



# City Council Agenda

Thursday, November 13, 2025  
6:00 PM  
City Hall

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## **I. Call to Order**

## **II. Pledge of Allegiance and Moment of Silent Prayer**

## **III. Approval of Minutes**

September 23, October 7, and October 9, 2025

## **IV. Presentations**

### **1. Presentation of retirement plaque to Canine Rio for 4 years of service as a Police Canine.**

Rio, a Full Patrol Certified K-9, was born in June 2019 and joined the City of Concord Police Department in May 2021. He served faithfully alongside his handler, Sergeant Joel Patterson, throughout his entire career.

During his four years of service, Rio was instrumental in multiple criminal apprehensions and successfully tracked several missing children. He also made numerous narcotics discoveries, assisting in both vehicle and residential searches.

Rio is known for his love of tennis balls and his favorite toy, a ball on a rope. Due to circumstances beyond anyone's control, Rio is now retiring and will enjoy a well-deserved life of relaxation with the Patterson family.

### **2. Presentation of a Proclamation recognizing Reverend Nancy Cox.**

### **3. Presentation by the Concord Indian Community commemorating the Diwali Festival of Lights.**

### **4. Recognition for the Centralina Regional Council's 2025 James D. Prosser Excellence in Government Leadership Award.**

On October 8, 2025 at the annual Region of Excellence Awards, the Centralina Regional Council bestowed its annual James D. Prosser Excellence in Government Leadership Award to Randy Shue. Recipients of this award exemplifies and promotes excellence in government, outstanding leadership, and high ethical standards. The award recognizes the cumulative achievements of a local government professional who has served as a role model for others and has consistently exhibited high professional and personal standards throughout his or her public career.

Randy's over 40 years of service to the City of Concord, his strong work ethic, service on multiple boards, and overall commitment to serving the public has been highlighted again and again.

Prior to this award, Mr. Shue was awarded the 2024 APWA-NC Streets Manager of the Year, and most recently, he was awarded the 2025 Samuel A. Greeley Local Government Service Award.

Randy continues to be a tremendous leader and example in the Transportation Department and City of Concord.

## **5. Recognition of North Carolina's Local Technical Assistance Program (NC LTAP) 2025 Master Road Scholar Recipients.**

The Roads Scholar programs provide special training programs administered by North Carolina's Local Technical Assistance Program (NC LTAP), via NC State University staff, that allow local government agencies access to high quality training for their employees. The program includes 3 levels of recognition, Road Scholar, Advanced Road Scholar, and Master Road Scholar.

To become a Master Roads Scholar, one must complete the requirements of the prior Roads and Advanced Roads Scholar programs and then complete 6 additional courses and write a case study which focuses on a local transportation project.

This year at the 2025 NC APWA Streets and Equipment conference, Randy Shue and Scott Cox represented 2 out of the 3 recipients in the state to accomplish this feat. Their dedication to improving their knowledge and applying that to the City of Concord is proudly celebrated with this honor.

## **6. Presentation of the 2025 Collection System of the Year Award to the City of Concord Water Resources Department.**

The mission of the North Carolina Collection System of the Year Award is to identify and recognize the municipality that protects the public health and the natural beauty of the environment through pro-active practices of management, operations, and maintenance beyond what is required of its NCDEQ collection system permit. Recipients of the award will have demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer overflows during both wet weather and dry weather conditions. The award will honor the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their wastewater collection system facilities.

## **7. Presentation of the 2024 AWOP Award for the Coddle Creek Water Treatment Plant to the City of Concord Water Resources Department.**

The NC Division of Water Resources has honored 63 water treatment plants for surpassing federal and state drinking water standards in 2024. The division's Public Water Supply Section awarded the facilities the prestigious N.C. Area Wide Optimization Program (AWOP) Award, which is part of a state effort to enhance the performance of existing surface water treatment facilities.

Awards are given each year to water systems that demonstrate outstanding turbidity removal, a key test of drinking water quality. Turbidity is a measure of the cloudiness or haziness of water caused by individual particles that can interfere with disinfection and provide a medium for microbial growth. Microbes are microscopic particles that occur

naturally but can include harmful bacteria and viruses. While all drinking water systems must meet strict state and federal drinking water standards, these systems met performance goals that are significantly higher.

## **V. Unfinished Business**

### **1. Consider approving an amendment to the NOVI Economic Development Agreement to clarify affordable housing commitment and reporting requirements.**

NOVI requests an amendment to the Economic Development Agreement to both solidify and clarify their commitment to the provision of affordable housing units in the project and to agree to reporting requirements so that compliance with that commitment can be monitored by planning staff. The amendment proposes to commit to 10% of the total units being reserved for affordable housing purposes for rent to applicants at the rental amounts designated by HUD for a household earning up to 80% of the Area Median Income defined by HUD for the Charlotte-Concord-Gastonia, NC-SC. The amendment clarifies that the units will be "floating units" located in all three buildings of the project. The amendment adds a requirement for reporting compliance to the City including rental amount, type and location of each workforce housing unit. Finally, the amendment specifically states that the workforce housing component is a material term to the agreement and that breach of that term shall constitute a breach of the agreement.

**Recommendation:** Motion to consider approving an amendment to the NOVI Economic Development Agreement.

## **VI. New Business**

### **A. Informational Items**

#### **1. Update from Sarah Hardin on the progress of Kinetic's fiber broadband expansion in Concord. (Work Session)**

### **B. Departmental Reports**

#### **1. Parks and Recreation Bond Update**

### **C. Persons Requesting to be Heard**

### **D. Public Hearings**

#### **1. Conduct a public hearing to consider adopting an ordinance amending Article 7 "Base Zoning Districts" of the Concord Development Ordinance (CDO).**

This amendment would allow increased maximum building height up to 140 feet with additional setbacks for structures located on parcels greater than forty (40) acres in General Industrial (I-2) zoning districts. Given the minimum acreage threshold associated with this proposed requirement, this type of development could not occur on a widespread basis, just on larger parcels within the City.

The proposed is also to amend design standards for structures exceeding 72 feet in General Industrial Districts.

The Planning and Zoning Commission unanimously recommended the amendments to Council at their October 21, 2025 meeting.

**Recommendation:** Motion to adopt an ordinance amending Article 7 of the Concord Development Ordinance (CDO).

**2. Conduct a public hearing to consider adopting an ordinance amending Article 8 “Use Regulations,” and Article 14 “Definitions” of the Concord Development Ordinance (CDO) to incorporate “goatscaping,” the temporary use of goats for ground clearing and nuisance plant removal.**

This proposed amendment is coming to Council after an inquiry regarding whether residents could temporarily bring goats onto their properties to clear weeds and invasive vegetation.

The proposed amendment would provide for “goatscaping” in the City of Concord. Goatscaping would be allowed through issuance of a temporary use permit in any zoning district. Additionally, this amendment includes supplementary approval criteria to be evaluated including location and number of goats to be used on a site adequate resource for each site, sign, and fence regulations.

The Planning and Zoning Commission unanimously recommended the amendments to Council at their October 21, 2025 meeting.

**Recommendation:** Motion to adopt an ordinance amending Articles 8 and 14 of the Concord Development Ordinance (CDO).

**E. Presentations of Petitions and Requests**

**1. Consider receiving an update from the Planning Department on the status of the Façade Grant funding for Center City.**

In the Center City, Concord offers grants of up to either \$5,000 or \$10,000 (depending on exact location) with a private match to allow exterior improvements to such items as lighting, signage, or awnings. The grants are intended to support small business development and to encourage artistry and creative placemaking. These grants are processed on a first-come first-served basis.

For FY 25-26, the grants were funded in the amount of \$50,000 within the Downtown Development budget. With the completion of the Streetscape improvements, there has been a much higher number of applications submitted for these grants than in previous years. At this point, the entire amount for this FY has been allocated in the span of only four months and merchant interest in these potential grants is unprecedented.

Staff has received additional grant applications totaling \$25,000 and inquiries from other potential applicants that total a maximum of \$55,000. These businesses have been notified that current funding has been exhausted.

Staff will provide a brief summary of the grant program with information on the grants that have been awarded through the program this fiscal year.

**Recommendation:** Consider making a motion to increase Center City Façade grant program funding.

**2. Consider authorizing the City Manager to execute Work Authorization 2502 with Talbert, Bright & Ellington, LLC (TBE) for a Master Plan update at Concord-Padgett Regional Airport (CPRA).**



In accordance with Federal Aviation Administration (FAA) guidelines, the Aviation Department advertised for professional services to update the FAA Master Plan. The department received two proposals. Each firm were interviewed in February with a recommendation to move forward with scope and fees with TBE. In addition, FAA requires the airport to prepare an Independent Fee Estimate (IFE) for the project. The IFE must be within +/- 10% percent of the total project cost. The budget for the Master Plan was \$1,500,000. The initial scope and fees that were submitted by the consultant exceeded the IFE.

Based on guidance from FAA, staff was successful in negotiating the fees to \$1,539,225.83. CPRA plans to fund the Master Plan update with Bipartisan Infrastructure Law (BIL) grant along with NC Department of Aviation Airport Improvement Plan grant. The current balance remaining for BIL is \$6,244,948. With both grants available, the project will be funded at 100% with no match required.

**Recommendation:** Motion to accept the recommendation and authorize the City Manager to execute Work Authorization 2025 Master Plan Update with TBE in the amount not to exceed \$1,539,225.83 and budget amendment.

### **3. Consider adopting a Resolution Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds for Norcutt Mill.**

Norcutt Mill 2025, LLC, a Kentucky limited liability company, or another affiliated or related entity of Aventurine One, LLC (the "Company"), intends to provide affordable housing in the City; has requested that the City assist it in financing the acquisition of the historic Norcutt Mill and the constructing, renovating and equipping therein of a qualified residential rental project to be known as Norcutt Mill, consisting of 112 units and located at 31 White Street NW in the City (the "Development"). The housing bonds, when and if issued by the City, will be issued pursuant to Article 1 of Chapter 157 and Section 160D-1311(b) of the General Statutes of North Carolina and shall not be a debt of the State of North Carolina (the "State"), the City or any political subdivision thereof and none of the State, the City, or any political subdivision thereof shall be liable thereon, nor in any event shall such bonds be payable out of any funds or properties other than those of the City derived solely from payments made by the Borrower. The amount needing to be financed is estimated not to exceed \$17,000,000 to provide all or part of the cost of the Development.

**Recommendation:** Motion to adopt a Resolution Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds for Norcutt Mill.

### **4. Consider adopting an amendment to the City of Concord Code of Ordinances, Chapter 62, Water and Wastewater Utilities; Article IV; Section 62-132(a)(2); Volume charges.**

Recent changes to this article did not include both references to the block volumetric charges. This change will adjust the outside city blocks to match the newly adopted inside city blocks. Article IV; Section 62-132(a)(2); Subsection (b)(1) includes the establishment of the residential block levels for the conservation water rate structure for outside city customers. Along with the adoption of the new fee schedule for FY26, this change is needed to provide consistency for the changing tier limits. The changes are below.

- Block 1. A Block 1 rate shall apply to customers that have zero to ~~6,000~~ 3,000 gallons pass through the water meter during the billing cycle.

- Block 2. A Block 2 rate shall apply to customers that ~~are~~ have 6,001 to 8,999 gallons pass through the water meter during the billing cycle.

**Recommendation:** Motion to adopt an ordinance amending the City of Concord Code of Ordinances, Chapter 62, Water and Wastewater Utilities; Article IV; Section 62-132(a)(2); Volume charges.

**5. Consider adopting an amendment to the City of Concord Code of Ordinances, Chapter 60, Stormwater Utility Control and Management; Article IV; Section 60-47(a)(2)(g) and add 60-47(f) Pet Waste.**

The changes are required to update the stormwater rules to comply with fecal coliform (pet waste) requirements in our Phase II NPDES stormwater permit.

Section 60-47(a)(2)(g) Garbage, litter, yard waste, and any other solid waste materials (including pet waste); and

**60-47(f) Pet Waste**

Pet owners/handlers are required to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Disposal of pet waste in a storm drain or into the storm drainage system is prohibited.

**Recommendation:** Motion to adopt an ordinance amending the City of Concord Code of Ordinances, Chapter 60, Stormwater Utility Control and Management; Article IV; Section 60-47(a)(2)(g) and add 60-47(f) Pet Waste.

**6. Consider authorizing the City Manager to negotiate and execute a contract with Insituform Technologies, LLC for the Lyles Lane CIPP Project and approve the attached project budget amendment.**

During routine inspection, this area of Lyles Lane sewer infrastructure was found to be showing signs of moderate to severe pipe degradation. Some locations are nearly 40 feet deep. The City obtained specialty engineering services from Gavel & Dorn to complete a design for a Cured In Place Pipe and Manhole Rehabilitation Project. This project was bid under the formal bidding process, with bids being taken on October 2, 2025. Five (5) bids were received. The apparent low bidder was Hinterland Group, Inc. and the second lowest bidder was Insituform Technologies, LLC. During the bid review process, it was determined the apparent low bidder did not demonstrate the ability and/or readiness to perform the work and therefore does not meet the criteria of a responsive and responsible low bidder. Therefore, staff is recommending to award the bid to the second lowest responsible bidder, Insituform Technologies, LLC in the amount of \$1,533,515.20.

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Insituform Technologies, LLC for the Lyles Lane CIPP Project \$1,533,515.20 and approve the attached budget amendment.

**7. Consider authorizing the City Manager to negotiate and execute a contract with Wesco for new meter installation and the implementation and installation of the new Electric and Water AMI system in the total amount of \$33 million.**

This project has been in the planning stages for several years and went through a formal RFP process in January 2025. Multiple vendors and AMI systems were submitted and

evaluated with Wesco being the most complete and robust system to fit our needs. The costs include nearly \$11 million to replace all 3/4 and 1" water meters with new modern meters that provide increased accuracy and a long 10+10 year warranty. The project will also replace all electric meters as their are nearing the end of their useful life since the last system replacement. The AMI system to be installed is robust licensed RF point to multipoint system. The Electric expense is approximately \$12.5 million and Water is approximately \$20.5 million.

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Wesco for new meter installation and the implementation and installation of the new Electric and Water AMI system in the total amount of \$33 million.

#### **8. Consider accepting a preliminary application from Blue Pure Life LLC.**

In accordance with City Code Chapter 62, Blue Pure Life, LLC has submitted a preliminary application to receive sewer service outside of the City limits. The property is located at 309 Dileen Dr., Concord, NC. This 31.306 acre parcel is zoned county LDR and is located within Area B. The owner wishes to build one single family home and is requesting one sewer service. This parcel is bisected by Dileen Drive, and the southwestern side of the parcel is served by sewer but is not considered served by water.

**Recommendation:** Motion to accept the preliminary application and have the owner proceed to the final application phase excluding annexation.

### **VII. Consent Agenda**

#### **A. Consider approving the 2026 Payment Standards for the Housing Choice Voucher Program to be effective on January 1, 2026.**

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires housing authorities to set Housing Choice Voucher (HCV) payment standards between 90% and 110% of the Fair Market Rents (FMRs) published by the U.S. Department of Housing and Urban Development (HUD). These standards determine the monthly subsidy paid to landlords and include tenant-paid utilities. Additionally, QHWRA mandates that tenants receiving HCV assistance cannot be required to pay more than 40% of their adjusted monthly income toward rent and utilities. On August 22, 2025, HUD released updated FMRs effective October 1, 2025. The 2026 Payment Standards align with the City's goals related to affordability, availability, and neighborhood stability. They also support the department's objective to increase and preserve affordable housing for residents earning 50% or less of the area median income, which currently stands at \$112,200 for a family of four. Based on an analysis of voucher holders' success in securing housing, the 2026 Payment Standards will remain the same. To determine appropriate standards, staff reviewed MLS data on average rents by bedroom size, available units at proposed payment levels, and active property listings that accept HCVs. The attached table outlines the proposed 2026 Payment Standards for Council consideration.

**Recommendation:** Motion to approve the 2026 Payment Standards for the Housing Choice Voucher Program to be effective on January 1, 2026.

#### **B. Consider purchasing (17) seventeen distribution padmount transformers from WESCO Distribution Inc. for general inventory stock.**

Warehouse staff received a quote on October 23, 2025 through SourceWell Cooperative Purchasing Agreement for electric materials for the purchase of (2) 2500 KVA and (15) 50 KVA distribution padmount transformers. WESCO Distribution Inc. submitted a total quote of \$222,804 for the seventeen transformers manufactured by Hitachi Energy USA Inc. All bidding requirements have been met through the SourceWell Cooperative Purchasing Agreement.

**Recommendation:** Motion to purchase 17 distribution padmount transformers in the amount of \$222,804 from WESCO Distribution Inc. using the SourceWell Cooperative Purchasing Agreement for general inventory stock.

**C. Consider adopting an update to the Concord Kannapolis Area Transit FTA Title VI Civil Rights Program Plan.**

FTA requires all federally funded public transit systems to develop and maintain a Title VI Civil Rights Program Plan, which must be updated and resubmitted for FTA approval every three years. Rider Transit's current Title VI plan expired on 5/31/25. There were no substantive changes required to the program policies and standards in the updated plan; however, the demographic and survey data was updated as required by FTA. The FTA program requirements include that approval of the updated plan by City Council be included within the plan document itself before submission to FTA for their final approval. The updated plan was approved unanimously by the Concord Kannapolis Transit Commission at their October 30, 2025 meeting.

**Recommendation:** Motion to accept and adopt the updated Concord Kannapolis Area Transit FTA Title VI Civil Rights Program Plan.

**D. Consider adopting a budget ordinance to amend the FY2025/2026 Budget Ordinance to appropriate insurance reimbursements received.**

The City of Concord received insurance reimbursements to cover repairs of damaged vehicles and equipment. The attached budget amendments will appropriate these funds to the respective impacted departments.

**Recommendation:** Motion to adopt ordinances to amend the FY2024/2025 Budget Ordinance to appropriate insurance reimbursements received.

**E. Consider adopting an ordinance to amend the Utility Capital Reserve Fund project budget.**

The attached budget amendment adjusts investments earnings and transfers to actual amounts as of 6/30/25.

**Recommendation:** Motion to adopt an ordinance to amend the Utility Capital Reserve Fund project budget.

**F. Consider adopting an ordinance to amend the General Capital Reserve Fund budget to allocate investment earnings.**

The attached budget amendment allocates investment earnings through June 30, 2025 to the future projects account for use towards future projects.

**Recommendation:** Motion to adopt an ordinance to amend the General Capital Reserve Fund budget to allocate investment earnings.

**G. Consider adopting an ordinance to amend the Parks & Recreation Project Fund budget.**

The attached budget amendment allocated investment earnings and interest earned on bond proceeds through June 30, 2025.

**Recommendation:** Motion to adopt an ordinance to amend the Parks & Recreation Project Fund budget.

**H. Consider adopting a budget ordinance amendment to appropriate a \$785 donation from Mayor Golf Tournament reserves to Cabarrus Victim's Assistance Network (CVAN).**

The annual Mayor's Golf Tournament was held Friday, October 17, 2025. As in previous years, players could make a donation to CVAN at Hole 11. This year, \$785 was raised. A budget ordinance amendment is needed to appropriate the donation amount to CVAN.

**Recommendation:** Motion to adopt a budget ordinance amendment to appropriate a \$785 donation from Mayor Golf Tournament reserves to Cabarrus Victim's Assistance Network (CVAN).

**I. Consider approving a donation of \$2,500 from the Mayor's Golf Tournament Fund to the Backpack Buddy Program and adopt a budget ordinance appropriating the donation.**

The Backpack Buddy Program supports families at Coltrane Webb Elementary School and offers monthly donations of food staples and a gift card to purchase fruit, vegetables, and meat for each participating family.

**Recommendation:** Motion to approve a donation in the amount of \$2,500 from the Mayor's Golf Tournament Fund to the Backpack Buddy Program and adopt a budget ordinance appropriating the donation.

**J. Consider approving a donation of \$2,500 from the Mayor's Golf Tournament Fund to the Carolina Bears Youth Football Organization and adopt a budget ordinance appropriating the donation.**

If approved, the funds will be used to assist with the cost of sponsoring children that want to play football but are not able to due to financial hardship.

**Recommendation:** Motion to approve a donation in the amount of \$2,500 from the Mayor's Golf Tournament Fund to the Carolina Bears Youth Football Organization and adopt a budget ordinance appropriating the donation.

**K. Consider adopting an ordinance to amend the Transportation Capital Project fund budget.**

The attached budget ordinance amendment adjusts the budget for final actuals as of 6/30/25, adjusts completed project budgets to actuals, and appropriates the excess funds to future projects.

**Recommendation:** Motion to adopt an ordinance to amend the Transportation Capital Project fund budget.

**L. Consider adopting an ordinance to amend the General Capital Project fund budget to cleanup various project budgets.**

The attached budget ordinance amendment allocates prior year investment earnings and cleans up the budget for various projects.

**Recommendation:** Motion to adopt an ordinance to amend the General Capital Project fund budget to cleanup various project budgets.

**M. Consider adopting an Electric Project Fund project budget amendment.**

Electric and finance staff reviewed current projects and the allocation of funding among the projects. After review, it was determined that funding should be reallocated from projects that had savings to other projects. The attached budget amendment also allocates investment earnings through June 30, 2025 to the future projects account.

**Recommendation:** Motion to adopt an Electric Project Fund project budget amendment.

**N. Consider adopting a budget amendment to update Transit's FY26 budget to reflect the actual 5307 apportionment received.**

When finalizing the FY 26 budget for Rider Transit, a placeholder amount for FTA 5307 formula grant funds, using last year's amount as the Federal Government had not yet passed their budget. Since then, the Federal budget was passed, and FTA was able to finally publish the full year grant apportionment's. This amendment is modifying the estimated amount to match what was actually received, which was slightly more than was budgeted.

