the duty of each member, including the chair, to vote unless otherwise excused. The Board may excuse members from voting on any matter involving their own financial interest, official conduct, or when a member has indicated an inability to be impartial in any matter before the Board.

b) Abstentions. Should a member fail to vote on any matter before the Board, without having been excused from such vote, such abstention will count as an affirmative vote.

ARTICLE VII. REQUIRED OFFICERS

Section 1. Presiding Officer. The presiding officer of each meeting of the Board shall be the chair of the Board. In situations where the chair is unavailable or unable to participate in the meeting or any particular matter before the Board, the vice chair shall preside. In the event that neither the chair nor the vice chair is available, the members of the Board, by affirmative vote of the majority, may appoint an acting chair who shall have all powers of the chair while acting as presiding officer.

Section 2. Selection of the Chair and Vice Chair. The chair shall be a resident of the City of Hendersonville and shall be selected by majority vote of the Board unless the City Council indicates to the Board that the City Council will appoint said chair, in which case the appointment shall be made by the City Council. The vice chair shall be elected by a majority vote of the Board. In situations where the chair is unavailable or unable to participate in the meeting or any particular matter before the Board, the vice chair shall preside. In the event that neither the chair nor the vice chair is available, the members of the Board, by affirmative vote of the majority, may appoint an acting chair who shall have all powers of the chair while acting as presiding officer.

Section 3. Powers and Duties of the Chair and Vice Chair. The chair shall preside at all meetings of the Board but shall also have the right to engage in discussion and vote on any matter before the Board unless otherwise excused. The chair shall have the power to call a special meeting, rule on procedural matters during a meeting, call a brief recess of a meeting at any time, and adjourn a meeting in an emergency. At any other time, adjournment shall be by motion, duly approved. The vice chair shall have all powers and perform all the duties of the chair in his or her absence.

Section 4. Duties of the Chair.

(a) Presiding Officer. The chair shall preside at meetings of the Board.

(b) Voting by the Chair. The chair has the same duty to vote as other members, though in no event may the chair break a tie on a motion on which he or she has already voted.

(c) Recognition of Members. A member must be recognized by the chair (or other presiding officer) in order to address the Board.

(d) Powers as Presiding Officer. As presiding officer, the chair is to enforce these rules and maintain order and decorum during Board meetings. To that end, the chair may

(1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;

(2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;

(3) entertain and answer questions of parliamentaryprocedure;

(4) call a brief recess at any time; and

(5) adjourn in an emergency.

Section 5. Duties of the Secretary. The City Manager shall assign a staff person to the Board who shall serve as the secretary of the Board and shall perform the following:

a) The secretary shall ensure that all meetings of the Board are properly noticed.

b) The secretary shall maintain the sunshine list that is a list of those persons or entities that have filed a written request indicating a desire to receive notice of all special meetings of the Board.

c) The secretary shall take and record the actions of the Board and draft minutes of the meetings accordingly. Minutes shall be sent to Board members prior to their nextregularly scheduled meeting. The secretary shall also forward a copy of the minutes as they are approved to the Clerk to the City Council and post on the City's website

d) The secretary shall be responsible for maintaining an accurate list of members of the Board, submitting to the City Clerk a quarterly attendance report for its members and notifying the City Clerk of any resignations of any of its members, or any other change in membership of the Board.

Section 6. Schedule for Elections. Election of the Chair, and Vice-Chair shall take place annually at the organizational meeting of the Board.

ARTICLE VIII. REFERENCE TO ROBERT'S RULES OF ORDER NEWLY REVISED. The Board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the presiding officer shall make a ruling on the issue subject to appeal to the Board under Article XI, Section 5 (Motion 1).

ARTICLE IX. REPORTS

Section 1. Annual Report. The Board shall make a report to the City of Hendersonville City Council at least annual. This report must be submitted no later than May31st of each year.

Section 2. Public Records Law. The Board shall abide by North Carolina Public Records Law N.C.G.S. Chapter 132.

ARTICLE X. ACTION BY THE BOARD.

Section 1. Quorum. A majority of the members shall constitute a quorum. No action of the Board may be taken at any meeting where less than the required quorum is present, except to adjourn the meeting. The City Council liaison shall not be considered for purposes of determining a quorum.

Section 2. Motions and Voting. Action of the Board may be taken upon a motion made by any member, including the chair, without the need for a second. A motion shall be adopted if approved by the affirmative vote of a majority of the members present and not excused after full discussion of the motion by the members. The City Council liaison shall not be considered a voting member.

Section 3. Withdrawal of Motion The member who introduces a motion may withdraw the motion unless the motion has been amended or put to a vote.

Section 4. Substantive (or Main) Motions A substantive motion is not in order when any other motion is pending. Once the Board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting unless it first adopts a motion to reconsider pursuant to Article XI, Section 5 (Motion 13).

Section 5. Procedural Motions

(a) Certain Motions Allowed. The Board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 11 and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 8.