**Recommendation:** Motion to approve a budget amendment to update Transit's FY26 budget to reflect the actual 5307 apportionment received.

**O. Consider adopting an ordinance to amend the FY 2025/2026 Budget Ordinance for the General Fund.**

Two developers failed to complete required improvements. The City's transportation department is going to complete the improvements using funds held in escrow from the developers. The developers was notified and did not make the required improvements. The budget amendment also includes an appropriation from fund balance to refund Inaara, LLC for funds incorrectly recorded as revenue in a prior year. The developer completed the required improvements and is entitled to a refund of the escrow funds previously remitted to the City.

**Recommendation:** Motion to adopt an ordinance to amend the FY 2025/2026 Budget Ordinance for the General Fund.

**P. Consider granting an easement to Duke Energy.**

Buildings and Grounds staff are installing automated gates at all cemeteries. The electricity service at West Concord Cemetery is provided by Duke Energy. Therefore, an easement is needed to complete this project.

**Recommendation:** Motion to grant an easement to Duke Energy for the installation of an automated gate at West Concord Cemetery.

**Q. Consider accepting an offer of infrastructure at Carolina Thomas Midland, Taylor Glen A Thrivemore Community, Campbell Farms Subdivision(Roadway Acceptance).**

In accordance with CDO Article 5, improvements have been constructed in accordance with the City's regulations and specifications. The following are being offered for acceptance: 1671 LF of 8-inch water line, 14 valves (8-inch), 3 LF of 12-inch water line, 2 Hydrants.

Campbell Farms Subdivision- Roadway Acceptance: 868 LF- Jeffrey Court; 2148 LF - Camp Court; 2283 LF Point Andrew Drive; 500 LF - Bell Lane; and 513 LF - Ring Lane.

**Recommendation:** Motion to accept the offer of infrastructure acceptance in the following site: Carolina Thomas Midland, Taylor Glen A Thrivemore Community, Campbell Farms Subdivision(Roadway Acceptance).

**R. Consider accepting an Offer of Dedication of an access easement and approval of the maintenance agreement from CRP/Canvas Holly Grove Owner, LLC.**

Per the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: SCM Maintenance & Access Easement to serve 2925 Concord Parkway S, Concord, NC, Cabarrus Property Identification Number (PIN) 5509-65-2446. The owners are offering access easements and SCM maintenance agreements.

**Recommendation:** Motion to approve the maintenance agreements and accept the offers of dedication to the following properties: 2925 Concord Parkway S, Concord, NC, Cabarrus Property Identification Number (PIN) 5509-65-2446.

**S. Consider accepting an Offer of Dedication of an access easement and approval of the maintenance agreement from Eli Lilly and Company.**

Per the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: SCM Maintenance & Access Easement to serve 1420 Concord Parkway South, Concord, NC, Cabarrus County Property Identification Number (PIN):5610-21-6230. The owners are offering access easements and SCM maintenance agreements.

**Recommendation:** Motion to approve the maintenance agreements and accept the offers of dedication to the following properties: 1420 Concord Parkway South, Concord, NC, Cabarrus County Property Identification Number (PIN):5610-21-6230.

**T. Consider accepting an Offer of Dedication of an access easement and approval of the maintenance agreement from Concord Fortune LLC.**

Per the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: SCM Maintenance & Access Easement to serve property on Fortune Avenue, Concord, NC, Cabarrus County Property Identification Number (PIN): 5601-74-4513. The owners are offering access easements and SCM maintenance agreements.

**Recommendation:** Motion to approve the maintenance agreements and accept offers of dedication to the following properties: Property on Fortune Avenue, Concord, NC. Property

Identification Number (PIN): 5601-74-4513.

**U. Consider accepting an Offer of Dedication of utility easements and public rights-of-ways in various subdivisions.**

In accordance with CDO Article 5, the following final plat and easements are now ready for approval: Cordera- 27.828 Ac, Skybrook Corners Expansion, Skybrook Corners Phase 2 and 1.692 AC Kerr Street NW . Various utility easements and public rights-of-ways are offered by the owners.

**Recommendation:** Motion to accept the offer of dedication on the following plat and easements: Cordera- 27.828 Ac, Skybrook Corners Expansion, 1.692 AC Kerr Street NW.

**V. Consider approving a change to the classification/compensation system to include the following classification: Building Construction Supervisor.**

The addition of this new classification will increase the ability to attract and retain employees and provide enhanced expertise for the City of Concord.

**Recommendation:** Motion to approve the addition of the Building Construction Supervisor (Grade 60) with a salary range of \$80,429.52 (minimum) - \$106,569.11 (midpoint) - \$132,708.69 (maximum).

**W. Consider receiving quarterly report on water and wastewater extension permits issued by the Engineering Department in the second quarter of 2025.**

In accordance with City Code Chapter 62, the attached reports outline the water and wastewater extension permits that were issued between April 1, 2025 and June 30, 2025.

**Recommendation:** Motion to receive the second quarter water and wastewater extension report for 2025.

**X. Consider the required reporting related to the annual information on the Identity Theft Program.**

Staff is required to review the City's Identity Theft Detection and Prevention Program each year to ensure that the City is in compliance and also to ensure that the policy remains current. Staff is also required to disclose to City Council any identity theft issues that have been noted in the past 12 months. Staff has reviewed the current policy and has found no issues. The identity theft issues are detailed in the attached document for your review. There were no incidents of identity theft during this reporting period.

**Recommendation:** Motion to accept the annual report on the City's Identity Theft Program.

**Y. Consider acceptance of the Tax Office reports for the month of September 2025.**

The Tax Collector is responsible for periodic reporting of revenue collections for the Tax Collection Office.

**Recommendation:** Motion to accept the Tax Office collection reports for the month of September 2025.

**Z. Consider approval of Tax Releases/Refunds from the Tax Collection Office for the month of September 2025.**



G.S. 105-381 allows for the refund and/or release of tax liability due to various reasons by the governing body. A listing of various refund/release requests is presented for your approval, primarily due to overpayments, situs errors and/or valuation changes.

**Recommendation:** Motion to approve the Tax releases/refunds for the month of September 2025.

**AA. Receive monthly report on status of investments as of September 30, 2025.**

A resolution adopted by the governing body on 12/9/1991 directs the Finance Director to report on the status of investments each month.

**Recommendation:** Motion to accept the monthly report on investments.

**VIII. Matters not on the Agenda**

- Transportation Advisory Committee (TAC)
- Metropolitan Transit Committee (MTC)
- Concord/Kannapolis Transit Commission
- Centralina Regional Council
- Water Sewer Authority of Cabarrus County (WSACC)
- WeBuild Concord
- Public Art Commission
- Concord United Committee

**IX. General Comments by Council of Non-Business Nature**

**X. Closed Session (If Needed)**

**XI. Adjournment**

\*IN ACCORDANCE WITH ADA REGULATIONS, PLEASE NOTE THAT ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE CITY CLERK AT (704) 920-5205 AT LEAST FORTY-EIGHT HOURS PRIOR TO THE MEETING.



14

AN ORDINANCE AMENDING THE ZONING ORDINANCE  
OF THE CITY OF CONCORD, NORTH CAROLINA

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance for the City of Concord, North Carolina and the Area of Extraterritorial Jurisdiction on July 28, 1977; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute §160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951, may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zone boundaries; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute 160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951 does hereby recognize a need to amend the text of certain articles of the City of Concord Development Ordinance.

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

SECTION 1: That Article 7, Base Zoning Districts, Section 7.6.2 Setbacks and Height Standards, Table 7.6.2.A Dimensional Standards be amended to the following:

DENSITY AND DIMENSIONAL STANDARDS  
TABLE 7.6.2 A - DIMENSIONAL STANDARDS

Zoning District	A	B	C	D	E	F	G
	Min. Lot Size (sq. ft.)	Max. Density (per acre)	Impervious Surface Ratio (2)	Min. Public Street Frontage (feet)	Min. Lot Width (feet)	Min. Lot Depth (feet)	Max. Building Height (feet)
AG**	43,560	1	-	30^	200	200	35
RE **	43,560	1	-	30^	150	150	35
RL**	20,000	2	-	15^	100	125	35
RM-1**	15,000	3	-	15^	75	125	35
RM-2**	10,000	4	-	15^	75	100	35
RV***	7,500	8	0.5	15^	50	100	35 (5)
RC***	5,000	15	0.5	15^	50	100	35 (5)
R-CO <sup>3</sup>	3,000	15	0.5	15	35	85	40
O-I	-	-	0.7	-	-	-	35 (5)
B-1	-	-	0.65	30^	50	100	50
CC	-	-	-	-	-	-	75 (4)
C-1	-	-	0.7	-	-	-	48
C-2	-	-	0.8	30^	50	100	48 (1)
I-1	-	-	0.8	30^	50	100	72
I-2	-	-	0.9	30^	50	100	72 (6)

NOTES:

\* Residences permitted in nonresidential districts shall conform to the density and dimensional standards of the RC district, except that height restrictions may follow (1) below. Residences in the CC district are not subject to maximum density or dimensional limitations.

\*\* See Section 7.7.4-F for duplex lots and Sections 7.7.3 and 7.7.4 for alternative single-family lot patterns that allow smaller minimum lot sizes under certain conditions.

\*\*\* In the districts where permitted, and subject to Section 7.8 multi-family and/or single-family attached developments

shall only be subject to Columns B, C, D, and G in Table 7.6.2-A. Setbacks for multi-family and single-family attached developments are set forth in Section 7.8. of this Ordinance. Height in the RC district is subject to the transition provisions of Section 7.6.2.G.

^ See Section 5.5.

- (1) Height may be increased by one foot for each one foot of additional building setback up to a maximum height of 200 feet. Setbacks for Mixed Use, PUD, PRD or similar type projects shall be measured from the overall project boundaries.
- (2) Developments following the low-density option (see §4.4.2-A) may not develop at a total impervious surface ratio greater than 0.24.
- (3) Dimensional requirements only applicable if not indicated on recorded final plat. See also Section 9.12.
- (4) Measured from the lowest level of the Fire Department vehicle access to the tallest finished floor level of the building.
- (5) In the districts where permitted, multi-family has a height limit of four (4) stories. When residential units are included in upper floors in C-2 zoning, the maximum C-2 height limits shall govern.
- (6) On parcels greater than forty (40) acres, height may be increased one (1) foot for each two (2) feet of additional setback from property lines and street rights-of-way to a maximum of 140 feet.

**SECTION 2:** That Article 7, Base Zoning Districts, Section 7.11 Supplemental Design Standards and Requirements for Industrial Districts, Section 7.11.9 Building and Site Design Standards, Section 7.11.9. E Exterior Materials be amended to the following:

#### **7.9.11.E EXTERIOR MATERIALS**

Exterior building materials may include painted tilt-up concrete, brick, stone, stucco, synthetic stucco, metal wall panels, or cement-board or wood siding. The Administrator may approve alternative materials of equal or better quality and durability. Metal and split-faced concrete block may be used as accent material provided that cumulatively they do not exceed 20 percent of the area of any individual exterior wall visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located.

Metal may be utilized exclusively on 1) walls not visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located, or 2) on manufacturing facilities of more than two stories in height.

When two (2) or more materials are used on an exterior wall, the heavier material (e.g., brick) shall be placed below the lighter material (e.g., stucco). Structures or portions of structures in I-2 zoning, which are greater than 72 feet in height as specified in table 7.6.2.A shall be designed to prevent large flat expanses of featureless exterior walls. The exterior walls shall be designed with changes in (a) color, (b) materials, and (c) architectural design elements to achieve this objective, all of which are required. Percentage of exterior walls required to incorporate design elements/features will be equal to 50% of the number of feet over the base maximum building height. Approval of the design shall follow the procedure outlined in 7.11.2.A for modifications.

The Administrator or their designee may allow modifications to the required materials on a case-by-case basis. The applicant shall document through photo or photo simulations that areas using alternative materials are not visible from public streets or adjacent developments. The burden of proof in justifying alternative materials shall rest with the applicant.

**SECTION 4:** That this Ordinance be effective immediately upon adoption.

Adopted this 13<sup>th</sup> of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

ATTEST:

\_\_\_\_\_  
William C. Dusch, Mayor

Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

**DATE:** October 21, 2025

**CASE #:** TA-04-25 Text Amendment (Article 7)

**PREPARED BY:** Autumn C. James, Ph.D., AICP | Deputy Planning Director

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## **BACKGROUND**

Staff are providing the Commission with a proposed text amendment to Article 7 (Base Zoning Districts) of the Concord Development Ordinance (CDO). With the emphasis on job-creation/economic development within the City, staff have researched building heights in the General Industrial (I-2) zoning district. Other communities, particularly those with substantial manufacturing bases, have allowances for limited increases of building heights in certain situations.

Some jurisdictions have no maximum building heights, while others specify a maximum height with exceptions allowed with increased setbacks from residential zoning. Staff, in consultation with local industrial projects, have drafted an amendment to allow increased height up to 140 feet, provided that the structure (or portion of the structure) with the increased height is set back an additional two (2) feet from a property line or street right-of-way for each one (1) foot of increased height. This increased setback could only be utilized on parcels greater than 40 acres to ensure that a sense of scale exists with the development. Given the minimum acreage threshold associated with this proposed requirement, this type of development could not occur on a widespread basis, just on larger parcels within the City.

## **ARTICLES TO BE AMENDED**

1. **Article 7 – Base Zoning Districts:** Article 7 is being amended to address an increase in the maximum building height for structures in the I-2 zoning district (Table 7.6.2 A Dimensional Standards). Currently, the CDO notes that the maximum height is seventy-two (72) feet. The proposed amendment would allow for height to be increased one (1) foot for each two (2) feet of additional setback from property lines and street rights-of-way to a maximum of one-hundred forty (140) feet. Additionally, Building and Site Design Standards, Exterior Materials (Article 7.11.9.E) would be amended to add that large expanses of featureless exterior walls should be avoided and provide guidance on design standard requirements.

The amendment is in approval form and may be forwarded to City Council for public hearing and their consideration at their November meeting.

**DENSITY AND DIMENSIONAL STANDARDS**  
**TABLE 7.6.2 A - DIMENSIONAL STANDARDS**

Zoning District	A	B	C	D	E	F	G
	Min. Lot Size (sq. ft.)	Max. Density (per acre)	Impervious Surface Ratio (2)	Min. Public Street Frontage (feet)	Min. Lot Width (feet)	Min. Lot Depth (feet)	Max. Building Height (feet)
AG**	43,560	1	-	30^	200	200	35
RE **	43,560	1	-	30^	150	150	35
RL **	20,000	2	-	15^	100	125	35
RM-1**	15,000	3	-	15^	75	125	35
RM-2**	10,000	4	-	15^	75	100	35
RV***	7,500	8	0.5	15^	50	100	35 (5)
RC***	5,000	15	0.5	15^	50	100	35 (5)
R-CO <sup>3</sup>	3,000	15	0.5	15	35	85	40
O-I	-	-	0.7	-	-	-	35 (5)
B-1	-	-	0.65	30^	50	100	50
CC	-	-	-	-	-	-	75 (4)
C-1	-	-	0.7	-	-	-	48
C-2	-	-	0.8	30^	50	100	48 (1)
I-1	-	-	0.8	30^	50	100	72
I-2	-	-	0.9	30^	50	100	72 <a href="#">(6)</a>

**NOTES:**

\* Residences permitted in nonresidential districts shall conform to the density and dimensional standards of the RC district, except that height restrictions may follow (1) below. Residences in the CC district are not subject to maximum density or dimensional limitations.

\*\* See Section 7.7.4-F for duplex lots and Sections 7.7.3 and 7.7.4 for alternative single-family lot patterns that allow smaller minimum lot sizes under certain conditions.

\*\*\* In the districts where permitted, and subject to Section 7.8 multi-family and/or single-family attached developments shall only be subject to Columns B, C, D, and G in Table 7.6.2-A. Setbacks for multi-family and single-family attached developments are set forth in Section 7.8. of this Ordinance. Height in the RC district is subject to the transition provisions of Section 7.6.2.G.

^ See Section 5.5.

(1) Height may be increased by one foot for each one foot of additional building setback up to a maximum height of 200 feet. Setbacks for Mixed Use, PUD, PRD or similar type projects shall be measured from the overall project boundaries.

(2) Developments following the low-density option (see §4.4.2-A) may not develop at a total impervious surface ratio greater than 0.24.

(3) Dimensional requirements only applicable if not indicated on recorded final plat. See also Section 9.12.

(4) Measured from the lowest level of the Fire Department vehicle access to the tallest finished floor level of the building.

(5) In the districts where permitted, multi-family has a height limit of four (4) stories. When residential units are included in upper floors in C-2 zoning, the maximum C-2 height limits shall govern.

[\(6\) On parcels greater than forty \(40\) acres, height may be increased one \(1\) foot for each two \(2\) feet of additional setback from property lines and street rights-of-way to a maximum of 140 feet.](#)

#### **7.9.11.E EXTERIOR MATERIALS**

Exterior building materials may include painted tilt-up concrete, brick, stone, stucco, synthetic stucco, metal wall panels, or cement-board or wood siding. The Administrator may approve alternative materials of equal or better quality and durability. Metal and split-faced concrete block may be used as accent material provided that cumulatively they do not exceed 20 percent of the area of any individual exterior wall visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located.

Metal may be utilized exclusively on 1) walls not visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located, or 2) on manufacturing facilities of more than two stories in height.

When two (2) or more materials are used on an exterior wall, the heavier material (e.g., brick) shall be placed below the lighter material (e.g., stucco). [Structures or portions of structures in I-2 zoning, which are greater than 72 feet in height as specified in table 7.6.2.A shall be designed to prevent large flat expanses of featureless exterior walls. The exterior walls shall be designed with changes in \(a\) color, \(b\) materials, and \(c\) architectural design elements to achieve this objective, all of which are required. Percentage of exterior walls required to incorporate design elements/features will be equal to 50% of the number of feet over the base maximum building height. Approval of the design shall follow the procedure outlined in 7.11.2.A for modifications.](#)

The Administrator or their designee may allow modifications to the required materials on a case-by-case basis. The applicant shall document through photo or photo simulations that areas using alternative materials are not visible from public streets or adjacent developments. The burden of proof in justifying alternative materials shall rest with the applicant.



**DENSITY AND DIMENSIONAL STANDARDS**  
**TABLE 7.6.2 A - DIMENSIONAL STANDARDS**

Zoning District	A	B	C	D	E	F	G
	Min. Lot Size (sq. ft.)	Max. Density (per acre)	Impervious Surface Ratio (2)	Min. Public Street Frontage (feet)	Min. Lot Width (feet)	Min. Lot Depth (feet)	Max. Building Height (feet)
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RE **	43,560	1	-	30^	150	150	35
RL **	20,000	2	-	15^	100	125	35
RM-1**	15,000	3	-	15^	75	125	35
RM-2**	10,000	4	-	15^	75	100	35
RV***	7,500	8	0.5	15^	50	100	35 (5)
RC***	5,000	15	0.5	15^	50	100	35 (5)
R-CO <sup>3</sup>	3,000	15	0.5	15	35	85	40
O-I	-	-	0.7	-	-	-	35 (5)
B-1	-	-	0.65	30^	50	100	50
CC	-	-	-	-	-	-	75 (4)
C-1	-	-	0.7	-	-	-	48
C-2	-	-	0.8	30^	50	100	48 (1)
I-1	-	-	0.8	30^	50	100	72
I-2	-	-	0.9	30^	50	100	72 (6)

**NOTES:**

\* Residences permitted in nonresidential districts shall conform to the density and dimensional standards of the RC district, except that height restrictions may follow (1) below. Residences in the CC district are not subject to maximum density or dimensional limitations.

\*\* See Section 7.7.4-F for duplex lots and Sections 7.7.3 and 7.7.4 for alternative single-family lot patterns that allow smaller minimum lot sizes under certain conditions.

\*\*\* In the districts where permitted, and subject to Section 7.8 multi-family and/or single-family attached developments shall only be subject to Columns B, C, D, and G in Table 7.6.2-A. Setbacks for multi-family and single-family attached developments are set forth in Section 7.8. of this Ordinance. Height in the RC district is subject to the transition provisions of Section 7.6.2.G.

^ See Section 5.5.

- (1) Height may be increased by one foot for each one foot of additional building setback up to a maximum height of 200 feet. Setbacks for Mixed Use, PUD, PRD or similar type projects shall be measured from the overall project boundaries.
- (2) Developments following the low-density option (see §4.4.2-A) may not develop at a total impervious surface ratio greater than 0.24.
- (3) Dimensional requirements only applicable if not indicated on recorded final plat. See also Section 9.12.
- (4) Measured from the lowest level of the Fire Department vehicle access to the tallest finished floor level of the building.
- (5) In the districts where permitted, multi-family has a height limit of four (4) stories. When residential units are included in upper floors in C-2 zoning, the maximum C-2 height limits shall govern.
- (6) On parcels greater than forty (40) acres, height may be increased one (1) foot for each two (2) feet of additional setback from property lines and street rights-of-way to a maximum of 140 feet.

#### **7.9.11.E EXTERIOR MATERIALS**

Exterior building materials may include painted tilt-up concrete, brick, stone, stucco, synthetic stucco, metal wall panels, or cement-board or wood siding. The Administrator may approve alternative materials of equal or better quality and durability. Metal and split-faced concrete block may be used as accent material provided that cumulatively they do not exceed 20 percent of the area of any individual exterior wall visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located.

Metal may be utilized exclusively on 1) walls not visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located, or 2) on manufacturing facilities of more than two stories in height.

When two (2) or more materials are used on an exterior wall, the heavier material (e.g., brick) shall be placed below the lighter material (e.g., stucco). Structures or portions of structures in I-2 zoning, which are greater than 72 feet in height as specified in table 7.6.2.A shall be designed to prevent large flat expanses of featureless exterior walls. The exterior walls shall be designed with changes in (a) color, (b) materials, and (c) architectural design elements to achieve this objective, all of which are required. Percentage of exterior walls required to incorporate design elements/features will be equal to 50% of the number of feet over the base maximum building height. Approval of the design shall follow the procedure outlined in 7.11.2.A for modifications.

The Administrator or their designee may allow modifications to the required materials on a case-by-case basis. The applicant shall document through photo or photo simulations that areas using alternative materials are not visible from public streets or adjacent developments. The burden of proof in justifying alternative materials shall rest with the applicant.

AN ORDINANCE AMENDING THE ZONING ORDINANCE  
OF THE CITY OF CONCORD, NORTH CAROLINA

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance for the City of Concord, North Carolina and the Area of Extraterritorial Jurisdiction on July 28, 1977; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute §160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951, may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zone boundaries; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute 160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951 does hereby recognize a need to amend the text of certain articles of the City of Concord Development Ordinance.

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

SECTION 1: That Article 7, Base Zoning Districts, Section 7.6.2 Setbacks and Height Standards, Table 7.6.2.A Dimensional Standards be amended to the following:

DENSITY AND DIMENSIONAL STANDARDS  
TABLE 7.6.2 A - DIMENSIONAL STANDARDS

Zoning District	A	B	C	D	E	F	G
	Min. Lot Size (sq. ft.)	Max. Density (per acre)	Impervious Surface Ratio (2)	Min. Public Street Frontage (feet)	Min. Lot Width (feet)	Min. Lot Depth (feet)	Max. Building Height (feet)
AG**	43,560	1	-	30^	200	200	35
RE **	43,560	1	-	30^	150	150	35
RL**	20,000	2	-	15^	100	125	35
RM-1**	15,000	3	-	15^	75	125	35
RM-2**	10,000	4	-	15^	75	100	35
RV***	7,500	8	0.5	15^	50	100	35 (5)
RC***	5,000	15	0.5	15^	50	100	35 (5)
R-CO <sup>3</sup>	3,000	15	0.5	15	35	85	40
O-I	-	-	0.7	-	-	-	35 (5)
B-1	-	-	0.65	30^	50	100	50
CC	-	-	-	-	-	-	75 (4)
C-1	-	-	0.7	-	-	-	48
C-2	-	-	0.8	30^	50	100	48 (1)
I-1	-	-	0.8	30^	50	100	72
I-2	-	-	0.9	30^	50	100	72 (6)

NOTES:  
\* Residences permitted in nonresidential districts shall conform to the density and dimensional standards of the RC district, except that height restrictions may follow (1) below. Residences in the CC district are not subject to maximum density or dimensional limitations.  
\*\* See Section 7.7.4-F for duplex lots and Sections 7.7.3 and 7.7.4 for alternative single-family lot patterns that allow smaller minimum lot sizes under certain conditions.  
\*\*\* In the districts where permitted, and subject to Section 7.8 multi-family and/or single-family attached developments

- shall only be subject to Columns B, C, D, and G in Table 7.6.2-A. Setbacks for multi-family and single-family attached developments are set forth in Section 7.8. of this Ordinance. Height in the RC district is subject to the transition provisions of Section 7.6.2.G.
- ^ See Section 5.5.
  - (1) Height may be increased by one foot for each one foot of additional building setback up to a maximum height of 200 feet. Setbacks for Mixed Use, PUD, PRD or similar type projects shall be measured from the overall project boundaries.
  - (2) Developments following the low-density option (see §4.4.2-A) may not develop at a total impervious surface ratio greater than 0.24.
  - (3) Dimensional requirements only applicable if not indicated on recorded final plat. See also Section 9.12.
  - (4) Measured from the lowest level of the Fire Department vehicle access to the tallest finished floor level of the building.
  - (5) In the districts where permitted, multi-family has a height limit of four (4) stories. When residential units are included in upper floors in C-2 zoning, the maximum C-2 height limits shall govern.
  - (6) On parcels greater than forty (40) acres, height may be increased one (1) foot for each two (2) feet of additional setback from property lines and street rights-of-way to a maximum of 140 feet.

**SECTION 2:** That Article 7, Base Zoning Districts, Section 7.11 Supplemental Design Standards and Requirements for Industrial Districts, Section 7.11.9 Building and Site Design Standards, Section 7.11.9. E Exterior Materials be amended to the following:

**7.9.11.E EXTERIOR MATERIALS**

Exterior building materials may include painted tilt-up concrete, brick, stone, stucco, synthetic stucco, metal wall panels, or cement-board or wood siding. The Administrator may approve alternative materials of equal or better quality and durability. Metal and split-faced concrete block may be used as accent material provided that cumulatively they do not exceed 20 percent of the area of any individual exterior wall visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located.

Metal may be utilized exclusively on 1) walls not visible from an existing or proposed public street or adjacent parcel located outside the industrial development in which the building is located, or 2) on manufacturing facilities of more than two stories in height.

When two (2) or more materials are used on an exterior wall, the heavier material (e.g., brick) shall be placed below the lighter material (e.g., stucco). Structures or portions of structures in I-2 zoning, which are greater than 72 feet in height as specified in table 7.6.2.A shall be designed to prevent large flat expanses of featureless exterior walls. The exterior walls shall be designed with changes in (a) color, (b) materials, and (c) architectural design elements to achieve this objective, all of which are required. Percentage of exterior walls required to incorporate design elements/features will be equal to 50% of the number of feet over the base maximum building height. Approval of the design shall follow the procedure outlined in 7.11.2.A for modifications.

The Administrator or their designee may allow modifications to the required materials on a case-by-case basis. The applicant shall document through photo or photo simulations that areas using alternative materials are not visible from public streets or adjacent developments. The burden of proof in justifying alternative materials shall rest with the applicant.

**SECTION 4:** That this Ordinance be effective immediately upon adoption.

Adopted this 13<sup>th</sup> of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

ATTEST:

\_\_\_\_\_  
William C. Dusch, Mayor

Kim Deason, City Clerk

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VaLerie Kolczynski, City Attorney

AN ORDINANCE AMENDING THE ZONING ORDINANCE  
OF THE CITY OF CONCORD, NORTH CAROLINA

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance for the City of Concord, North Carolina and the Area of Extraterritorial Jurisdiction on July 28, 1977; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute §160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951, may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zone boundaries; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute 160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951 does hereby recognize a need to amend the text of certain articles of the City of Concord Development Ordinance.

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

**SECTION 1:** That Article 8, Use Regulations, Section 8.3.2 Open Uses, Section 8.3.2.A Animal Production and Support Facilities, Section 8.3.2.A.3.A Agricultural Animals be amended to the following:

**3. AGRICULTURAL ANIMALS**

A. No livestock shall be kept, maintained or stabled within any Residential Zoning District on any lot not exceeding two (2) acres. This provision does not apply to agricultural animals, specifically goats, used for temporary ground clearing and nuisance plant removal. See Article 8.8.8 Goatscaping for additional guidelines and standards.

**SECTION 2:** That Article 8, Use Regulations, Section 8.8 Temporary Uses, be amended to the following:

**8.8.8 GOATSCAPING**

Agricultural animals, specifically goats, used for ground clearing and nuisance plant removal shall be allowed on a temporary basis upon the issuance of a temporary use permit issued by the Administrator and with adherence to the additional approval criteria within. Goatscaping may be allowed in any zoning districts for a period not to exceed twenty-one (21) days in any ninety (90) day period. All conditions specified here shall apply and no temporary permit shall be issued for longer than 21 days. Any violation of this chapter shall allow the Administrator to order the immediate removal of said agricultural animals.

- A. Applicants will be required to provide an application that includes contact information for the vendor and homeowner, a timeline of the proposed work, number of goats expected, and a map showing the location of the area to be goatscaped. Applications can be submitted by the applicant or the vendor and should be submitted at least seven (7) business days before work is to begin. Permit must be issued before work can commence.
- B. Adequate shelter and water resources are required for each goatscaping site.
- C. Signage and fencing for goatscaping is only allowed during the time specified in the temporary use permit. Signs and/or fencing may not be placed before goatscaping begins, or after it has concluded. See Article 12.3.3.B for specific standards on Type 1 Freestanding Temporary Signs.

- D. Liability for any damages will be placed with the applicant and/or the vendor should any damage occur during goatscaping at a site.
- E. Clean up and sanitization of the site should be completed before the expiration of the temporary use permit.

**SECTION 3:** That Article 14 “Definitions” be amended to include the following definitions:

**GOATSCAPING** - a land management practice where goats are used to clear invasive plants, brush, and weeds.

**SECTION 4:** That this Ordinance be effective immediately upon adoption.

Adopted this 13<sup>th</sup> of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

ATTEST:

\_\_\_\_\_  
William C. Dusch, Mayor

\_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

**DATE:** October 21, 2025

**CASE #:** TA-02-25 Text Amendment (Goatscaping)

**PREPARED BY:** Autumn C. James, Ph.D., AICP | Deputy Planning Director

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## **BACKGROUND**

Staff are providing the Commission with a proposed text amendment to Article 8 (Use Regulations) of the Concord Development Ordinance (CDO). This amendment is coming to the Commission after an inquiry regarding whether residents could temporarily bring goats onto their properties to clear weeds and invasive vegetation.

The proposed amendment would provide for the temporary use of goats for ground clearing and nuisance plant removal in the City of Concord. Goatscaping would be allowed, through issuance of a temporary use permit, in any zoning districts for a period not to exceed twenty-one (21) days in any ninety (90) day period. Additionally, this amendment includes supplementary approval criteria to be evaluated including location and number of goats to be used on a site, adequate resources for each site, and sign and fence regulations.

## **ARTICLES TO BE AMENDED**

1. **Article 8 – Use Regulations:** Article 8 is being amended to include clarification on the temporary use of agricultural animals, specifically goats, for ground clearing and nuisance plant removal. The CDO (8.3.2.A.3 Agricultural Animals) currently states “No livestock shall be kept, maintained or stabled within any Residential Zoning District on any lot not exceeding two (2) acres.” Language has been added to this section clarifying that this provision does not apply to the temporary use of goats being used in a ground clearing capacity. An addition to Article 8 (8.8.8 Goatscaping) allows for the use of goats as an eco-friendly land management tool through the temporary use permit process in all zoning districts within the City of Concord.
2. **Article 14 – Definitions:** Addition of the term “goatscaping,” and its definition.

The amendment is in approval form and may be forwarded to City Council for public hearing and their consideration at their November meeting.



**8.3.2. OPEN USES****A. Animal Production and Support Facilities****1. PURPOSE AND SCOPE**

The purpose of this Section is to provide rules and regulations for the keeping of agricultural animals or other livestock so that these animals do not become a nuisance, hazard, and/or health problem to the adjoining neighbors and the general public. The provisions of this section shall not apply to dogs, cats, or other similar household pets.

**2. USE REGULATIONS**

The use of land for the keeping of agricultural animals of other livestock shall be permitted as set forth in the use table, subject to the criteria below.

**3. AGRICULTURAL ANIMALS**

- A. No livestock shall be kept, maintained or stabled within any Residential Zoning District on any lot not exceeding two (2) acres. [This provision does not apply to agricultural animals, specifically goats, used for temporary ground clearing and nuisance plant removal. See Article 8.8.8 Goatscaping for additional guidelines and standards.](#)
- B. On parcels of two (2) acres or more and as set forth in the use table, certain livestock shall be permitted subject to the following provisions:
- C. All buildings or structures (excluding fences) used to house livestock shall be located so that they are no closer than one-hundred fifty feet (150') from a dwelling unit. The provisions of this section shall not apply if a dwelling unit is constructed so as to encroach upon an existing livestock use, except that such a livestock use may no longer expand towards a newly established residential use.
- D. Not more than one (1) Animal Unit shall be kept, maintained or stabled per six thousand (6,000) square feet of land.
- E. No equine stable operated as a principal use shall be within three hundred (300) feet of an existing single-family detached dwelling on a different lot.

**8.8 TEMPORARY USES****[8.8.8 GOATSCAPING](#)**

[Agricultural animals, specifically goats, used for ground clearing and nuisance plant removal shall be allowed on a temporary basis upon the issuance of a temporary use permit issued by the Administrator and with adherence to the additional approval criteria within. Goatscaping](#)

may be allowed in any zoning districts for a period not to exceed twenty-one (21) days in any ninety (90) day period. All conditions specified here shall apply and no temporary permit shall be issued for longer than 21 days. Any violation of this chapter shall allow the Administrator to order the immediate removal of said agricultural animals.

- A. Applicants will be required to provide an application that includes contact information for the vendor and homeowner, a timeline of the proposed work, number of goats expected, and a map showing the location of the area to be goatscaped. Applications can be submitted by the applicant or the vendor and should be submitted at least seven (7) business days before work is to begin. Permit must be issued before work can commence.
- B. Adequate shelter and water resources are required for each goatscaping site.
- C. Signage and fencing for goatscaping is only allowed during the time specified in the temporary use permit. Signs and/or fencing may not be placed before goatscaping begins, or after it has concluded. See Article 12.3.3.B for specific standards on Type 1 Freestanding Temporary Signs.
- D. Liability for any damages will be placed with the applicant and/or the vendor should any damage occur during goatscaping at a site.
- E. Clean up and sanitization of the site should be completed before the expiration of the temporary use permit.

## 14.1 GENERAL PROVISIONS

GOATSCAPING - a land management practice where goats are used to clear invasive plants, brush, and weeds.

**8.3.2. OPEN USES****A. Animal Production and Support Facilities****1. PURPOSE AND SCOPE**

The purpose of this Section is to provide rules and regulations for the keeping of agricultural animals or other livestock so that these animals do not become a nuisance, hazard, and/or health problem to the adjoining neighbors and the general public. The provisions of this section shall not apply to dogs, cats, or other similar household pets.

**2. USE REGULATIONS**

The use of land for the keeping of agricultural animals of other livestock shall be permitted as set forth in the use table, subject to the criteria below.

**3. AGRICULTURAL ANIMALS**

- A. No livestock shall be kept, maintained or stabled within any Residential Zoning District on any lot not exceeding two (2) acres. This provision does not apply to agricultural animals, specifically goats, used for temporary ground clearing and nuisance plant removal. See Article 8.8.8 Goatscaping for additional guidelines and standards.
- B. On parcels of two (2) acres or more and as set forth in the use table, certain livestock shall be permitted subject to the following provisions:
- C. All buildings or structures (excluding fences) used to house livestock shall be located so that they are no closer than one-hundred fifty feet (150') from a dwelling unit. The provisions of this section shall not apply if a dwelling unit is constructed so as to encroach upon an existing livestock use, except that such a livestock use may no longer expand towards a newly established residential use.
- D. Not more than one (1) Animal Unit shall be kept, maintained or stabled per six thousand (6,000) square feet of land.
- E. No equine stable operated as a principal use shall be within three hundred (300) feet of an existing single-family detached dwelling on a different lot.

**8.8 TEMPORARY USES****8.8.8 GOATSCAPING**

Agricultural animals, specifically goats, used for ground clearing and nuisance plant removal shall be allowed on a temporary basis upon the issuance of a temporary use permit issued by the Administrator and with adherence to the additional approval criteria within. Goatscaping

may be allowed in any zoning districts for a period not to exceed twenty-one (21) days in any ninety (90) day period. All conditions specified here shall apply and no temporary permit shall be issued for longer than 21 days. Any violation of this chapter shall allow the Administrator to order the immediate removal of said agricultural animals.

- A. Applicants will be required to provide an application that includes contact information for the vendor and homeowner, a timeline of the proposed work, number of goats expected, and a map showing the location of the area to be goatscaped. Applications can be submitted by the applicant or the vendor and should be submitted at least seven (7) business days before work is to begin. Permit must be issued before work can commence.
- B. Adequate shelter and water resources are required for each goatscaping site.
- C. Signage and fencing for goatscaping is only allowed during the time specified in the temporary use permit. Signs and/or fencing may not be placed before goatscaping begins, or after it has concluded. See Article 12.3.3.B for specific standards on Type 1 Freestanding Temporary Signs.
- D. Liability for any damages will be placed with the applicant and/or the vendor should any damage occur during goatscaping at a site.
- E. Clean up and sanitization of the site should be completed before the expiration of the temporary use permit.

## **14.1 GENERAL PROVISIONS**

**GOATSCAPING** - a land management practice where goats are used to clear invasive plants, brush, and weeds.

AN ORDINANCE AMENDING THE ZONING ORDINANCE  
OF THE CITY OF CONCORD, NORTH CAROLINA

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance for the City of Concord, North Carolina and the Area of Extraterritorial Jurisdiction on July 28, 1977; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute §160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951, may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zone boundaries; and

WHEREAS, the City of Concord, North Carolina pursuant to the authority conferred by North Carolina General Statute 160D-601 through 160D-605, 160D-701 through 160D-706, 160D-801 through 160D-808 and 160D-901 through 160D-951 does hereby recognize a need to amend the text of certain articles of the City of Concord Development Ordinance.

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

**SECTION 1:** That Article 8, Use Regulations, Section 8.3.2 Open Uses, Section 8.3.2.A Animal Production and Support Facilities, Section 8.3.2.A.3.A Agricultural Animals be amended to the following:

**3. AGRICULTURAL ANIMALS**

A. No livestock shall be kept, maintained or stabled within any Residential Zoning District on any lot not exceeding two (2) acres. This provision does not apply to agricultural animals, specifically goats, used for temporary ground clearing and nuisance plant removal. See Article 8.8.8 Goatscaping for additional guidelines and standards.

**SECTION 2:** That Article 8, Use Regulations, Section 8.8 Temporary Uses, be amended to the following:

**8.8.8 GOATSCAPING**

Agricultural animals, specifically goats, used for ground clearing and nuisance plant removal shall be allowed on a temporary basis upon the issuance of a temporary use permit issued by the Administrator and with adherence to the additional approval criteria within. Goatscaping may be allowed in any zoning districts for a period not to exceed twenty-one (21) days in any ninety (90) day period. All conditions specified here shall apply and no temporary permit shall be issued for longer than 21 days. Any violation of this chapter shall allow the Administrator to order the immediate removal of said agricultural animals.

- A. Applicants will be required to provide an application that includes contact information for the vendor and homeowner, a timeline of the proposed work, number of goats expected, and a map showing the location of the area to be goatscaped. Applications can be submitted by the applicant or the vendor and should be submitted at least seven (7) business days before work is to begin. Permit must be issued before work can commence.
- B. Adequate shelter and water resources are required for each goatscaping site.
- C. Signage and fencing for goatscaping is only allowed during the time specified in the temporary use permit. Signs and/or fencing may not be placed before goatscaping begins, or after it has concluded. See Article 12.3.3.B for specific standards on Type 1 Freestanding Temporary Signs.

- D. Liability for any damages will be placed with the applicant and/or the vendor should any damage occur during goatscaping at a site.
- E. Clean up and sanitization of the site should be completed before the expiration of the temporary use permit.

SECTION 3: That Article 14 “Definitions” be amended to include the following definitions:

GOATSCAPING - a land management practice where goats are used to clear invasive plants, brush, and weeds.

SECTION 4: That this Ordinance be effective immediately upon adoption.

Adopted this 13<sup>th</sup> of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

ATTEST:

\_\_\_\_\_  
William C. Dusch, Mayor

\_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney



**CITY OF CONCORD  
CONCORD-PADGETT REGIONAL AIRPORT  
CONCORD, NORTH CAROLINA  
WORK AUTHORIZATION 2502  
MASTER PLAN UPDATE  
October 13, 2025  
PROJECT NO.: 2203-2502  
PROJECT NO.: 315.0000004.066**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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**SCOPE OF SERVICES:**

This scope of services identifies requisite tasks necessary to update the existing Airport Master Plan (conditionally approved July 18, 2019) for the Concord-Padgett Regional Airport (Airport or JQF). By completing this scope of work, the documents required for Federal Aviation Administration (FAA) review and conditional approval of future airport development plans will be created.

This work authorization presents Talbert, Bright & Ellington, LLC's (TBE or Consultant) scope of services relating to the preparation of an Airport Master Plan Update (AMPU) for JQF.

This update will follow guidelines contained in Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5070-6B, Airport Master Plans, Chapter 10 "Airport Layout Plan" and Appendix F "ALP Drawing Set" and will identify improvements necessary to accommodate aviation activity 20 years into the future. In order to properly plan for phased airfield development, it is vital to determine the existing and ultimate runway design code (RDC). This will be performed from actual current aircraft traffic counts and from forecasts using industry standard methods. An ALP drawing set, narrative report, and 18B survey will be the final products of this work authorization.

The narrative report will explain the reasoning behind and the important features of the ALP drawing set and document the planning standards used. The narrative report will consist of the following sections:

- Inventory
- Aviation Demand Forecasts
- Facility Requirements and Assessment
- Alternatives Development and Evaluation
- Environmental Overview

- Airport Layout Plan Drawing Set and Exhibit 'A'
- Financial Planning and Implementation Strategy
- Public and Stakeholder Engagement
- Airfield Airport Pavement Management Program (APMP) Update
- Landside Pavement Management Program (LPMP)
- Building Condition Assessment

The scope of services for this AMPU are outlined below as tasks of work and are described in more detail FAA AC 150/5070-6B, Airport Master Plans (Change 2, January 27, 2015).