When several procedural motions are pending, voting shall begin with the procedural motion highest in priority, except that a motion to amend or end debate on the highest-priority motion shall be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the Board is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Article V Section 8. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Board is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is considered; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to two-thirds of the Board's actual membership, excluding any vacant seats. The Board may not suspend provisions in these rules that restate state law requirements.

Motion 7. To Defer Consideration. The Board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Board votes to revive it pursuant to Motion 12 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 8. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 9. To Postpone to a Certain Time. This motion may be employed to delay the Board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 10. To Refer a Motion to a Board. The Board may vote to refer a substantive motion to a Board for study and recommendations. While the substantive motion is pending before the Board, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the Board fails to report on the motion within sixty days of the referral date, the Board shall take up the motion if asked to do so by the member who introduced it.

Motion 11. To Amend

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

Motion 12. To Revive Consideration. The Board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 7, provided it does so within 100 days of its vote to defer consideration.

Motion 13. To Reconsider. The Board may vote to reconsider its action on a matter, provided the motion to reconsider is made (1) at the same meeting during which the action to be reconsidered took place and (2) by a member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Board's deliberation on a pending matter.

Motion 14. To Rescind. The Board may vote to rescind an action taken at a prior meeting, provided rescission is not forbidden by law.

Motion 15. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive affirmative votes equal to at least two-thirds of the Board's total membership, excluding vacant seats. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the Board's next organizational meeting, whichever occurs first.

Section 6. <u>Debate</u>

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.

- To the extent practicable, debate shall alternate between proponents and opponents of the measure.

Section 7. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Section 8. Changing a Vote

A member may change the member's vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change a vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Section 10. Appointing Sub Committees. Subcommittees may only be appointed by vote of the Board members at a regular meeting. The Board by vote shall also establish the purpose of which subcommittees are established and the subcommittees should only conduct business that is within the purpose so adopted. All meetings of subcommittees shall be considered special meetings and shall be conducted in accordance with Article 5, Section 3. Special Meetings.

ARTICLE XI. ANNUAL REPORT

The Board shall make a report to the City of Hendersonville City Council at least annual. This report must be submitted no later than May 31st of each year.

ARTICLE XII. REFERENCE TO ROBERT'S RULES OF ORDER

Boards shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR*), to answer procedural questions not resolved in these rules, so long as RONR does not conflict with North Carolina law or with the spirit of these rules.

ARTICLE XII. AMENDMENTS. The Board may amend these bylaws by action of the Board; provided however, that amendments shall not be effective until they are approved by the Hendersonville City Council.

Originally adopted by City Council on September 2nd, 2010.

Amended by the City Council on: 7/1/2021; 7/7/2022

s/Barbara G. Volk, Mayor, City of Hendersonville
s/Attest/ Angela L. Reece, City Clerk Approved as to form/ Angela S. Beeker, City Attorney

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Jennifer Floyd **MEETING DATE:** 04/02/2025

AGENDA SECTION: City Manager Report **DEPARTMENT:** Administration

TITLE OF ITEM: March 2026 Contingency and Adjustment Report – *John Connet, City Manager*

SUGGESTED MOTION(S):

N/A – Presentation Only.

SUMMARY:
In accordance with North Carolina General Statute (NCGS) 159-13(b) it is required that all expenditures resulting from a contingency appropriation budget be reported to the governing board at its next regular meeting and recorded in the minutes.

NCGS 159-15 permits the Budget Officer (City Manager), to transfer budget from one appropriation to another within the same fund, provided any such transfers are reported to the Governing Board. The City of Hendersonville refers to transfers of budget from one appropriation to another within the same fund as a "budget adjustment". City Council authorizes budget adjustments each year with the adoption of the annual budget ordinance (SECTION 4).

This agenda item serves to fulfill the reporting requirements of both NCGS 159-13(b) and 159-15 by providing City Council a summary of all amendments and adjustments occurring thus far in the fiscal year.

BUDGET IMPACT: Detailed Above

Is this expenditure approved in the current fiscal year budget? N/A

If no, describe how it will be funded. N/A

ATTACHMENTS:
Contingency and Adjustment Report

FISCAL YEAR 2025 - 2026 (FY26)
BUDGET AMENDMENTS AND ADJUSTMENTS

Completed	Corrected
Proposed	Denied

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EXISTING BUDGET	INCREASE	DECREASE	REVISED BUDGET

DESCRIPTION	APPROVED	TYPE	AMENDMENT NUMBER

CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

SUBMITTER: Angela Beeker, City Attorney **MEETING DATE:** April 2, 2026

AGENDA SECTION: PUBLIC HEARING **DEPARTMENT:** Legal

TITLE OF ITEM: Public Hearing: Consideration of Incentives to Project Vert – Brittany Brady, President, Henderson County Partnership for Economic Development and Angie Beeker, City Attorney.