#### **GUIDELINES AND REQUIREMENTS:**

The following FAA guidelines and standard operating procedures (SOPs) will be utilized as applicable:

- AC 150/5070-6B – Airport Master Plans, Chapter 10 “Airport Layout Plan” (Change 2, January 27, 2015)
- ARP SOP 2.00, Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (October 1, 2013) (included at the end of this scope of services)
- ARP SOP 3.00, (Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013) (included at the end of this scope of services)
- AC 150/5300-13B – Airport Design (Change 1, August 16, 2024)
- AC 150/5300-16B – General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey (July 8, 2019)
- AC 150/5300-17C – Standards for Using Remote Sensing Technologies in Airport Surveys (September 30, 2011)
- AC 150/5300-18B – General Guidance and Specifications for Aeronautical Surveys: Airport Survey Data Collection and Geographic Information System Standards (Change 1, February 24, 2014)
- Noise Control and Compatibility Planning for Airports APP-600
- Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects AC 150/5100-17 (Change 7, July 10, 2017)

Note: Versions of all FAA Advisory Circulars, SOPs, Orders, and Engineering Briefs used during the course of this Project will be as of the execution date of this Contract.

#### **WORK TASKS:**

The following tasks are required to achieve the aforementioned output.

**TASK A: PRELIMINARY PROJECT SCOPING**

Negotiation of the scope of services and budget for the preparation of the AMPU for the Concord Padgett Regional Airport. The final scope of services and budget for the Project will be the result of several iterations and reviews completed in short succession.

**TASK B: PROJECT MANAGEMENT**

Project goals and objectives will be determined through coordination and consultation with the Airport, in order to create a flow chart of activities and a milestone schedule. These two items will provide the Airport and TBE with a sequential scheme of events and the anticipated dates to achieve the project goals. This task includes the appropriate direction and project management throughout this Project as each task is undertaken and completed. This includes:

- Holding up to 18 virtual meetings with JQF staff. Duration of these meetings is assumed to be no more than one (1) hour. The Consultant may have up to four (4) staff attend these meetings. The intent of these meetings is to discuss strategy, resolve issues, and coordinate progress and schedule.
- Up to 36 internal team coordination meetings, anticipated to be 30 minutes in duration to manage workflow and quality control of deliverables.
- Project setup within TBE's financial system.
- Tracking, actively managing, and updating project schedules.
- Monitoring, tracking, and actively managing the Consultant's project and task budgets, and associated office expenses.
- Monitoring, tracking, and actively managing sub consultants.
- Quality reviews of sub consultant materials.

**ASSUMPTIONS:**

1. *For budgeting purposes, it was assumed that the project should take 18 months (from receipt of contractual notice to proceed), including review by FAA and public review.*

**DELIVERABLES:**

1. *Final scope of services, fee estimate, and schedule.*
2. *A flow chart of activities and milestone schedule.*
3. *Up to 18 virtual meetings with the JQF staff and associated meeting summaries, as appropriate.*
4. *Schedule maintenance.*
5. *Milestone invoices.*

**TASK C: PUBLIC INVOLVEMENT AND STAKEHOLDER ENGAGEMENT**

Task C includes means to effectively communicate with the public and key stakeholders. The goal of this task is to effectively reach out to the community so that TBE can move through the process expeditiously while providing the public with opportunities to fully participate in this process.

This task will include the development and implementation of a Communication Plan for coordination between the Consultant and JQF staff, as well as the community around JQF, to ensure a cohesive approach for the overall Project.

▪ **Public Outreach Techniques:**

- **Electronic Survey** – An electronic survey will be developed and hosted on a survey platform such as SurveyMonkey. The survey will have intelligence built in that will enable identification of on airport users and tenants and off-airport users /members of the public. The Consultant will develop an initial set of questions to be presented to the Airport staff for review and input.

**ASSUMPTIONS:**

1. *One (1) round of JQF staff input is included in this Scope of Services.*
2. *Timing of this survey will be at the discretion of the JQF staff and Consultant but is anticipated to be near the beginning of the AMPU.*
3. *Survey service costs are included in the fee estimate.*
4. *Links to the survey will be provided to the JQF staff for publishing on the Concord-Padgett Regional Airport website and through the Concord-Padgett Regional Airport's social media channels.*

**DELIVERABLES:**

1. *One (1) draft set of survey questions in MS Word format for JQF staff review.*
2. *One (1) electronic survey open for two (2) weeks.*
3. *An MS Excel file of all survey responses received.*
4. *A summary of responses received by categories, as appropriate.*

- AMPU Advisory Committee – The AMPU Advisory Committee (which is recommended, but not limited, to consist of members of the Airport staff, City Manager/Assistant City Manager, City Finance Director, major tenants, air traffic control, representatives of adjacent properties, FAA ADO, and NCDQA) will provide information to and solicit input from the public regarding aspects of the future development of JQF.

The Committee will identify various stakeholders (business leaders, schools, churches, environmentalists, residents, politicians, etc.) and meet with them to discuss the project. These meetings will provide an opportunity for stakeholders to be engaged throughout the entire process and provide perspectives that represent the region. It is anticipated that meetings will occur throughout the life of the preparation of the ALP. TBE will provide the Committee with technical support and presentation materials, including brochures and a PowerPoint presentation to utilize at periodic meetings.

**ASSUMPTIONS:**

1. *Committee project status meetings will be held up to monthly, throughout the 18-month project (up to six meetings). This is exclusive of City and FAA review.*
2. *Committee project status meetings will be hybrid with some Consultant staff in person and some virtual.*
3. *Up to four (4) Consultant team members will attend the committee project status meetings.*
4. *Up to three (3) project status meetings will include out of State Consultant Team members; up to two (2) each.*
5. *One (1) PowerPoint presentation will be prepared and updated with current information, with no more than three (3) updates for presentations.*

**DELIVERABLES:**

1. *PowerPoint presentation with updates, not exceeding three times.*
2. *A total of 1,200 handouts (maximum of 100 per workshop) with various versions will be provided for each workshop*
3. *Meeting summary documenting key points and decisions of the meeting.*
  - Public Information Meeting – Up to two (2) public information meetings will be scheduled during the development of the AMPU. These meetings will occur at:
    - Alternatives development
    - Prior to final submittal to FAA for review

The meetings will utilize an informal/open house format for a period of two (2) to three (3) hours to maximize the opportunity for interested citizens to participate. The meetings will be publicized via the Concord-Padgett Regional Airport web site and through local media. The Consultant will provide handouts, display boards, sign-in sheets, and comment forms, as well as a recorder for oral comments.

**ASSUMPTIONS:**

1. *Two (2) public information meetings will be conducted during the evening to afford locals the opportunity to attend. Timing of these meetings will be at the discretion of the JQF staff and Consultant but are assumed to occur:*
  - a. *During the alternatives development and evaluation phase of the AMPU.*
  - b. *After a recommended development plan is identified and before the AMPU and associated ALP Drawing Set is finalized and submitted to the FAA.*
2. *Up to five (5) Consultant team members will attend each of the meetings, with up to two (2) traveling from out of State*
3. *Concord-Padgett Regional Airport will be responsible for meeting logistics (location, facility costs, advertising for meetings, etc.).*

**DELIVERABLES:**

1. Handouts (300 hundred per meeting for a total of 600), displays (maximum of ten [10] per meeting for a total of 20), sign-in sheets, comments forms (300 hundred per meeting for a total of 600)
2. A summary of the meeting, copy of comments received, and transcript of recorded comments (if any).

- **Communication Tools:**

- Concord-Padgett Regional Airport Web Site and Social Media – The Consultant will provide periodic updates to the Concord-Padgett Regional Airport web site administrator and social media channels (through the Airport staff) to provide information regarding the progression of the AMPU. Public meeting times and locations, as well as updated information will be prepared by the Consultant and provided to Concord-Padgett Regional Airport to be formatted for the web site and social media channels.

**ASSUMPTIONS:**

1. Concord-Padgett Regional Airport will develop, update, and maintain the web site with material provided by the Consultant.
2. Concord-Padgett Regional Airport will manage, update, and maintain the Airport's social media channels with material provided by the Consultant.

**DELIVERABLE:**

1. Web site updates and social media updates (not to exceed four).
  - Visioning Session – one (1) Visioning Session will be held near the beginning of the project. This will be a facilitated discussion identifying the Airport's strengths, weaknesses, opportunities, and threats. Participants in this session will be identified through feedback received from the survey.

**ASSUMPTIONS:**

1. This session will occur during the day, during normal business hours.
2. Attendees of the visioning session will be identified in collaboration with the JQF staff.
3. Up to five (5) Consultant team members will attend the visioning session, with up to two (2) traveling from out of State
4. Concord-Padgett Regional Airport will be responsible for meeting logistics (location, facility costs, advertising, etc.).

**DELIVERABLES:**

1. Handouts (300 hundred total), displays (maximum of three [3]), sign-in sheets, comments forms (100 hundred total)

2. *A summary of the meeting, copy of comments received, and transcript of recorded comments (if any).*

- **Stakeholder Engagement:**

- FAA Coordination – Regular meetings with the FAA Memphis Airports District Office (ADO). These meetings will be held to inform the FAA of the AMPU progress, discuss technical issues, and follow up on requests of the FAA.

**ASSUMPTIONS:**

1. *FAA coordination meetings will be held up to quarterly, throughout the 18-month project (up to four [4] meetings).*
2. *FAA coordination meetings will be virtual.*
3. *Up to four (4) Consultant team members will attend the FAA coordination meetings.*
4. *Up to four (4) PowerPoint presentations will be prepared.*

**DELIVERABLES:**

1. *PowerPoint presentations, not exceeding four.*
  2. *Meeting summary documenting key points and decisions of the meeting.*
- North Carolina Department of Transportation's Division of Aviation (NCDOT DOA) – Regular meetings with the NCDOT DOA. These meetings will be held to inform the NCDOT DOA of the AMPU progress, discuss technical issues, and follow up on requests of the NCDOT DOA.

**ASSUMPTIONS:**

1. *NCDOT DOA coordination meetings will be held up to quarterly, throughout the 18-month project (up to four [4] meetings).*
2. *NCDOT DOA coordination meetings will be virtual and held in conjunction with the FAA ADO.*
3. *Up to four (4) Consultant team members will attend the NCDOT DOA coordination meetings.*
4. *Up to four (4) PowerPoint presentations will be prepared.*

**DELIVERABLES:**

1. *PowerPoint presentations, not exceeding four.*
2. *Meeting summary documenting key points and decisions of the meeting.*

**TASK D: EXISTING CONDITIONS**

The existing conditions task will involve comprehensive data collection. Data collected includes:

- Topography: aerial, USGS maps, road maps, floodplain maps, environmental maps, aeronautical maps, and instrument approach plates.

- **Existing Airport Drawings/Plans:** Airport Master Plan (including ALP/Exhibit "A"), Airport construction plans, hangar site plans, utility plans, facility-condition plans, and related site/construction as-built plans on Airport property.
- **Locality Documents/Plans:** Zoning maps, zoning regulations, City Strategic Plan, City/Cabarrus County comprehensive plan(s), tax maps, and pending site plans.
- **Airport Operations Data:** leases, minimum standards, airport rules and regulations, based aircraft tabulation, aircraft operations data, fuel sales data, property tax data, and other related data. This data, as well as acceptable sources of aircraft operations data that may be used in forecasting and critical aircraft determinations will be used to determine the existing and ultimate Runway Design Code (RDC).
- **FAA Data:** Terminal Area Forecasts (TAF), National Plan of Integrated Airport System (NPIAS), air traffic and airspace procedures, NAVAID facility data, grant-in-aid history, State System Plan, State Economic Impact Study, and meteorological data.

Inventory visits will be conducted to collect physical data via the use of photographs, sketches, and scaled drawings of all physical plant facilities. Coordination with ongoing projects will be an essential part of this process.

#### **ASSUMPTIONS:**

1. *Concord-Padgett Regional Airport will request that the City of Concord and Cabarrus County provide at no cost to the Consultant existing property data and other pertinent GIS data not included in the survey provided by the Consultant. See Task I for survey data provided by the Consultant.*
2. *FAA TFMSC data will be downloaded (in excel format) from the FAA website for the years 2018 to present.*
3. *TALONS program data from 1200.aero will be provided at no cost to the Consultant.*
4. *Two (2) onsite visits to JQF by two (2) local Consultant team members are assumed for budgeting purposes to perform inventory of existing facilities.*
5. *The Consultant will provide one (1) local team member to conduct general aviation surveys, aircraft traffic counts and identification for a period not to exceed 40 hours.*
6. *Data from the Building Condition Assessment (Task N) will be used within the inventory chapter of the AMPU.*
7. *Ongoing projects that are funded and under construction at AMPU Notice to Proceed will be considered as existing conditions in the AMPU. Projects that are planned or in design will be treated as future projects and shown in a future development phase of the AMPU. Projects that are funded and under construction after AMPU will be integrated as existing conditions on a case-by-case basis and may require an amendment to this AMPU scope and associated fee.*



**DELIVERABLES:**

1. *Opportunities and Constraints Map illustrating areas of the existing Airport property that are opportunities for future development or areas that are restricted from future developments.*
2. *GIS database for the Airport's use of all existing facilities within the Airport property as discovered, collected, and documented within this task.*
3. *Google Earth kmzs for the Airport's use of all existing facilities within the Airport property as discovered, collected, and documented within this task.*

**TASK E:        AVIATION DEMAND FORECASTS**

Estimates of the timing of certain threshold events are the basis for effective planning decisions. These estimates form the basis of the aviation forecasts. The purpose of aviation forecasts is to indicate the relative timing for Airport investments. It should be noted that airport facility expansion is event driven.

The art of forecasting the tasks of aviation demand undergoes changes with the specifics of the Airport environs. The following factors have been found to be of particular significance and should be considered in forecasting demand for this AMPU.

- **Economic Growth and Changes in Business/Industrial Activity:** A community's economic character affects its air traffic generating potential. In addition to overall national and regional economic activity, this factor includes consideration of specific, identifiable, local activity (including tourism) that distinguishes the geographic area served by the Airport from aggregate conditions across the region.
- **Demographic Patterns:** The size and composition of the area's population and its potential growth rate are basic ingredients in creating demand for air transportation services. This consists of an area's population profile and changes in its age, education, income, and occupational distribution.
- **Historical Airport Patterns:** Trends in local and itinerant aircraft operations, types of aircraft usage, fuel usage, and hangar utilization; at both the Concord-Padgett Regional Airport and competitive area airports.
- **Geographic Attributes:** The geographic distribution and distances between populations and centers of commerce within the airport service area may have direct bearing on the type and level of air transportation services that will be demanded.
- **Other External Factors:** There are a number of other factors that may affect aviation demand at all or certain types of airports or at a specific airport. Fuel price changes, changes in regulatory environment, changes in the levels and types of taxes or tax incentives, changes in the airline industry, competitive changes to other airports in the region, and single event(s) demands.
- **Local Aviation Actions:** There can be a number of actions that the Concord-Padgett Regional Airport initiates that have the intended or unintended consequences of either stimulating or retarding growth in aviation demand at the Airport.

Forecasting steps for airport master plans consist of six standard steps, which vary from airport to airport in the degree of effort utilized on each step:

- Monitor actual activity levels over time to determine aviation activity trends
- Obtain existing FAA, and other related forecasts for the Concord-Padgett Regional Airport area
- Determine the extent of significant local conditions or changes in forecast factors
- Make and document any adjustments to the aviation activity forecast to account for such conditions or factors
- Consider the effects of changes in uncertain factors affecting demand for airport services
- Evaluate the peak loads within the overall forecasts of aviation activity

The forecasting identifies the ultimate critical aircraft and corresponding ultimate Runway Design Code (RDC) in this task. The critical aircraft is defined as the most demanding airplane that uses the airport facility on a regular basis. The Runway Design Code is an airport classification developed from critical aircraft and is based on aircraft approach speed, wingspan and tail height, and visibility minimums for the runway. From this information varying airport development standards are defined.

Several forecasting methods will be evaluated, and the most reasonable forecast will be used to determine the demand capacity and facility requirements once the forecasts have been approved by FAA.

The objective of this task is to develop aviation demand forecasts of enplaned passengers, aircraft operations, and based aircraft for the Airport. During forecast development, TBE will identify variables that are the most significant drivers of aviation demand at the Airport and define and evaluate assumptions that reflect the local population and economy, overall trends in the aviation industry (e.g., airfares, price of jet fuel, aircraft fleet mix, evolving technology, and regulatory changes), and other regional factors such as leakage to other airports. The impact of the COVID-19 pandemic, and its resulting impact on demand, will be factored into the forecast.

▪ **Historical and Current Aviation Activity**

Data on historical and current aviation activity will be collected and organized. This includes enplanements and operations by air carriers (including commuter and charter carriers); general aviation operations by local and itinerant categories; military operations; and based aircraft by type. Information concerning peak hourly operations, daily, monthly, and annual activity will be quantified through data sources from the ATCT and from data maintained by the FAA and the Bureau of Transportation Statistics including the FAA TAF, TFMSC, or 3<sup>rd</sup> party ADSB tracking information. Historical data will be obtained for 10-years prior to the base year, or to the extent that it is available, whichever is shorter. The ATCT staff will also be contacted to determine what data they

maintain relative to instrument operations at the Airport and the extent to which they have accounted for hourly demand. Data will be obtained from Airport records and recent studies, industry data sites, Airport tenants and users, FBO's, and sources at the FAA. Existing data sources will be sought for commercial service aviation activity, including historic monthly landing fee reports and other data that may be maintained by the Airport. Specific data needs and potential data sources consist of:

- Historical and anticipated changes in market pairs and commercial passenger service
  - Monthly and annual passenger enplanements by major, regional, and charter air carriers
  - Current and near-term demand (if available) for RON parking
  - Historical operations addressing hourly, daily, monthly, and annual activity and any available related data from the Enhanced Traffic Management System counts
  - Existing passenger and cargo aircraft fleet data and fleet orders
  - Historical socioeconomic data
  - Projected economic and socioeconomic data from Woods & Poole Economics
  - USDOT Origin-Destination Survey data and T-100 data by airline and market
  - OAG schedule information for the most recent peak month and near-term operations
  - Boeing and Airbus Aviation Industry Forecasts
  - FAA Aerospace Forecasts
- **Factors or Opportunities Affecting Activity**

As a part of the forecast process, it is important to identify factors that may influence future activity in the industry and how those influences could affect the local market. In the recent past, changes in airline business models, emergence of ultra-low-cost carriers (ULCC), airline bankruptcies and mergers have all impacted both the overall industry and activity at the Airport. Factors that may influence future demand may consist of:

- New service by new airlines

As part of one of the coordination meetings with the Client (Task A) the Consultant will meet virtually with Airport staff to aid in the definition of various trends that are deemed of significance.

▪ **Passenger Enplanements Forecasts**

A set of regression-based forecast models will be developed to project future passenger enplanements. These models will utilize data collected and may (in one or more models) include the generation of “dummy” variables to account for potential external events that

could impact a more standard baseline regression-based demand projection. The variables that may be considered in the forecast model may consist of:

- Market area current and projected population trends
- Market area current and projected disposable personal income and/or per capita income
- Current and projected U.S. or regional GDP
- Overall current and projected employment and/or employment in select sectors
- Current and projected fuel costs and/or airline yields

Using several projection techniques and model inputs a series of projected passenger trendlines will be generated and these will form the basis for the forecast of passenger activity. These techniques may utilize a variety of projection methods including various single and multi-variable regression techniques as well as market share analyses. Coordination with the Airport will occur once the individual projections have been completed to discuss analysis findings and to take into consideration the potential forecast risk items developed in the preceding sub task to define the activity projection that is considered most representative of future passenger demand.

▪ **Commercial Service Forecasts**

Using data collected in Task E, historic information related to airline boarding load factors and fleet trends will be reviewed and projections of future load factors and fleet trends will be generated. These are key inputs to the methodology for deriving commercial passenger aircraft operations.

Commercial passenger aircraft operations forecasts will be prepared for planning horizon years identified and will be referred to as Planning Activity Levels (PALs). The following forecasts will be generated:

- Total annual commercial passenger operations (derived from projected enplanements, load factors and fleet mix)
- Annual air carrier operations by major, regional and charter carriers
- Aircraft fleet data by major, regional and charter carriers

The projection of aircraft fleet mix will initially focus on seating ranges of aircraft likely to serve the Concord-Padgett Regional Airport market area, and then will be further refined to identify to the extent feasible specific aircraft types based on existing airline fleets and the announced orders for new aircraft by carriers both serving the Airport and those that may be considered likely candidates to serve the area in the future.

▪ **General Aviation and Military Forecasts**

General aviation activity forecasts will be prepared, taking into consideration forecasts from other sources, such as the FAA's TAF and other studies. Consideration will be given to such trends as large-scale fractional ownership of general aviation business jets and utilization of general aviation as an alternative to commercial service. The methodology used will also consider the influence that local businesses, education, and economic activity has on general aviation activity as well as the influence of various socioeconomic and demographic trends.

Historic activity data will be reviewed to identify historic based aircraft levels, activity peaking characteristics, fleet mix, and the split of local and itinerant aircraft operations. Projections of future general aviation operational activity, itinerant and based aircraft operations and fleet mix will be generated using regression analysis, market share and operations per based aircraft techniques depending upon which technique best fits the historic data for projection purposes and the projected fleet mix of both based and itinerant general aviation aircraft over the planning period. Adjusted projections of general aviation activity will be prepared for each planning horizon.

Historical military operational activity will be identified based on FAA data and assumptions made about future military activity forecast.

▪ **Aviation Demand Peaking Analysis and Critical Aircraft Determination**

For the determination of future facility needs it is necessary to identify the demand peaking characteristics associated with the various segments of aviation activity at the Airport. This relates to those times of the day, month, and/or year where the activity level of aircraft operations or passengers exceeds the normal or average values. These peaks are key elements in the determination of both airside and landside capacity enhancements, and the timing thereof. The items to be assessed include:

- Average and peak month operations by category and air carrier enplanements
- Average day enplanements and operations
- Average-day of the peak month (ADPM) enplanements and operations
- ADPM cargo operations
- Peak hour operations by carrier and category of user
- Peak hour enplanements by airline

Additionally, the Airport's current and future critical aircraft (aircraft type/category with at least 500 annual operations) will be identified and a future estimate of aircraft operations in the critical aircraft category will be provided. The critical aircraft will steer the facility requirements analysis in Task F.

▪ **FAA Review and Approval**

A summary of the preliminary results of the forecast process will be provided to the Airport and at their direction to the FAA for review. A virtual meeting with the FAA will be conducted to review methodologies and preliminary results. Based on this meeting any FAA issues or questions will be identified and addressed. Following the briefing, Working Paper 1 will be prepared which will summarize the issues, methodology, background of the industry and information used as a basis for developing the aviation activity forecasts and identification of the existing and future critical aircraft. Also addressed in this Working Paper will be a comparison of the enplanement and aircraft operations forecasts to the most current version of the FAA's TAF. The draft Working Paper 1 will be provided to the Airport for review and comment. Upon completion of this review a revised draft will be prepared and submitted to the FAA for review. It is assumed in both the scope and budget that the FAA review of forecasts will be carried out expeditiously (i.e., within 60 days) to not delay the development of the overall AMPU. The Consultant will respond in writing to FAA comments and make required changes to text, analyses, and projections. FAA approval of the forecasts will be obtained prior to the initiation of analytical tasks on demand driven factors.

**ASSUMPTIONS:**

1. *FAA Forecast Review and Approval Instructions Memorandum will be reviewed prior to initiation of the forecasts.*
2. *It is assumed that the proposed forecast will exceed parameters in the FAA memorandum – within 10% of the current FAA Aerospace Forecasts at year 5, 15% at year 10, and 0.5% for years 11-20 – forecast approval by FAA headquarters will be required.*
3. *Review of the aviation forecasts will be part of one of the Committee meetings.*
4. *Review of the aviation forecasts will be the focus of one of the FAA Coordination meetings.*
5. *This Scope of Services and associated fee assumes only one (1) round of comments from the FAA. Additional rounds of comments may require an amendment.*
6. *It is assumed that FAA will take no longer than 60 days to approve the forecasts. Should FAA review take longer, additional time to complete the AMPU will be required. This may also require an amendment to the Consultant's fees to account for the additional time required.*

**DELIVERABLE:**

1. *Forecasts to FAA for approval in the form of Working Paper Number 1.*

**TASK F: FACILITY REQUIREMENTS**

Armed with FAA approved forecasts and having inventoried the existing airport and reviewed its condition, planning proceeds toward an investigation of the capability of the airport to accommodate the forecasted demand. The unconstrained airside and landside capacity is determined.

The time frame for assessing development needs involves short- (up to 5 years), intermediate- (10 years) and long-term (20 years) periods. The short term is geared to an immediate action program; the intermediate range involves a detailed assessment of needs, and the long-term period will target development needs based on the attainment of specific demand levels. Airport master planning proceeds to include the following steps:

- Demand-capacity analysis
- Development assessment and alternatives including runway extension(s), aprons, tie-downs, taxiways, hangars, auto parking, roadway access, navigation aids and land use criteria
- Terminal planning criteria and on-airport land uses
- Airspace and air traffic control review
- Runway safety area evaluation

The objective of this task is to determine the facilities and associated land areas required to accommodate future aviation activity for three Planning Activity Levels (PALs) generally corresponding with activity forecast for the 5-, 10-, and 20-year planning periods. PALs are defined for significant milestones of demand, which serve as triggers for certain types of development. The Consultant will rely on professional experience and judgment supported by appropriate analyses and tools.

- **Airfield and Airspace**

A key element of the airfield planning process is the analysis of airfield capacity, delay, and geometric standards.

- Airfield Capacity

Annual service volume and hourly capacity of the airfield will be calculated and compared to existing and projected demand.

The capacity assessment results will provide the necessary foundation for identification of potential airfield capacity improvements, including but not limited to runway extensions, additional taxiways/reconfiguration of existing taxiway network, or procedural capacity enhancement recommendations.

- Dimensional Standards

The development of facility requirements for the airfield will need to consider pertinent and applicable dimensional standards for airport design, including appropriate runway-taxiway separation, taxiway-taxiway separation, and application of object free and safety areas based upon the requirements of a critical aircraft. As part of this facility requirements task, a comprehensive dimensional standards analysis will be performed on each of the airfield elements, including the following:

- Existing and future critical aircraft
- Runway design codes for each runway
- Taxiway Design Group
- Taxiway airplane design group
- Runway-to-taxiway separation
- Parallel taxiway separation
- Runway Protection Zones
- Taxiway/Taxilane Object Free and Safety Areas
- Obstacle Free Zones

Additionally, all existing Modifications of Standards (MOS) collected as part of the inventory process will be reviewed and analyzed for potential resolution of the design standard modification. The output of this analysis will be the identification of the required airfield dimensional standards to be applied to the airfield, and if the airfield elements currently meet the standards for the design aircraft. If deficiencies exist with the current airfield elements for the required dimensional standards, these gaps will be noted and evaluated in the facility requirements portion of this task.

- Facility Requirements

Using the results of the demand/capacity assessment, the Consultant will determine and prepare airfield facility requirements necessary to meet projected levels of demand throughout the planning horizon. Facility requirements will be based upon both accepted airport planning criteria (FAA Advisory Circular 150/5300-13B, Airport Design), and Aviation Demand Forecasts. Airfield needs to be assessed include:

- Runway length, width, and shoulders
- Necessity for addition of runways
- Relocation of runway thresholds and associated runway extensions
- Pavement strength
- Taxiway dimensional requirements
- Need for potential additional new taxiways or reconfiguration of taxiway networks for optimization of airfield circulations
- FAA separation standards
- Lighting and marking
- Runway incursion mitigation (RIM) criteria deficiencies
- Navigational aids and instrument approach capability
- FAR Part 77 surfaces
- Approach/Departure Surfaces



- Runway Safety Analysis documenting existing conditions. Options for standardization of the Runway Safety Area will be developed as part of Task G.

- Passenger Terminal

This task will identify passenger terminal facility requirements to meet forecast aviation activity over the 20-year planning horizon. It will also identify and evaluate isolated terminal-related problems identified by the Airport and stakeholders during the study.

TBE will employ analytical techniques such as the ACRP Report 25 spreadsheet model to estimate the capacity of the existing terminal and gate facilities. Consultant will then compare the capacity of the various principal terminal functional areas versus the demand each area must accommodate.

Consultant will assess the functionality of the principal terminal facilities in the future without physical expansion or modification, including the probable points of functional breakdown. TBE will estimate the demand levels, or other triggers, which will require additional terminal capacity. If existing facilities are inadequate to accommodate future demand, relocation or reconstruction options will be examined in the Alternatives component of the AMPU.

- Landside Access and Parking

Future landside requirements will be developed based on projected growth in enplanements. Projections will consider up to three (3) distribution scenarios of enplaned passengers among landside transportation services (i.e., public parking, private vehicle curbside, taxis, transportation network companies, rental cars, etc.) The evaluation scenarios will be determined during the planning process in coordination with Airport stakeholders.

- Terminal Area Roadways and Curbsides – The Consultant will evaluate existing terminal area roadway and curbside demand/capacity and level of service using methodology documented in ACRP Report 40: *Airport Curbside and Terminal Area Roadway Operations*. Demand/capacity and level of service will be calculated for the arrival peak hour and the departures peak hour. Requirements will be identified for the following facilities:

- Departures and arrivals curbside
- Commercial vehicle curbside (including taxis/disability transportation services, transportation network companies (TNC's), courtesy shuttles, bus service, and limousines)

Requirements will be compared with available ground transportation user group components and estimated deficiencies (or surplus) will be identified.

- Parking Facilities— Future public and employee parking demands will be prepared for each PAL. The parking requirements will be compared with available parking spaces and estimated deficiencies (or surplus) in available spaces will be identified.
- Rental Cars— Future rental car demands will be prepared for each PAL for the following rental car facility components: customer service counters, ready and return vehicle positions, fueling positions, carwash positions, idle fleet storage positions. The rental car facility requirements will be compared with available rental car facilities and estimated deficiencies (or surplus) will be identified.
- General Aviation  
Estimate the size, general configuration and location of land that should be reserved for general aviation use. The Consultant will determine detailed requirements for hangar space, itinerant apron space, and number and size of FBO facilities.
- Airport Support  
The objective of this task is to identify the size and general configuration of land parcels that should be reserved for airline and airport support functions, consisting of:
  - Aircraft rescue and firefighting facilities
  - Airport administration facilities
  - Airport traffic control tower
  - Aircraft fuel storage and delivery systems
  - Glycol and deicing facilities
  - Storm water management facilities
  - Airport maintenance equipment and storage
  - Ground run-up aprons/enclosure

An evaluation will be conducted that identifies infrastructure requirements needed for electric aircraft and electric vertical take-off and landing (eVTOL) activity. A specific component of this will be to conduct a vertiport siting study to identify appropriate locations to accommodate eVTOL activity. This study will identify evaluation criteria and create a weighted matrix to identify the ideal location(s) for siting a vertiport facility.

Airport and airline input will be sought and used as appropriate during this task.

**ASSUMPTIONS:**

1. *The proposed forecast exceeds parameters in the FAA memorandum – within 10 percent of the current FAA Aerospace Forecasts at year 5, 15 percent at year 10, and 0.5 percent for years 11 to 20.*
2. *Review of the facility requirements determination will be part of one of the Committee meetings.*

**DELIVERABLE:**

1. *Working Paper Number 2 will be submitted to FAA for review.*

**TASK G:      ALTERNATIVES DEVELOPMENT AND EVALUATION**

▪ **Existing Airport Alternatives**

From the facility requirements analysis, a maximum of three (3) airport alternative concepts will be drafted. These concepts will be reviewed by the Committee and FAA. The Consultant will recommend an alternative or combination of alternatives. A preferred development alternative will be selected, approved by the Committee, and will form the basis of the ALP and Facilities Implementation Plan.

The development alternatives will be created to identify locations for future facilities based on the needs determined in Task F. Included within these alternatives will be consideration for helicopter parking, helicopter touchdown and liftoff pads, run ups, AWOS location, and ATCT site. The impacts of the alternatives will be identified, thus providing the technical basis necessary for selecting a preferred development plan, to be depicted on the ALP.

- **Identify Evaluation Parameters** – the alternatives will be subjected to an evaluation using both quantitative and qualitative methods that will permit a comparison of the merits and deficiencies of the physical site factors under consideration. Factors to be considered in the evaluation consist of:
  - **Ability to serve forecast demand** – each alternative will be evaluated to determine its ability to meet forecast demand levels within accepted performance standards such as aircraft delay and airport user convenience. These evaluations will be performed for each type of facility and will be aggregated to permit comparison.
  - **Land use and environmental compatibility** – the proposed development will be evaluated to determine impacts on airport land use. The analysis of

alternatives will reference published FAA land use compatibility policy and standards to identify the level of impacts resulting from each alternative.

- Development, operating, and maintenance costs – order of magnitude cost estimates for the proposed development under each alternative will be prepared. These capital cost estimates will provide a general indication of the cost of developing the airport.
  - Terminal interior requirements
- Initial Airport Alternatives/Airport Meeting – potential options will be developed for accommodating the airfield and terminal area facility requirements previously identified. A variety of reasonable alternatives will be considered, generally in the following categories:
    - Expand facilities within existing property boundary
    - Construct new facilities within existing property boundary
    - Combination of expanded and new facilities

This process will provide a range of available options that will:

- Identify site and development considerations
- Determine the feasibility for the expansion of existing airport facilities
- Identify ways that new facilities can most favorably complement existing facilities through a determination of the types, location, and spatial relationships of such new construction.

A preliminary sketch-type drawing will be prepared to graphically depict each of the candidate layout alternatives. The sketches will show existing and proposed airport facilities, as consistent with FAA separation guidelines. The drawings will be included as exhibits in the working paper and final report.

- Alternatives Evaluation – both quantitative and qualitative evaluation criteria will be identified for application. An evaluation matrix will be prepared to array the composite rankings of each alternative. The alternatives will be subjected to an evaluation and the results presented in a manner that facilitates comparisons and selection of the preferred alternative. It is possible that the preferred development alternative will be a hybrid of some of the various alternatives considered.

#### **ASSUMPTIONS:**

1. *Review of the development alternatives will be part of one of the Committee meetings.*
2. *No more than three (3) development concepts will be prepared.*

#### **TASK H: ENVIRONMENTAL CONSIDERATIONS**

A preliminary environmental review will be conducted in accordance with the National Environmental Policy Act (NEPA). This environmental review will not be presented for agency approval but is for the purpose of determining that no obvious project showstoppers are present. The study will consider and discuss the impact categories presented in Order 1050.1G – FAA National Environmental Policy Act Implementing Procedures (June 30, 2025). The categories to be briefly discussed include:

- Air Quality
- Biological Resources
- Climate
- Coastal Resources
- Department of Transportation Act: Section 4(f)
- Farmlands
- Hazardous Materials, Solid Waste, and Pollution Prevention
- Historical, Architectural, Archaeological, and Cultural Resources
- Compatible Land Use
- Natural Resources and Energy Supply
- Noise
- Socioeconomic Impacts and Children's Environmental Health and Safety Risks
- Visual Effects
- Water Resources
- Cumulative Impacts
- Irreversible and Irretrievable Commitment of Resources
- Permits

#### **ASSUMPTIONS:**

1. *This section will use information from previous environmental documentation reports .*

#### **TASK I: AIRPORT LAYOUT PLANS**

This task includes the preparation of the following:

- **Cover Sheet:** The cover sheet will include the project title, airport name, Concord-Padgett Regional Airport name, FAA project number, sheet index, and vicinity and site maps.
- **Existing Conditions:** The existing conditions sheet will include all prominent natural and manmade features and adjacent highways, roads, etc., as well as existing facilities. The scale will be no smaller than 1" = 400'.

- **Airport Layout Plan (ALP):** An ALP is developed showing facility configurations detailing future staged development. A VFR and IFR wind rose, and basic data tables are included on the ALP. Pertinent dimensional data and runway projection zones will be shown. Prominent natural and manmade features and adjacent highways, roads, etc., will be depicted. Screened, topographical information will be included in the ALP. The final product serves as a graphic representation of present and future facilities, which aids in the orderly operation and development of the airport. The ALP is prepared such that staged facility development is clearly ascertainable. The FAA's ALP checklist will be completed and submitted with existing or proposed deviations from FAA standards, for approval. The ALP scale will be no smaller than 1" = 400'.
- **Terminal Area Plan (TAP):** The TAP presents future staged development of the terminal area and user defined aviation facilities. The TAP depicts such items as configuration of terminal area, including buildings and associated access and parking. Aircraft fueling facilities are identified and located. The TAP will cover all terminal areas such as general aviation terminal areas, corporate terminal areas, and commercial terminal areas. The TAP will be prepared on a large-scale drawing 1" = 100' to delineate conceptual flow of users.
- **Airport Airspace Drawing (Part 77):** This plan will depict the ultimate (20 year) FAR Part 77 imaginary surfaces for the Airport. The drawing will show all surfaces at a scale of 1" = 2,000'. Penetrations to the prescribed surface, both existing and ultimate conditions, will be shown in the appropriate drawings.
- **Inner Portion Approach Surface Drawing:** This drawing identifies the existing and proposed runway protection zone geometrics imposed over the existing terrain. Profiles along the centerline will be drawn to depict approach surfaces. Obstructions or other hazards apparent from topography and any previous surveys will be depicted. A scale of 1" = 200' will be used to produce runway plan views. A scale of 1" = 20' for vertical and 1" = 200' horizontal will be used to produce runway profiles. Penetrations to the prescribed surface both existing and ultimate conditions will be shown on the appropriate drawings.
- **Runway Departure Surfaces Drawing:** This sheet will depict plan views of departure surfaces for the runway that is designated primarily for instrument departures. The scale will be no smaller than 1" = 400'.
- **Runway Centerline Plan and Profile Drawing:** This sheet will depict the plan and profile of the entire runway centerline, as well as a line representing the 5-foot line-of-sight for each runway end.

- **Land Use Plan:** The Land Use Plan reflects off-airport land use, land use within the boundaries of the airport property and proposed property boundaries as available from the respective surrounding jurisdictions. The plan scale will be the same as the ALP and consist of the existing conditions and the 20-year forecast operation levels. Noise contours will be developed in accordance with the procedures appropriate for the FAA Aviation Environmental Design model criteria. The contours for the 65, 70 and 75 DNL will be depicted on each sheet. The 60 and 55 DNL will be computed to identify potential sensitive incompatible land uses.
- **Exhibit "A":** TBE will complete the tasks listed pursuant to providing research, mapping, and coordination to support the preparation of Exhibit 'A' Airport Property Inventory Map(s). The Exhibit 'A' will be prepared in accordance with the FAA SOP 3.00; however, a complete boundary survey is not included. The intent is to generate an airport boundary using publicly available records, including deeds, records of survey, subdivision plats, and historic airport records, to aid in the creation of the record airport boundary. From these historic records the boundary will be generated and prepared in the accepted format as specified in the FAA SOP 3.00.

The Exhibit 'A' Property Inventory Map(s) is intended to show the compilation of existing airport properties, parcels that were once airport property, as well as any future parcels that are deemed necessary for airport improvements. For parcels that were once airport property, the date they were released from federal obligations by the FAA and the date of disposal must be included. The future parcel research will be limited to existing ownership information only. A chain of title will not be completed on any parcel at this time. The Exhibit 'A'- Airport Property Inventory Map will be completed under the supervision and review of a Professional Land Surveyor licensed in the State of North Carolina.

The Consultant will collect and provide information for each parcel listed on the Airport Exhibit 'A' Property Inventory Map, in accordance with the tasks listed below, to allow for a full display of the parcels, easements, and other data required by the ARP SOP No 3.00 Checklist. Supporting documentation, as identified in tasks below, will also be provided as deliverables to the Sponsor and NCDOT-Aviation.

#### **1. Records Research of Airport Property**

The Consultant will complete title research for all parcels held by the airport in fee title delineating existing airport property as well as historic airport parcels previously disposed of or otherwise sold by the airport. The research will include all documents of public record, including deeds, plats, records of survey, easements, corner recordation, and right-of-way maps. Existing easements and encumbrances that exist in the public record will be researched. Information from the research will also be

included in the Exhibit 'A' Airport Property Map. The Consultant must gather all the information required by FAA ARP SOP No. 3.00, including the following items for each parcel (where applicable):

- Grantor (selling owner)
- Type of interest acquired
- Acreage
- Type of conveyance instrument
- Liber/book and page of recording
- Surplus Property Transfer, Government Land Transfer, or other statutory federal agreements/conditions
- Type of easement
- Date of property disposal
- Public land references, if applicable
- Any known encumbrances on the property

The Consultant will conduct a search for readily available and easily discernable existing North Carolina Land Lot corners, airport property lines, and rights-of-ways to assist in accurately mapping and correlating record descriptions.

**DELIVERABLES:**

1. *Electronic PDF packet containing existing airport deeds, conveyances and encumbrances of record.*
2. *Sortable excel file listing all information gathered on airport parcels, including the airport sponsors and owner of each parcel of airport property. The excel file will highlight any discrepancies between the official airport sponsor and property owner listed in the deed.*

**2. Records Research of Federal and State Grant Information**

The Consultant will coordinate with FAA, JQF, City of Concord, and Cabarrus County to research and review existing records to collect all information required by FAA ARP SOP 3.00, including the following:

- FAA grant number, including year if acquired under a grant
- Surplus Property Transfer, Government Land Transfer, or other statutory federal agreements/conditions
- Date and type of release/land-use change approval (aeronautical use, interim use, concurrent use, federal obligations such as National Emergency Use Provision or other agreements).

**DELIVERABLE:**

1. *Table identifying FAA AIP Grant Number/North Carolina Department of Transportation (NCDOT-DOA) Contract Number with a breakdown of federal, state, and local participation*



*with each identified airport parcel. The table will also include notes on any statutory agreements/conditions related to the land acquisition.*

### **3. Compliant Exhibit 'A' – Airport Property Inventory map**

The Consultant will generate a compliant Exhibit 'A' – Airport Property Inventory map accordance with the FAA ARP Standard Operating Procedure (SOP) 3.00, Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps Checklist (Checklist). The Exhibit 'A' will be submitted to the FAA for review with a completed copy of the FAA ARP SOP 3.00 Checklist. Using information provided by the Sponsor, the FAA, the State, and other entities, the Exhibit 'A' will be up-dated to visually portray all land interests, easements, or other encumbrances presently owned or proposed for future acquisition. Specifically, the drawing will document all required information on the ARP SOP 3.00 Checklist, including but not limited to the existing and ultimate airport property boundary, required parcel information (grantor, type of interest, acreage, type of conveyance instrument, liber/book and page of recording), date the property was acquired, the Federal-aid project under which it was acquired (if applicable), release and change in use approvals (if applicable), and property disposals (if applicable). Additionally, all land interests to be acquired will also be delineated.