SUGGESTED MOTION(S):

I move that the City Council approve the monetary incentives for Project Vert as presented with the condition that they will not exceed the total amount of $$2,277,785.71 and authorize the City Manager to enter into an economic incentives agreement on behalf of the City of Hendersonville.

SUMMARY:

The City has been asked to consider the approval of proposed economic development incentives for the benefit of a company known at this time as Project Vert. The company is considering locations to establish a 140,000-sf manufacturing facility for production of a clean energy product. The company is considering the City of Hendersonville for this facility. Capital improvements to the facility would result in a new taxable capital investment of $5,000,000.00. The company would invest $95,000,000 in the equipping of the manufacturing facility. The project would result in the creation of 378 new jobs over a three-year period, paying an average annual wage of $67,047.00, which is more than the median average wage in Henderson County for full-time employment, plus other benefits.

BUDGET IMPACT: $ TBD

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS:

Public Hearing Notice

Publication Affidavit

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN pursuant to N.C. Gen. Stat. §158-7.1 that the City Council for the City of Hendersonville will hold a public hearing at the regular meeting to be held on Thursday, April 2, 2025, at 5:45 p.m., or as soon thereafter as the Council is able, to consider the approval of the proposed economic development incentives for the benefit of a company, known at this time as Project Vert (The company has requested to remain anonymous at this time due to competitive pressures.) Project Vert company is a global mobility and energy solutions company, operating multiple manufacturing and technical locations worldwide. The company is considering locations to establish a 140,000 sf manufacturing facility for the production of a clean energy product. The company is considering the City of Hendersonville for this facility. The new 140,000 sf facility, estimated to be valued at $5,000,000.00, would be constructed by an independent third party and leased by the company. The company would invest nearly $95,000,000.00, for the equipping of the manufacturing facility, said equipping being hereinafter referred to as the "Capital Project."

As proposed, the public benefit to be derived from the Capital Project would be a total taxable capital investment over a five-year period (anticipated to be 2026, 2027, 2028, 2029 and 2030) by or on behalf of the Project Vert company of at least $95,000,000.00 in business personal property (equipment) and $5,000,000.00 in real property. The Capital Project would result in the creation of 378 new jobs over a three-year period (anticipated to be 2027,2028 and 2029), paying an average annual wage of $67,047.00, which is in excess of the median average wage in Henderson County for full-time employment, plus other benefits.

Based on the City's Economic Development Assistance Guidelines, the company's proposed level of capital investment and job creation at the stated average annual wage qualifies Project Vert for consideration by City Council of the following incentive package: Five annual incentives payments for each of the five years over which capital investment and job creation benchmarks (including retention of both) are met by the Company. The maximum total amount of monetary incentives to be considered by City Council for Project Vert company is $2,277,785.71.

The company would be required to enter into an economic development agreement with the City pursuant to N.C. Gen. Stat. § 158-7.1(h).

The City of Hendersonville will consider granting assistance toward the investment of Project Vert company at the close of the public hearing. If approved, the request would be funded through the general property tax revenue.

The public hearing on all of these matters will be held in Council Chambers, 2nd floor, City Hall, 160 6th Avenue East. The public is invited to attend and comment.

Digital/written public hearing comments must be received twenty-four hours prior to the meeting to be considered by the City Council **and must** comply with security criteria in the Council's Public Comment Policy, available on the City's website.

Public hearing comments will also be accepted during the meeting from those attending in person and from those participating live via ZOOM at the designated time at this meeting. For security reasons screen sharing will not be allowed. Anyone wishing to submit written/digital public hearing comments for these public hearings prior to the meeting may visit https://www.hendersonvillenc.gov/comment to submit their comment. It is not necessary to submit digital comments if you are planning to address City Council during the meeting.

The meeting instructions to join by Zoom will be available on the City's website calendar by visiting https://www.hendersonvillenc.gov/events-calendar and as follows:

Zoom information for the meeting is: https://zoom.us/join
Dial-in by phone: (646) 558-8656
Meeting ID: 822 0104 2528
Passcode: 1847

The City of Hendersonville is committed to providing accessible facilities, programs, and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or a particular accommodation for this meeting please contact the City Clerk no later than 24 hours in advance of the meeting (828) 697-3005.

Jill Murray, Clerk to the
City Council for the City of Hendersonville

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AFFIDAVIT OF PUBLICATION

Jill Murray
City Clerk
City Of Hendersonville
160 6Th AVE E
Hendersonville NC 28792-3775

STATE OF NORTH CAROLINA, COUNTY OF HENDERSON

The Hendersonville Times-News, a newspaper printed and published in the city of Gastonia, and of general circulation in the County of Henderson, State of North Carolina, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue dated:

03/22/2026

and that the fees charged are legal.
Sworn to and subscribed before on 03/22/2026

Legal Clerk

Notary, State of WI, County of Brown

9.3.28

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State of Wisconsin

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3.22.26