#### **DELIVERABLES:**

1. *Digital copies (GIS or CADD polygons) of airport property lines, easements and rights-of-ways displayed on Exhibit A' Airport Property Maps.*
2. *The SOP 3.00 compliant Exhibit 'A' – Airport Property Inventory Map in PDF format and accompanying SOP 3.00 checklist.*

Copies of the CADD files of the ALP drawing set shall be provided for distribution to JQF, and FAA with the disclaimer that the ALP drawing set is not sufficient for use in preparation of design plans for JQF.

#### **ASSUMPTIONS:**

1. *Review of the ALP drawing set will be part of one of the Committee meetings.*
2. *Preliminary review of the ALP drawing set will be performed with the FAA as part of one of the FAA Coordination meetings.*
3. *The airport boundary in the form of legal description and property plats, as well as when property was acquired will be provided to TBE by Concord Padgett Regional Airport.*
4. *TBE will provide a topographic/planimetric survey of the existing conditions on and around the Concord-Padgett Regional Airport consistent with current FAA Airport Layout Plan survey requirements. TBE will also provide aerial surveys of the approaches to the four runway ends consistent with current FAA Airport Layout Plan survey requirements.*

5. *ALP drawing set CADD files shall have disclaimers that drawings are not to be used for construction purposes.*

**TASK J: FACILITIES IMPLEMENTATION PLAN AND FINANCIAL FEASIBILITY ANALYSIS**

This task identifies the staging and costs of all major capital improvements needed to accommodate existing and projected aviation demand at the Airport.

Costs for each item of development will be determined and tabulated by planning period, using current industry costs and local prices. The breakdown will be reported by stage and include estimates of land, legal fees, environmental documentation costs, engineering fees, and administrative fees.

Funding of eligible items under the FAA and State airport programs will be identified by source to yield local funding requirements. This may include potential funding sources such as Passenger Facility Charges (PFCs), Customer Facility Charges (CFCs) as well as identifying project funding to consider issuing bonds to cover the project costs. The analysis will focus on the first 10 years of the preferred development alternative. A narrative description and tabular presentation of the information will be provided. Specific tasks to be undertaken include:

- **Define Phased Project Development** – TBE will obtain from JQF staff the current City of Concord Aviation Department (Concord-Padgett-Regional Airport) CIP. This plan is to be in sufficient detail to provide a list of individual projects as well as the sources of funding and a description of the timing for implementation of each project. The Consultant will also review the individual projects associated with the Preferred Alternative. Based on the review of these data, The Consultant will develop a comprehensive list of projects from these sources which will become the basis for the recommended CIP and development of rough order of magnitude (ROM) cost estimates in subsequent subtasks.
- **Develop Rough Order of Magnitude (ROM) Cost Estimates** – TBE will prepare ROM estimates for each project in the recommended CIP for the 20-year planning horizon. The cost estimates will be provided on an item of work basis and include design, engineering, environmental clearance and permitting, testing, and surveying, administrative expenses, contingency allowances, and construction costs. These estimates will be prepared on a conceptual, budgetary level. TBE will use JQF staff provided data for projects included in JQF's current 10-year CIP. Cost estimates will be developed using current year (assumed to be 2026) dollars and an escalation factor will be applied for future years.
- **Collect and Review Financial Data and Agreements** – TBE will prepare a data request for information necessary to develop a high-level financial model that will be used to conduct the Financial Feasibility Analysis. Such information may include historical and budget revenues and operating and maintenance expenses, unrestricted cash balances, debt

service schedules, and a copy of the airline and other tenant use and lease agreements. TBE will confirm significant modeling inputs with JQF staff. Specific model inputs consist of assumptions of revenue and expense growth for the ten-year planning period.

- **Update Financial Rates and Charges Model** – TBE will integrate the preferred alternative financial needs into JQF’s rates and charges model to assess the financial viability of the proposed CIP during the short (0 to 5 years) and intermediate- (6 to 10 years) planning periods. A discussion of funding of the long-term (11 to 20 year) CIP projects will be general due to the uncertainty of future funding and possible shifts in priority of those projects. It is assumed the existing model includes multiple year and annual growth assumptions to enable the Consultant to develop projected revenues and expenses to serve as the baseline for the Financial Feasibility Analysis. TBE will input the CIP into the rates and charges model developed through this subtask to develop financial projections and determine JQF’s revenues resulting from CIP implementation.
- **Evaluate Financial Feasibility of the CIP and Pro-Forma Analysis** – Based on the output from the rates and charges model, TBE will review the Airport’s financial structure to evaluate the ability of JQF to fund the projects included in the CIP, including an analysis of historical cash flows and preparation of a pro-forma cash flow analysis to show the Airport’s ability to generate sufficient revenues to undertake the CIP.

The rates and charges model will be used to estimate the impacts of implementing the recommended CIP in terms of metrics such as cost per enplaned passenger, debt service coverage, and days cash on hand, as well as impacts on airline rates and charges. During the development of the Financial Feasibility Analysis, TBE will review individual projects and sequencing with JQF staff to maximize the financial feasibility of the CIP.

#### **ASSUMPTIONS:**

1. *Review of the facilities implementation plan will be part of one of the Committee meetings*
2. *Benefit Cost Analysis (BCA’s) are excluded from this Scope of Services and are to be done on a project-by-project basis to justify funding.*
3. *Outside of identifying potential project costs that may need to be funded through bonds, bonding services and analysis are excluded from this Scope of Services.*
4. *Up to three (3) iterations of the pro-forma may be generated in this task. Each iteration will be presented to JQF staff via a virtual meeting, no longer than one hour in duration and may be attended by up to three (3) Consultant staff. Iterations are defined as being changes in revenue and expense assumptions and project phasing/sequencing.*
5. *ROM cost estimates are planning level and are not to be relied upon to secure project funding. Detailed cost estimates are required prior to JQF sourcing funds or initiating projects.*

**TASK K: FINAL AMPU NARRATIVE/ALP DRAWING SET PREPARATION AND PRESENTATION MATERIALS**

This task will include the final preparation of the AMPU narrative and ALP drawing set, as well as the development of presentation materials to help the Concord-Padgett Regional Airport in presenting the findings and recommendations of the AMPU. This will include preparing the presentation materials, reviewing with the Concord Padgett Regional Airport, and making the necessary revisions.

The presentation materials will consist of a Microsoft PowerPoint presentation and laminated boards and colored copies of the presentation exhibits at a reduced scale for the Concord-Padgett Regional Airport to prepare handouts for its audience.

**DELIVERABLES:**

1. *One PowerPoint presentation.*
2. *One set of laminated boards (no larger than 48" x 36" in size)*

**TASK L: AIRFIELD AIRPORT PAVEMENT MANAGEMENT PROGRAM (APMP) UPDATE**

The APMP Update will be based on the 2022 Airport Pavement Management System Update report dated August 2023 prepared for the North Carolina Department of Transportation Division of Aviation. The work effort for the APMS Update shall consist of incorporating new airfield construction and rehabilitation projects constructed subsequent to the completion of the August 2023 report. In addition, the Consultant shall perform visual observation of the airfield pavement for the purpose of determining the PCI for Pavement Branch and Section ID. The APMP Update shall be performed to adhere to the requirements of the FAA on maintaining an effective Pavement Management System. The APMP shall consist of select investigations of Pavement Condition Index (PCI) Survey Data Collection and Analysis at Airport pavement facilities identified in this Scope.

**ASSUMPTIONS:**

1. *Branch and Section ID's will be based on the 2022 APMS Update prepared for NCDOT Division of Aviation*
2. *Inspection of the Runway 2-20 pavement will not be conducted, since the runway is scheduled to be widened and overlaid in the near future.*
3. *An interactive GIS-based pavement management tool is not included in this Task.*

**DELIVERABLES:**

1. *Updated Airfield Pavement Management System Report*

**TASK M: LANDSIDE PAVEMENT MANAGEMENT PROGRAM (LPMP)**

The LPMP shall provide reasonable data based on planning, material evaluations, and conceptual rehabilitation considerations. The LPMP shall consist of select investigations of Pavement

Condition Index (PCI) Survey Data Collection and Analysis at landside roadway and parking pavement facilities identified in this Scope.

**ASSUMPTIONS:**

1. *An interactive GIS-based pavement management tool is not included in this Task.*

**DELIVERABLE:**

1. *Landside Pavement Management System Report*

**TASK N: BUILDING CONDITION ASSESSMENT**

The Consultant will conduct a Facility Assessment of all City-Owned buildings located at JQF. The following assumptions of scope were made for the purpose of this proposal.

1. General:

- Identify each building name, address, zoning, use(s) and age(s)
- Identify current tenant and lease agreement (type and dates)
- Identify if any new or renovation construction drawings exist
- Identify approximate square footage
- Provide photographic documentation of interior and exterior conditions

2. Civil:

- Identify approximate land area and MSL elevation (if possible)
- Identify vehicular parking available and type
- Identify existing utilities serving buildings and sizes
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

3. Structural:

- Identify primary structural system and construction type
- Assess condition of primary and secondary structural system components
- Assess type and condition of floor slab
- Assess any condition issues impacted by new and existing building codes
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

4. Architectural:

- Identify roof type and age
- Identify exterior wall cladding type and age
- For hangars, identify use and classification
- For hangars, identify door type, size and age
- For hangars, identify floor type, drainage, finish,
- For hangars, identify any fire ratings and fire separation distances
- Identify presence of signage, type and age
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

5. Fire Protection:

- Identify presence of fire protection system, type, components and age
- Assess status of current inspections, provider and type
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

6. Plumbing:

- Identify plumbing systems, components and age
- Identify fixture types, quantities and age
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

7. Mechanical:

- Identify mechanical systems, components and age
- Identify any short-term and long-term conditions requiring correction
- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

8. Electrical:

- Identify electrical systems, components and age
- Identify fixture types, quantities and age
- Identify any short-term and long-term conditions requiring correction

- Provide summary of recommendations of proposed corrections/improvements, approximate dates, and high-level construction cost opinion of work

**ASSUMPTION:**

1. *City will provide Consultant with a comprehensive list of all City-Owned structures*

**DELIVERABLES**

1. *Building Condition Assessment Report*

**TASK O:      STORMWATER MANAGEMENT PLAN**

The Consultant shall develop a Stormwater Master Plan (SWMP) for the entire JQF property. The goal of the SWMP is to develop a long-term strategy to balance planned Airport expansion with land space needed to comply with City of Concord and North Carolina Department of Environment Quality (NCDEQ) stormwater quality and stormwater quantity regulations.

The SWMP will evaluate existing hydrologic conditions, planned developed defined by the Airport Layout Plan (ALP) and Airport staff, and use the planned development to analyze a five-year planned hydrologic condition calculating required stormwater detention and treatment volumes. The SWMP will be developed to support the Airport's requirement to comply with City's Development Ordinance (CDO), and stormwater control measures (SCMs) will be identified and evaluated using the NCDEQ Stormwater Design Manual. Federal Aviation Association (FAA) requirements will also be considered when evaluating planned SCMs.

The City supports holistic stormwater planning at the Airport, enabling expansion that meets CDO standards for runoff leaving Airport property, treating the airport as one development. The stormwater master plan will identify SCMs with extra capacity to treat runoff for future development, and identify up to five (5) opportunities to treat runoff from planned development, potentially balancing treatment of existing, untreated development in lieu of planned development. These treatment opportunities may be new SCMs or expansion of existing SCMs.

- **Water Quantity Evaluation:** The SWMP will evaluate development planned over the next five (5) year and identify regional stormwater detention opportunities that meet the CDO requirements. Per the CDO Section 1.3.4, "Stormwater detention is required where necessary to limit flows such that the post-development peak discharge rate of flow does not exceed the pre-development rate for the 1-year, 24-hour and the 10-year, 24-hour storm events." Two study areas will be evaluated, one for the east side of the Airport and one for the West side of the Airport. A major drainage divide runs along Runway 2/20 which will serve as the boundary between the two study areas. This task will:
  1. Create an existing conditions Hydraflow Hydrographs Hydrologic and Hydraulic model for both study areas, including:

- a. Points of interest (POIs) that capture runoff from planned Airport development
  - b. Existing hydrology, including drainage areas, times of concentrations, flow paths and Natural Resources Conservation Service (NRCS) curve numbers. Topographical information, aerial imagery, and existing survey data will be used for this evaluation
  - c. Existing SCM nodes that model stormwater detention
2. Create a proposed conditions Hydraflow Hydrographs Hydrologic and Hydraulic model for both study areas, including:
    - a. Points of interest (POIs) that capture runoff from planned Airport development;
    - b. Future hydrology, including drainage areas, times of concentrations, flow paths and Natural Resources Conservation Service (NRCS) curve numbers. Airport staff input and the approved ALP will be used to update the existing condition hydrology to create the future condition hydrology;
    - c. Proposed SCM nodes that model stormwater detention.

**ASSUMPTION:**

1. *It should be noted proposed SCM model nodes will be planning-level, and preliminary and final design of these SCMs are not included within this scope.*
- **Water Quality Analysis:** The SWMP will identify three (3) SCM locations and planning-level sizes required to capture and treat runoff from developed areas across the Airport. The SWMP will consider capturing and treating runoff from untreated existing development as an opportunity to balance runoff from future planned development that cannot routed to an SCM. This task will:
    1. Investigate local and state regulations and design standards;
    2. Quantify the area and runoff volume for the next five (5) years of planned development;
    3. Identify existing SCM capacities, and determine if an SCM can accept and treat additional runoff;
    4. Develop up to three (3) SCM alternatives that capture and treat planned development runoff;
    5. Perform planning-level design calculations for the SCM alternatives using manual calculations defined by the NCDEQ Stormwater Design Manual;
    6. Develop a credit strategy to track future development area versus area treated by SCM alternatives.



**ASSUMPTION:**

1. *It should be noted proposed SCM calculations will be planning-level, and preliminary and final design of these SCMs are not included within this scope.*

- **Task 3 – Stormwater Master Plan:** The SWMP will be delivered in a report format, and include coordination with Airport staff to approve SCM locations, comments on phasing, and receive feedback for the stormwater strategy. The Engineer will also meet with City staff to solicit feedback and maintain strong collaboration throughout the planning process. The Stormwater Master Plan deliver will include:
  1. A narrative detailing the five-year stormwater strategy, required ordinances and design standards, watershed water quantity strategy, water quality credit tracking, assumed future developments, and identified future SCMs;
  2. Hydraflow Hydrographs model schematics, data inputs, and results;
  3. Supporting figures, hydrologic calculations, and manual calculations;

**ASSUMPTION:**

1. *The following work is not included in the scope of work but can be added by amendment if required: wetland identification, preliminary SCM design, final SCM design, coordination with other engineering consultants, geotechnical surveys, any permit applications or approvals. A survey budget has been included within the fee estimate should field survey be required to effectively evaluate SCM alternative opportunities.*

**TASK P      HELICOPTER OPERATION HELIPAD ANALYSIS**

This task will provide JQF staff an operational plan for addressing current and near-term helicopter operations at the Airport. The following tasks will be undertaken:

- TBE will gather, review, and document existing operations and operating procedures. This will include interviews with the helicopter flight schools to understand their current operating procedures. Interviews will also be held with JQF staff and ATC to understand current procedures and challenges being faced with existing operations. Interviews will be conducted virtually, or as part of an on-site meeting in Task C.
- Task P will expand on the forecasting analysis performed in Task E. These efforts will be focused on based helicopter counts, itinerant and local helicopter operations, and helicopter training activity. The forecasting effort will be limited to the short-term (0 to 5 years from). Hourly peak operations of helicopters will also be determined and forecast for the short-term.
- Based on the information collected above, TBE will develop draft standard operating procedures (SOPs) for helicopter operations at JQF. The focus will be on helicopter training activities and itinerant operations. These procedures will be developed

considering only existing facilities and those currently in design at the time of NTP for this Project.

- The draft SOPs will be submitted to JQF staff and ATC management for review and comment. TBE will conduct a virtual briefing to review the draft SOPs with both JQF staff and ATC management.
- A final SOP will be prepared integrating comments from JQF staff and ATC management on the draft SOP.
- SOP training materials for JQF staff and ATC management will be prepared. Training materials will be comprised of a two-page (one piece of paper, printed front and back) brochure/flyer and a PowerPoint presentation for each group (JQF staff and ATC management).

#### **ASSUMPTIONS:**

1. *No Safety Management System review is required or included in this Scope of Work.*
2. *One round of review and comments of the draft SOP is included in this Scope of Work. Additional reviews and drafts can be performed at additional cost.*
3. *Interviews are to be conducted virtually.*

#### **DELIVERABLES:**

1. *Draft SOP in electronic format for JQF staff and ATC management review and comment.*
2. *Final SOP in native electronic format and in PDF and up to five printed and bound copies of the SOP.*
3. *SOP training PowerPoint, in native electronic format, one for JQF staff and ATC management.*
4. *SOP brochures, up to 100 printed copies and electronic, PDF format.*

#### **TASK Q: LOCAL LAND USE AND ZONING**

The land use compatibility element has a goal of maintaining compatible land uses in the vicinity of the Airport. This effort includes a process of: 1) analyzing aircraft flight patterns and noise exposure areas (Task H); 2) engaging in initial discussions with community planners and leaders about the value of the Airport to the economic success of the region; 3) exploring various tactics to assist with managing land uses; and 4) further engaging with local planners and leaders to discuss the viability of implementing such tactics.

- **Community and Stakeholder Engagement for Land Use Compatibility Planning**

This task includes effort outside of the broader Master Plan outreach elements defined in Task C. This effort is targeted at searching for better land use management practices to help protect the Airport from encroachment of incompatible uses. In partnership with the City of Concord and Cabarrus and Mecklenburg Counties, airport protections could be established that support the vision for the City's development while preventing characteristics of that development that can inhibit the safe and efficient operation of aircraft.

An initial step in this task is to educate the local jurisdictions, particularly land use planners, with the safe and efficient operation of the airport along with the economic benefits of the Airport to the greater Concord area.

The Scope of Services for this task includes the following:

- Up to four (4) meetings with various public agency stakeholders. Each meeting includes participation by up to three consultant team members. All meetings will be virtual. Interested agencies consist of the City of Concord Planning, Cabarrus County, and Mecklenburg County.
- Preparation for each of the meetings, which includes the Consultant team internal preparations to develop strategy and content for meetings, communications logistics, agendas and follow up.
- Development of strategy document that provides primer information on 1) the value of JQF; and 2) the various methods airports have successfully employed to help manage incompatible land uses. This may include an overlay zone defined by one or more of the inputs listed below.
  - Aircraft overflight areas
  - Overflight zones
  - Noise exposure areas
  - Visual obstructions
  - Community annoyance areas
  - Wildlife hazard areas

- **Explore Tactics to Provide Land Use Compatibility Controls**

Using the results from the preceding task, in addition to other Master Plan analyses, such as visual obstructions and wildlife hazards, TBE will work with JQF staff to develop tactics to protect the Airport from the future encroachment of incompatible land uses.

The purpose of this task is to educate the local jurisdictions, particularly land use planners, with the safe and efficient operation of the Airport along with the economic benefits of the Airport to the greater Concord area. TBE will assist JQF staff with developing the tactics, messaging and tools to engage with the local jurisdictions with the intended result of putting in place land use controls that allow for the continued growth of Concord and the Airport. One possible outcome is the local jurisdiction modification to the existing airport overlay zone that puts some additional requirements for particular land uses in the area of high-density flight paths and/or a high number of aircraft noise events that affect typical uses of specific types of land.

**ASSUMPTIONS:**

1. *Efforts to enact a zone change are beyond this Scope of Services as the level of effort is difficult to define at this stage.*
2. *All meetings in this task will be virtual.*

**DELIVERABLES:**

1. *Technical Report documenting strategies for enhancing land use compatibility and zoning protection for the Airport.*

**TASK R      INSTRUMENT APPROACH PROCEDURE REVIEW AND ANALYSIS**

This task will review the existing, published, instrument approach procedures at JQF and identify potential actions to enhance the procedures and potential other procedures that could potentially be designed and published at JQF. The following tasks will be performed.

- **Data Gathering and Organization** – TBE will collect current obstacle data for JQF from the FAA Airport Data Information Portal (ADIP), FAA's Obstacle Authoritative Source (OAS) and, if applicable, obstacle data from the AGIS survey performed as part of this project. Alternately, if the AGIS survey is performed as part of the runway project, and is available, it will be collected. Obstacle data will be incorporated into a GIS database for analysis and graphic creation purposes. As part of this task, obstacle data will be mapped and categorized based on type (e.g., vegetation, utility poles, structures) and location (e.g., on- or off-Airport). Using available information from the City, the Consultant will also group off-Airport obstacles by parcel, to the extent data are available (i.e., parcel boundaries and numbers). Obstacle data will also be formatted to be used in FAA's Terminal Area Route Generation Evaluation and Traffic Simulation (TARGETS) software.

It is anticipated that the obstacle data collected from the various sources will have some duplication of data. It is common that an individual object be represented by multiple obstacles in the FAA databases. Therefore, this task includes one (1) site visit to visually field verify obstacles. During the visit, TBE will confirm and photograph obstacle data to support updates to the FAA's Runway Airspace Management (RAM) Tool. The site visit will last up to eight (8) hours in length and will be conducted by up to one (1) Consultant staff members. It is anticipated that JQF staff will accompany the Consultant team as needed to facilitate access and provide local support.

- **Procedure Review and Evaluation** – The data reviewed and organized above will be used to analyze obstacles that penetrate, or in the case of trees, are close (i.e., within ten [10] feet of the surface) to penetrating obstacle clearance surfaces associated with the existing instrument approach procedures at JQF. The following existing instrument approach procedures will be reviewed and analyzed:

- ILS or LOC RWY 20
- RNAV (GPS) RWY 02
- RNAV (GPS) RWY 20
- Obstacle Departure Procedures for Runway 2 and 20

Standard instrument departure and standard terminal arrival procedures will not be evaluated as part of this task as they do not affect the decision altitudes or visibility minimums of the instrument approach procedures at an airport.

This review will identify obstacles that are affecting the approach minimums at JQF and obstacle mitigation to potentially enhance the approach minimums. This will include a preliminary review approach and airfield lighting system requirements to further enhance existing procedure minimums.

- **Obstacle Action Plan** – Using the results from the preceding subtask, TBE will develop an Obstacle Action Plan (OAP). The OAP will consist of a brief narrative report and a series of graphics and/or tables that identify obstacles, parcels wherein the obstacles reside, and the maximum allowable height (in Above Mean Sea Level [AMSL]) for each obstacle. TBE will also provide JQF staff with a KML file of the obstacles.

This OAP will identify and prioritize obstacles to be mitigated per the following order:

1. On-Airport obstacles
2. Obstacles that impact existing approaches and departures
3. Obstacles that penetrate Part 77 approach surfaces (existing condition)
4. Obstacles that impact future approaches and departures
5. Obstacles that penetrate Part 77 approach surfaces (future condition)

As part of the OAP, a draft phasing plan will be developed to provide guidance for JQF staff to request federal and/or state aviation funding through the Airport Capital Improvement Program (ACIP) process to complete the mitigation of obstacles on a multi-year, multi-phase approach.

- **FAA Obstacle Database Update** – Based on the data reviewed and analyzed as part of this Scope of Services, TBE will update the FAA's OAS (i.e., obstacle database) using the FAA's Runway Airspace Management (RAM) Tool, accessible via the FAA's Airport Data Information Portal (ADIP). JQF staff will grant TBE access to data in the RAM Tool.

For those obstacles identified as being duplicative, if any, TBE will work with JQF staff and the FAA to resolve the duplication within the FAA's RAM Tool. Obstacles that have a low

level of accuracy associated with them will be identified for a potential follow-up survey collection and adjustment in the RAM Tool. It is anticipated that these obstacles will be distant from the Airport and will not be as impactful to the instrument approach procedure minimums.

**ASSUMPTIONS:**

1. *Existing published procedures, at the time of this task's initiation, will be analyzed.*
2. *No obstacle surveying is included within this task.*
3. *The Consultant will utilize the existing CAD files, as practicable, for OAP basemaps, as appropriate.*
4. *It is anticipated that there will be no coordination with stakeholders outside of JQF staff, and the FAA.*
5. *No environmental services are included as part of this Scope of Services.*
6. *No permitting, application, or similar project fees are anticipated or accounted for.*
7. *Updates to existing procedures are not anticipated during this project; however, updates to procedures or FAA standards may require additional analysis to be performed which are considered additional services.*
8. *Visual field verification will be conducted by local TBE staff.*
9. *TBE makes no guarantee that existing instrument approach procedures can be improved or enhanced.*

**DELIVERABLES:**

1. *Obstacle Action Plan obstacles to be mitigated and order of priority.*
2. *Technical memorandum documenting potential actions to be taken to potentially enhance the minimums for the existing instrument approach procedures.*

**PRELIMINARY SCHEDULE**

TBE anticipates an 18-month project schedule (not including review time by the Concord-Padgett Regional Airport and FAA). A critical time path report shall be developed prior to starting the project and will be updated on a monthly basis. If any delays are identified by TBE an action plan will be presented to reestablish the schedule.

The following sequence of events provides the framework for the AMPU schedule:

- Concord-Padgett Regional Airport and FAA Scope of Work approval
- Initial Kickoff meeting
- Onsite Inventory
- Airside Airport Pavement Management Program Update
- Landside Airport Pavement Management Program

- Building Condition Assessment
- Aircraft Operational Surveys
- Working Paper Number 1 – Forecasts
- Working Paper Number 2 – Facility Requirements
- Concept Report Development
- Coordination Meeting
- Airport Layout Plan Drawing Set (ALP)
- Layout Plan Report
- Final Printing/Distribution

## **SPECIAL SERVICES**

### **Task 1 – 18B Survey (Woolpert, Inc)**

- Field Surveys, Obstruction Surveys, Data Collection, and Airport Airspace Analysis in accordance with FAA Advisory Circulars ensuring compatibility with FAA AGIS – This task will include an aeronautical obstruction survey in compliance with AGIS policies and will include an airport airspace analysis for vertically-guided operations. The Advisory Circulars identified below detail the data collection requirements and accuracies for the project and the verification process by the FAA and NGS:
  - AC 150/5300-16A General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
  - AC 150/5300-17C Standards for Using Remote Sensing Technologies in Airport Surveys
  - AC 150/5300-18B General Guidance and Specifications for Aeronautical Surveys: Airport Survey Data Collection and Geographic Information System Standards

The purpose of this task is to accomplish FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance. This is inclusive of 2.7.1.1.1 through 2.7.1.1.7.

- Verify, Confirm, and/or Capture Aerial Imagery – For this task, TBE will acquire new vertical stereo aerial photography at a nominal scale of 1" = 4,017' for obstruction surface areas and 1" = 744' for the airport property. The aerial photography will cover all of the VG Airspace Analysis surfaces using a Zeiss Digital Mapping Camera II (DMC II) during leaf-on conditions.

From the 1" = 4,017' aerial photography, TBE will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution (VG, Approach and Departure Surface)
- Identification and mapping of obstruction obstacles for all of the VG surfaces

From the 1" = 744' aerial photography, TBE will produce the following:

- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS and VGPS surfaces

**Time Schedule:**

As agreed, upon by both parties.

**Cost of Services:** The method of payment shall be in accordance with Section V – Payment of Services of the Master Contract; Paragraphs A and B of Section V will apply. The Master Plan Update shall be performed for a lump sum fee, including reimbursable expenses, of **\$646,750.83**. Special Services shall be performed as listed above for a lump sum fee of **\$892,475.00**. The total value of this Work Authorization shall not exceed **\$1,539,225.83** without additional authorization.



**CITY OF CONCORD:**

**TALBERT, BRIGHT & ELLINGTON LLC**

BY: \_\_\_\_\_  
Lloyd Wm. Payne, Jr., ICMA-CM, City Mgr.

BY: \_\_\_\_\_  
Carl M. Ellington, Jr., P.E., President

ATTEST BY:

ATTEST BY:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Charles Brian Salyers, P.E.

*SEAL*

*SEAL*

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**APPROVAL BY CITY FINANCE OFFICER**

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

\_\_\_\_\_  
Jessica Jones, Director of Finance

**APPENDIX A. ALP REVIEW CHECKLIST**

The following checklist shall be used in lieu of FAA AC 150/5070-6B, Appendix F, Airport Layout Plan Drawing set. This checklist is intended for use when submitting a new or updated ALP to the FAA for review and approval. Consultants and/or sponsors should indicate "Yes," "No" or "N/A" (not applicable) for every item on the checklist. The same checklist shall be provided to FAA for review and verification. For all reviewers: It is important that each item listed be shown on the respective plan.

<b>Airport Identification (to be completed by Sponsor or Consultant)</b>		
Airport		
City and State		Location Identifier
Airport Owner		
<b>ALP Submission Information (to be completed by Sponsor or Consultant)</b>		
ALP Prepared by		
	Name of Consulting Firm	
	Name of Individual	Date
	Telephone	
	Email address	
Consulting QA/QC Review		
	Name and Title of Individual	Date
Sponsor Review		
	Name and Title of Individual	Date
<b>FAA Review (to be completed by FAA)</b>		
	Name and Title of Individual	Date

Effective Date: October 1, 2013

ARP SOP No. 2.00

**Critical Design Aircraft or Family of Aircraft:**

	Make	Model	Annual Itinerant Operations
Existing			
Future			

Forecasted Year: \_\_\_\_\_

Airport Reference Code (ARC): \_\_\_\_\_

**Runway Design Code (RDC) & Runway Reference (RRC):**

Runway	RDC	RRC

**Approach Minimums:**

Rwy End	Minimum	Rwy End	Minimum

**Runways (Existing and Future):**

Runway	Existing		Future		Departure Surface (Y or N/A)
	Length (ft)	Width (ft)	Length (ft)	Width (ft)	

Effective Date: October 1, 2013

ARP SOP No. 2.00

For the balance of the checklist, enter a mark (✓ or X) to confirm inclusion.

**A.1. Narrative Report**

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Executive Summary – A concise summary of the findings/ recommendations of the master planning effort or changes to the ALP. This should include a description of planned projects, an implementation plan/timeline, and identification of benchmarks or actions that will be conducted to either verify the original planning assumptions or proceed with project implementation.  1. Identify Projects along with description  2. Create a Timeline for each Project  3. Identify and List:  a. Proposed Projects (e.g., Hangar development)  b. Milestones/ Triggering Events (e.g., 1. All hangars are full, 2. There is a waiting list long enough to fill a new development, 3. Hangars have reached their useful life, etc.)  c. Action items/Next Steps (e.g., 1. Maintain log and gather data, 2. Discuss plan with ADO, 3. Coordinate with ADO regarding potential for inclusion in FAA ACIP (Airports Capital Improvement Program), 4. Identify funding sources.)	From AC 150/5070-6, Section 202: An accompanying ALP Narrative Report should explain and document those changes and contain at least the following elements:  – Basic aeronautical forecasts. – Basis for the proposed items of development. – Rationale for unusual design features and/or modifications to FAA Airport Design Standards. – Summary of the various stages of airport development and layout sketches of the major items of development in each stage.  – An environmental overview to document environmental conditions that should be considered in the identification and analysis of airport development alternatives and proposed projects.				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
d. Funding Plan	Capital Improvement Plan for the forecast horizons. See AC 150/5070-6, Chapter 11. Only a rough, order-of-magnitude report is needed in the executive summary.				
B. Basic aeronautical forecasts (0-5, 6-10, 11-20 years): Basic aeronautical forecasts (0-5, 6-10, 11-20 years):	Forecasts of future levels of aviation activity as approved by the FAA. These projections are used to determine the need for new or expanded facilities. See AC 150/5070-6, Chapter 7.				
1. Total annual operations	Total local and itinerant aircraft operations at the airport.				
2. Annual itinerant operations by all aircraft	Itinerant operations by aircraft that leaves the local airspace, generally 25 miles or more from the airport. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
3. Annual itinerant operations by current critical aircraft					
4. Annual itinerant operations by future critical aircraft					
5. Number of based aircraft	Aircraft that use the subject airport as a home base, i.e., have hangar or tie-down space agreements. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
6. Annual instrument approaches	Number of instrument approaches expected to be executed during a 12-month period. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
7. Number of enplanements	See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
8. Critical Aircraft (also referred as "design aircraft" or "critical design aircraft")	<p>The critical aircraft is the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that the critical aircraft will make substantial use of the airport in the planning period. Substantial use means either 500 or more annual itinerant operations or scheduled service. The critical aircraft may be a single aircraft or a composite of the most demanding characteristics of several aircraft. Provide the aircraft, AAC, and ADG. (e.g. Boeing 737-400, C-III) See AC 150/5300-13A, Paragraph 105(b) and FAA Order 5090.3C, 3-4.</p>				
9. Runway Design Code (RDC)	<p>Describe the RDC for each runway. For the purpose of airport geometric design, each runway will contain a RDC which signifies the design standards to which the runway is to be built. The RDC consists of three parameters: Aircraft Approach Category (AAC), Airplane Design Group (ADG) and the approach visibility minimums. These parameters represent the aircraft that are intended to be accommodated by the airport, regardless of substantial use. See AC 150/5300-13A, Paragraph 105(c).</p>				
10. Runway Reference Code (RRC)	<p>Describe the RRC for each runway. The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. The RRC consists of the same three components as the RDC, but is based on planned development and has no operational application. See AC 150/5300-13A, Paragraph 318.</p>				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
C. Alternatives/Proposed Development					
11. Explanation of proposed development items	Specific projects can be described as project listings on a master table, on individual project data sheets, or in projects booklets.				
12. Discuss near-term and future Approach Procedure Requirements or effects (e.g., LPV, Circling, etc.)	Based on existing or forecast usage. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
13. Navigational Aids or Other Equipment Needs (e.g., Approach Lights, Wind Cones, AWOS, etc.)	The need for new or additional navigational aids is a function of the fleet mix, the percentage of time that poor weather conditions are present, and the cost to the users of not being able to use the airport while it is not accessible.				
14. Wind coverage. Is it adequate for existing and future runway layouts? Has wind data been updated?	This analysis determines if additional runways are needed to provide the necessary wind coverage. Reference AC 150/5300-13A, Appendix 2 for guidance on wind coverage analysis techniques.				
D. Modification to Standards.	Any approved nonconformance to FAA standards, other than dimensional standards for RSAs and OFZs, require FAA approval. A description of all approved modification to standards shall be provided. See AC 150/5300-13A, Paragraph 106(b) and FAA Order 5300.1.				
E. Obstruction Surfaces (14 CFR Part 77 and Threshold Siting Surface)	Reference 14 CFR Part 77 and AC 150/5300-13A, Paragraph 303.				

		Narrative Report			
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
F. Runway Protection Zone	A description of any incompatible land uses inside the RPZ shall be provided. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				
G. Development summary (including sketches, schedules, and cost estimates) for stages of construction for: Development summary (including sketches, schedules, and cost estimates) for stages of construction for:  15. Development Projects Completed Since Last ALP  16. 0-5 years  17. 6-10 years  18. 11-20 years	Documentation provided should include any electronic spreadsheets and files to facilitate in modifying the financial plan on an as-needed basis.				
H. Shadow or line-of-sight study for towered airports (negative or positive statements are required).	Reference FAA Order 6480.4. This can be from the Airway Facilities Tower Integration Laboratory (AFTIL) or simpler GIS-generated studies.				
I. Letters of coordination with all levels of government, as needed.	Affected private and/or governmental groups, agencies, commissions, etc., that may have input on the plans. See AC 150/5070-6, Chapter 3.				
J. Wildlife Hazard Management Issues Review (in narrative).	Reference AC 150/5200-33.				



Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
K. Preliminary Identification of Environmental Features	Potential or known features only. Further environmental analysis will be necessary. Reference FAA Order 5050.4B. Begin framework for NEPA analysis.				
19. Major airport drainage ditches					
20. Wetlands					
21. Flood Zones					
22. Historic or Cultural features					
23. Section 4(f) features					
24. Flora/Fauna					
25. Natural Resources					
26. Etc. (other features identified in Order 5050.4B)					
L. Note Action Items from Runway Safety Program Office	List and note status of items from Runway Safety Program Office or Runway Safety Action Plan.				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
M. Declared Distance (DD)	<p>The narrative on declared distances is used to aid in understanding the maximum distances available and suitable for meeting takeoff, rejected takeoff, and landing distances performance requirements for turbine powered aircraft. The narrative shall also provide clarification on why declared distances have been implemented. Declared distances data must be listed for all runway ends. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearway, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.</p>				
Remarks					

## A.2. Title Sheet

The scale of the Title Sheet should be developed to include the items listed below.

The minimum size for the final drawing set is 22" X 34" (ANSI D) and 24" X 36" (ARCH D). Coordinate use of 34" x 44" (ANSI E) and 26" X 48" (ARCH E) with FAA. Color drawings may be acceptable if they are still usable if reproduced in grey scale.

Title Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and revision blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Airport sponsor approval block	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.				
C. Date of ALP (date the airport sponsor signs the ALP)	The month and year of signature prominently shown near the title.				
D. Index of sheets (including revision date column)	Airport Layout Drawing, Airport Airspace Drawing, Inner Portion of the Approach Surface Drawing, Terminal Area Drawing, Land Use Drawing, Airport Property Map, Airport Departure Surface, etc.				
E. State Aeronautics Agency Approval Block (as needed)	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.				
F. State outline with county boundaries. County in which airport is located should be highlighted.	Provide as needed.				
G. Location map (general area)					
H. Vicinity map (specific airport area)					

Effective Date: October 1, 2013

ARP SOP No. 2.00

Title Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
Remarks					

### A.3. Airport Data Sheet

For smaller airports, some of the ALP sheets may be combined if practical and approved FAA.

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Wind Rose (all weather and IFR) with appropriate airport reference code and runway orientation depicted, crosswind coverage, and combined coverage, source of wind information and time period covered (for IFR runways applicable minimums should be included):	Assembly and analysis of wind data to determine ultimate runway orientation and also provides the operational impact of winds on existing runways. If instrument procedures are present or will be requested then both all-weather and instrument meteorological condition wind roses are required. See AC 150/5300-13A, Appendix 2.				
1. 10.5, 13, 16, 20 knots wind rose (based on appropriate airport reference code)	When a runway orientation provides less than 95 percent wind coverage for any aircraft forecasted to use the airport on a regular basis, a crosswind runway is recommended. The 95 percent wind coverage is computed on the basis of the crosswind not exceeding 10.5 knots for Airport Reference Codes A-I and B-I, 13 knots for Airport Reference Codes A-II and B-II, 16 knots for Airport Reference Codes A-III, B-III, and C-I through D-III, and 20 knots for Airport Reference Codes A-IV through D-VI. See also AC 150/5300-13A, Paragraph 302(c)(3) and AC 150/5300-13A, Appendix 2.				
2. Percentage of wind coverage/crosswind					

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
3. Source of data	<p>Wind data may be obtained from NOAA at <a href="http://www.ncdc.noaa.gov/">http://www.ncdc.noaa.gov/</a></p> <p>Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5 and A2-6.</p>				
4. Age of data (last 10 consecutive years of data with most current data no older than 10 years)	Data must be from the latest 10-year period from the reporting station closest to the airport. Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5.				
<b>C. Airport Data Table</b>					
1. ARC for Airport	List the Airport Reference Code (ARC) for airport. 5300-13AARC is an airport designation that signifies the airport's highest Runway Design Code (RDC), minus the third (visibility) component of the RDC. Reference AC 150/5300-13A.				
2. Mean maximum temperature of hottest month	List the mean maximum temperature and the hottest month for the airport location as listed in "Monthly Station Normals of Temperature, Precipitation, and Heating and Cooling Degree-Days" (Climatology of the United States No. 81). See AC 150/5325-4, 506.b.				
3. Airport elevation (highest point of the landing areas, nearest 0.1 foot) – using North American Vertical Datum of 1988 (NAVD88)	<p>List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88. Reference AC 150/5300-13A, Paragraph 102(g)</p> <p>All elevations shall be in NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.</p>				
4. Airport Navigational Aids, including ownership (NDB, TVOR, ASR, Beacon, etc.)	List the electronic aids available at the airport.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Airport reference point coordinates, nearest second (existing, future if appropriate, and ultimate) - NAD83	<p>List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the North American Datum of 1983 (NAD83) coordinate system. See AC 150/5300-13A, Paragraph 207.</p> <p>All latitude/longitude coordinates shall be in NAD83. A note shall be put on the Airport Layout Drawing that denotes that the NAD83 coordinate system was used.</p>				
6. Miscellaneous facilities (taxiway lighting, lighted wind cone(s), AWOS, etc.) [Including type/model and any facility critical areas]	List any other facilities available at the airport.				
7. Airport Reference Code and Critical Aircraft (existing & future)	List the existing and ultimate Airport Reference Code and Critical Aircraft, the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that critical design airplanes have at least 500 or more annual itinerant operations at the airport (landings and takeoffs are considered as separate operations) for an individual airplane or a family grouping of airplanes. See AC 150/5325-4, 102.a.(8) and AC 150/5070-6, 702.a. Indicated dimensions for wingspan and undercarriage, along with approach speed.				
8. Airport magnetic variation, date and source	<p>Magnetic declination may be calculated at <a href="http://www.ngdc.noaa.gov/geomagnetic-web/#declination">http://www.ngdc.noaa.gov/geomagnetic-web/#declination</a>. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.</p>				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
9. NPIAS service level (GA, RL, P, CS, etc.)	See FAA Order 5090.3C.				
10. State equivalent service role	As applicable pursuant to State Aviation Department System Plan.				
D. Runway Data Table	The Runway Data Table should show information for both existing and ultimate runways.				
1. Runway identification (Include identifying runways that are "utility")	A column for each runway end should be present. List the runway end number and if pavement strength is less than 12,500 pounds (single-wheel), then note as utility.				
2. Runway Design Code (RDC)	5300-13AThe first component, depicted by a letter, is the AAC and relates to aircraft approach speed (operational characteristics). The second component, depicted by a Roman numeral, is the ADG and relates to either the aircraft wingspan or tail height (physical characteristics); whichever is more restrictive. The third component relates to the visibility minimums expressed by RVR values in feet of 1200, 1600, 2400, and 4000. List the RDC for each runway. See AC 150/5300-13A, Paragraph 105(c).				
3. Runway Reference Code (RRC)	The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. Like the RDC, it is composed of three components: AAC, ADG, and visibility minimums. List the RRC for each Runway. See AC 150/5300-13A, Paragraph 318.				
4. Pavement Strength & Material Type	Indicate the runway surface material type, e.g., turf, asphalt, concrete, water, etc.				



Airport Data Sheet					FAA
Item	Instructions	Sponsor/Consultant			
		Yes	No	N/A	
a. Strength by wheel loading	List the existing and ultimate design strength of the landing surface. See AC 150/5320-6, Chapter 3.				
b. Strength by PCN	See AC 150/5335-5.				
c. Surface treatment	Note any surface treatment: grooved, PFC, etc.				
5. Effective Runway Gradient (%) Author to note maximum grade within runway length. Note to included statement that the runway meets line of sight requirements	List the maximum longitudinal grade of each runway centerline. See AC 150/5300-13A, Paragraph 313.				
6. Percent (%) Wind Coverage (each runway)	List the percent wind coverage for each runway for each Aircraft Approach Category. See AC 150/5300-13A, Appendix 2.				
7. Runway dimensions (length and width)	Dimensions determined for the Critical Design Aircraft by using graphical information in AC 150/5325-4.				
8. Displaced Threshold	Provide the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(2).				
9. Runway safety area dimensions (actual existing and design standard)	List the existing and ultimate dimensions of the Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307.				
10. Runway end coordinates (NAD83) (include displaced threshold coordinates, if applicable) to the nearest 0.01 second and 0.1 foot of elevation.	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second and 0.1 foot of elevation.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
11. Runway lighting type (LIRL, MIRL, HIRL)	List the existing and ultimate type of runway lighting system for each runway, e.g., Reflectors, Low Intensity Runway Lighting (LIRL), Medium Intensity Runway Lighting (MIRL), or High Intensity Runway Lighting (HIRL). LIRLs will typically not be shown for new systems. See AC 150/5340-30, Ch. 2.				
12. Runway Protection Zone (RPZ) Dimensions	List the existing and ultimate Runway Protection Zone (RPZ) dimensions. See AC 150/5300-13A, Paragraph 310. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				
13. Runway marking type (visual or basic, non-precision, precision)	Indicate the existing and ultimate pavement markings for each runway. See AC 150/5340-1, Section 2.				
14. 14 CFR Part 77 approach category (50:1; 34:1; 20:1) Existing and Future	List the existing and ultimate approach surface slope. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
15. Approach Type (precision, non-precision, visual)	List the existing and ultimate Part 77 Approach Use Types. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
16. Visibility minimums (existing and future)	List the existing and ultimate visibility minimums for each runway. See AC 150/5300-13A, Table 1-3.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
17. Type of Aeronautical Survey Required for Approach (Vertically Guided, not Vert. Guided)	List the type of aeronautical survey required for the visibility minimums given. See AC 150/5300-18, Section 2.7 and AC 150/5300-13A, Table 3-4 and Table 3-5.				
18. Runway Departure Surface (Yes or N/A)"	Determine applicability of 40:1 Departure Obstacle Clearance Surface (OCS) as defined in Paragraph 303(c) of AC 150/5300-13A.				
19. Runway Object Free Area	List the existing and ultimate dimensions of the Runway Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309. Objects non-essential for air navigation or aircraft ground maneuvering purposes must not be placed in the ROFA, unless a modification to standard has been approved.				
20. Obstacle Free Zone	The OFZ clearing standard precludes aircraft and other object penetrations, except for frangible NAVAIDs that need to be located in the OFZ because of their function. Modification to standards does not apply to the OFZ.  List the Runway OFZ, Inner-approach OFZ, Inner-transitional OFZ, and Precision OFZ if applicable.				
21. Threshold siting surface (TSS)	List the existing and ultimate threshold siting surface (i.e. approach and departure surfaces). Identify any objects penetrating the surface. If none, state "No TSS Penetrations". Reference AC 150/5300-13A, Paragraph 303.				
22. Visual and instrument NAVAIDs (Localizer, GS, PAPI, etc.)	List the existing and ultimate visual navigational aids serving each runway.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
23. Touchdown Zone Elevation	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.				
23. Taxiway and Taxilane width	List the existing and ultimate width of the taxiways and taxilane. Reference AC 150/5300-13A, Paragraph 403 and Table 4-2.				
24. Taxiway and Taxilane Safety Area dimensions	List the existing and ultimate taxiway and taxilane safety area dimensions. Reference AC 150/5300-13A, Paragraph 404(c) and Table 4-1.				
25. Taxiway and Taxilane Object Free Area	List the existing and ultimate taxiway and taxilane object free area dimensions. Reference AC 150/5300-13A, Paragraph 404(b) and Table 4-1.				
26. Taxiway and Taxilane Separation	List any objects located inside the Taxiway/Taxilane Safety Area and Taxiway/Taxilane Object Free Area. Also provide the distance from the taxiway/taxilane centerline to the fixed or movable object. Reference Paragraph 404(a) and Table 4-1.				
27. Taxiway/Taxilane lighting	List the existing and ultimate type of taxiway lighting system, e.g., Reflectors, Low Intensity Taxiway Lighting (LITL), Medium Intensity Taxiway Lighting (MITL), or High Intensity Taxiway Lighting (HITL). LITLs will typically not be shown for new systems. See AC 150/5340-30, Chapter 4.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
28. Identify the vertical and horizontal datum	<p>All latitude/longitude coordinates shall be in North American Datum of 1983 (NAD 83). A note shall be put on the Airport Layout Drawing that denotes that the NAD 83 coordinate system was used.</p> <p>All elevations shall be NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.</p>				
E. Modification to Standards Approval Table (if applicable, a separate written request, including justification, should accompany the modification to standards). Show: Approval Date/ Airspace Case No. / Standard to be Modified / Description	<p>Provide a table to list all FAA approved Modifications to Standards. See AC 150/5300-13A, Paragraph 106(b), and FAA Order 5300.1.</p> <p>List "None Required" on the table if no Modifications have yet been proposed or approved.</p>				
F. Declared Distances Table	<p>Required even if Declared Distances are not in effect. Declared distances are only to be used for runways with turbine-powered aircraft. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearways, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.</p>				
1. Take Off Run Available (TORA)	<p>List the runway length declared available and suitable for the ground run of an airplane taking off, i.e., Take Off Run Available (TORA). The TORA may be reduced such that it ends prior to the runway to resolve incompatible land uses in the departure RPZ, and/or to mitigate environmental effects. Reference AC 150/5300-13A, Paragraph 323(d)(1).</p>				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Take Off Distance Available (TODA)	List the length of remaining runway or clearway (CWY) beyond the far end of the TORA ADDED TO the TORA. The resulting sum is the Take Off Distance Available (TODA) for the runway. The TODA may be reduced to mitigate penetrations to the 40:1 instrument departure surface, if applicable. The TODA may also extend beyond the runway end through the use of a clearway Reference AC 150/5300-13A, Paragraph 323(d)(2).				
3. Accelerate Stop Distance Available (ASDA)	5300-13A List the length the length of runway plus stopway (if any) declared available and suitable for satisfying accelerate-stop distance requirements for a rejected takeoff. Additional RSA and ROFA can be obtained by reducing the ASDA. Reference AC 150/5300-13A, Paragraph 323(d)(3).				
4. Landing Distance Available (LDA)	5300-13A List the length of runway declared available and suitable for satisfying landing distance requirements. The LDA may be reduced to satisfy the approach RPZ, RSA, and ROFA requirements. Reference AC 150/5300-13A, Paragraph 323(e).				
G. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.				
Remarks					

#### A.4. Airport Layout Plan Drawing

For smaller airports, some of the ALP sheets may be combined if practical and approved by FAA.

Two, or more, sheets may be necessary for clarity, existing and proposed. The reviewer should be able to differentiate between existing, future, and ultimate development. If clarity is an issue, some features of this drawing may be placed in tabular format. North should be pointed towards the top of the page or to the left. (scale 1"=200' to 1"=600')

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Space for the FAA approval stamp	Leave a blank four-inch by four-inch area for the FAA approval stamp.				
C. Layout of existing and proposed facilities and features:	To assure full consideration of future airport development in 14 CFR Part 77 studies, airport owners must have their plans on file with the FAA. The necessary plan data includes, as a minimum, planned runway end coordinates, elevation, and type of approach for any new runway or runway extension. See AC 150/5300-13A, Paragraph 106.				
1. True and magnetic North arrow with year of magnetic declination	Magnetic declination may be calculated at <a href="http://www.ngdc.noaa.gov/geomag-web/#declination">http://www.ngdc.noaa.gov/geomag-web/#declination</a> . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
2. Airport reference point – locate by symbol a Lat./Long. To nearest second (existing, future, and ultimate) NAD 83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the NAD 83 coordinate system. See AC 150/5300-13A, Paragraph 207.				

Airport Layout Plan Drawing					FAA
Item	Instructions	Sponsor/Consultant			
		Yes	No	N/A	
3. Wind cones, segmented circle, beacon, AWOS, etc.	Show as applicable pursuant to AC 150/5300-13A, Chapter 6.				
4. Contours (showing only significant terrain differences)	Topography, budget, and future uses of the base mapping, will dictate what intervals of topographical contours to use on the maps. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, 1005.				
5. Elevations: All NAVD88	All latitude/longitude coordinates shall be in NAD83/NAVD88.				
a. Runway – existing, future, and ultimate ends (nearest 0.1 ft.)	Show the latitude and longitude of the threshold center and end of pavement.				
b. Touchdown Zone Elevation (highest point in first 3,000 ft. of runway)	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.				
c. Runway high/low points (existing and future)	For all runways identify high and low points (centerline) and provide elevation information.				
d. Label runway/runway intersection elevations	Label the pavement elevation of runway intersections where the centerlines cross.				
e. Displaced Thresholds (if any)	Label the pavement elevation and coordinates of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).				



Airport Layout Plan Drawing					FAA
Item	Instructions	Sponsor/Consultant			
		Yes	No	N/A	
f. Roadways & Railroads (where they intersect Approach surfaces, the extended runway centerline, and at the most critical points)	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				
g. Structures, Buildings, and Facilities	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL. If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation. Don't forget navigation aid shelters, AWOS/ASOS, RVRs, PAPIs, Fueling systems, REILs, etc. Also identify the structure use (hangar, FBO, crew quarters, etc.), as needed. Some lesser objects may be identified by symbols in the legend.				
h. Define features to include: trees streams, water bodies, etc.	Provide information and delineate trees, streams, water bodies, etc., on or near airport property and approach surfaces.				
6. Runway Details					

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
a. Runway Design – runway length, runway width, shoulder width, blast pad width, blast pad length, and cross wind component.  (existing, future, and ultimate)	AC 150/5325-4 describes procedures for establishing the appropriate runway length. AC 150/5300-13A, Table 3-4 and Table 3-5 provides the minimum runway length.  AC 150/5300-13A, Table 3-8 provides the standard dimensions of the runway width, shoulder width, blast pad width, blast pad length, and crosswind component based on RDC. Clearly denote the runway numbers at the thresholds. Show location of existing and future threshold lights.				
b. Orientation – true bearing to nearest 0.01 second (and runway numbers)	Show the true bearing to the nearest .01 of a degree of the runway centerline.				
c. End Coordinates – existing, future, and ultimate degrees, minutes, seconds (to the nearest 0.01 second)	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second.				
d. Runway Safety Areas (RSA) – actual, existing, future, and ultimate (including dimensions)	Show the extents of the existing and ultimate RSA 5300-13A. Reference AC 150/5300-13A, Paragraph 307.				
e. Runway Object Free Areas (ROFA)	Show the extents of the existing and ultimate ROFA. Reference AC 150/5300-13A, Paragraph 309.				
f. Precision Obstacle Free Zone (POFZ)	Show the extents of the existing and ultimate POFZ. Reference AC 150/5300-13A, Paragraph 308(d).				
g. Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ. Reference AC 150/5300-13A, Paragraph 308.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
h. Clearways and Stopways	Show any/all clearways and stopways/overruns and the markings used to denote these areas. See AC 150/5300-13A, Paragraph 311 and 312; and AC 150/5340-1, Section 2, Paragraph 14.				
i. Runway Protection Zone (RPZ) - Dimensions (existing, future, and ultimate)	Show existing and ultimate RPZ. See AC 150/5300-13A, Paragraph 310. Show the existing and ultimate protective area/zone type of ownership. Identify any incompatible objects and activities inside the RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				
j. 14 CFR Part 77 Approach Surfaces	Show the portion of the existing and ultimate approach surfaces that are over airport and adjacent property and identify the approach surface dimensions and slope. See FAA Order 7400.2, Figure 6-3-9.				
k. Threshold Siting Criteria: Approach/Departure Surface (existing, future, and ultimate) 5300-13A	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(b) and 303(c).				
l. Terminal Instrument Procedures (TERPS)surface and TERPS GQS, if applicable.	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(a)(4)(a), Table 3-4, and Table 3-5. Reference FAA Order 8260.3.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
m. Navigation Aids (NAVAIDS) – PAPI, ILS, GS, LOC, ALS, MALSR, REIL, etc., (plus facility critical area's)	Show all NAVAIDS and provide clearance distances from runways, taxiways, etc. Reference AC 150/5300-13A, Chapter 6.				
n. Marking – thresholds, hold lines, etc.	Show on the runway the type and location of markings, existing and ultimate. See AC 150/5340-1, Section 2.				
o. Displaced threshold coordinates and elevation	Show the latitude, longitude, and the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).5300-13A.				
p. Runway centerline separation distances	Show the runway centerline separation distances to parallel runway centerline, holding position, parallel taxiway/taxilane centerline, aircraft parking area, and helicopter touchdown pad, if applicable. Reference AC 150/5300-13A, Paragraph 321 and Table 3-8.				
7. Taxiway Details	Show the taxiway centerline separation distances to parallel taxiway/taxilane centerlines, fixed or movable objects.				
a. Dimensions – width (existing & ultimate)	Taxiway width based on Taxiway Design Group (TDG). See AC 150/5300-13A, Table 4-2.				
b. Taxiway Edge Safety Margin (TESM)	TESM dimension based on TDG. See AC 150/5300-13A, Table 4-2.				
c. Taxiway Shoulder Width	Taxiway shoulder width based on TDG. See AC 150/5300-13A, Table 4-2.				
b. Taxiway/Taxilane Object Free Area (TOFA)	TOFA width based on Taxiway Design Group (TDG). TOFA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. Taxiway/Taxilane Safety Area (TSA)	TSA width based on TDG. TSA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.				
d. Taxiway/Taxilane Centerline Separation from:					
i. Runway centerline	Show the distance from centerline of runway to centerline of taxiway. See AC 150/5300-13A, Table 4-1.				
ii. Parallel taxiway	Show the distance from centerline of taxiway to centerline of parallel taxiway. See AC 150/5300-13A, Table 4-1.				
iii. Aircraft parking	Show the distance from centerline of taxiway to marked aircraft parking/tie downs. See AC 150/5300-13A, Table 4-1.				
iv. Fixed or Movable Objects	Show the distance from centerline of taxiway to airport objects such as buildings, facilities, poles, etc. See AC 150/5300-13A, Table 4-1.				
8. Fences (identify height)	Show the location of existing and ultimate fences and identify height.				
9. Aprons					
a. Dimensions (square footage, dimension, or length and width)	Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.				
b. Identify aircraft tie-down layout	Show proposed tie-down layout on the apron area. See AC 150/5300-13A, Figure A5-1, AC 20-35, and AC 150/5340-1.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. Identify Special Use Areas (e.g., deicing or aerial application areas on or near apron)	Show as applicable and pursuant to representative ACs.				
10. Roads	Label all roads.				
11. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.				
12. Items to be identified with distinct line types	Use distinct line types to identify different items and differentiate between existing and ultimate.				
a. NAVAID Critical Areas (Glide Slope, Localizer, AWOS, ASOS, VOR, RVR, etc.)	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.				
b. Building Restriction Lines 5300-13A(BRL)	The BRL is the line indicating where airport buildings must not be located, limiting building proximity to aircraft movement areas. See AC 150/5300-13A, Paragraph 213(a).				
c. Runway Visibility Zone (RVZ)	Show the RVZ for the existing and ultimate airport configurations. See AC 150/5300-13A, 305(c).				
d. Airport Property Lines and Easements (existing, future, and ultimate)	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations.				
13. Survey Documentation					

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
a. Survey Monuments (PACS/SACS, see AC 150/5300-16)	<p>Show the location of all established survey monuments located on or near the airport property. Identify Primary and Secondary Airport Control Stations (PACS/SACS) if they exist. See AC 150/5300-16.</p> <p>Show the location of all section corners on or near the airport property.</p>				
b. Offsets, stations, etc.	Show as applicable.				
14. Any Air Traffic Control Tower (ATCT) line of sight/shadow study areas (use separate sheet if necessary)	Reference FAA Order 6480.4.				
15. General Aviation development area (e.g., fuel facilities, FBO, hangars, etc.) – greater detail can be shown on the terminal area drawing	Show as applicable.				
16. Facilities and movement areas that are to be phased out, if any, are described	Show as applicable.				
Remarks					

### A.5. Airport Airspace Drawing

A required drawing.

Scale 1" = 2000' plan view, 1" = 1000' approach profiles, 1"=100' (vertical) for approach profiles.

14 CFR Part 77, Objects Affecting Navigable Airspace, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan view (based on ultimate runway lengths) Include location of water or sewage facilities if inside horizontal surface.					
1. U.S. Geological Survey (USGS) Quad Sheet for base map	Use the most current USGS Quadrangle(s) as a base map for the airspace drawing.				
2. Runway end numbers	Show the ultimate runways and runway numbers. Contact the FAA before renumbering existing runways.				
3. Part 77 Surfaces (Horizontal, Conical, Transition, based on ultimate). Including elevations at the point where surfaces change.	Show the extents of the Part 77 imaginary surfaces. For airports that have precision approach runways show balance of the 40,000' approach on a second sheet, if necessary. See 14 CFR Part 77.19.				
4. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on all sloping Part 77 imaginary surfaces. See 14 CFR Part 77.19.				
5. Top elevations of penetrating objects for the inner portion of the approach surface drawing	Identify by unique alphanumeric symbol all objects beyond the Runway Protection Zones that penetrate any of the Part 77 surfaces. See 14 CFR Part 77.				
6. Note specifying height restriction (ordinances/statutes)	List any local zoning restrictions that are in place to protect the				



Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
	airport and surrounding airspace. See AC 150/5190-4.				
7. North Arrow with magnetic declination and year	Magnetic declination may be calculated at <a href="http://www.ngdc.noaa.gov/geomag-web/#declination">http://www.ngdc.noaa.gov/geomag-web/#declination</a> . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
C. Profile view					
1. Airport Elevation	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88 datum. See AC 150/5300-13A, Chapter 1, Paragraph 102(g).				
2. Composite Ground Profile along extended Runway Centerline (Representing the composite profile, based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface.				
3. Significant objects (bluffs, rivers, roads, schools, towers, etc.) and elevations	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects' same alphanumeric identifier that was used on the plan view.				
	Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.				

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Existing, future, and ultimate runway ends and approach slopes	Show existing and ultimate runway ends and FAR Part 77 approach surface slopes. See 14 CFR Part 77.19.				
D. Obstruction Data Tables (identify obstacles not depicted on the Inner Portion of the Approach Surface Drawing)					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects alphanumeric identifier that was used on the plan view.				
	Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.				
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.				
3. Date of Obstruction Survey	Provide the date of latest obstruction survey.				
4. Ground Surface Elevation	Provide the ground surface elevation (MSL) at the base of each object.				
5. Object Elevation	List the above ground level (AGL) height and the top of object elevation (above mean sea level / AMSL / MSL) for each object.				
6. Amount of surface penetration	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77.				
7. Proposed or existing disposition of the obstruction	Provide a proposed or existing disposition of the object to				

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
a. Proposed Disposition (existing)	remedy the penetration. See AC 70/7460-1.				
b. Proposed Disposition (future)					
Remarks					

## A.6. Inner Portion of the Approach Surface Drawing

A required drawing.

Scale 1"=200' Horizontal, 1"=20' Vertical, two sheets may be necessary for clarity. Typically, the plan view is on the top half of the drawing and the profile view is on the bottom half. Views should be drawn from the runway threshold to a point on the approach slope 100 feet above the runway threshold elevation, at a minimum, or the limits of the RPZ, whichever is further.

Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77, Objects Affecting Navigable Airspace. The drawing may also depict other surfaces, including the threshold-siting surface, Glideslope Qualification Surface (GQS), those surfaces associated with United States Standards for Instrument Procedures (TERPS), or those required by the local FAA office or state agency. The extent of the approach surface and the number of airspace obstructions shown may restrict each sheet to only one runway end or approach.

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan View (existing, future, and ultimate)					
1. Inner portion of approach surface	Show the area from the runway threshold out to where the ultimate approach surface slope is 100 feet above the threshold elevation.				
2. Aerial photo for base map	Use an aerial photograph for the base map.				
3. Objects (identified by numbers)	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.				
4. Property line within approaches	Show the property lines that are within the area/portion of airport shown.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Road & railroad elevations, plus movable object heights	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverse way elevation plus the traverse way adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				
6. Part 77 Approach Surface clearance over Roads and Railroads at the most critical points, the Centerline and Edge of the surface.	Provide elevation information for the traverse ways where they intersect the edges and centerline of the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				
7. Physical end of runway, end number, elevation (NAVD88) Nearest 0.1 foot	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center.				
8. Airport Design Surfaces					
a. Runway Safety Area	Show the extents of the existing and ultimate Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307 and Table 3-8.				
b. Runway Object Free Area	Show the extents of the existing and ultimate Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309 and Table 3-8.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. Runway Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ which includes the inner-approach OFZ, inner-transitional OFZ, and the Precision OFZ (POFZ), if applicable. See AC 150/5300-13A, Paragraph 308.				
d. Runway Protection Zone (RPZ)	Show the extents of the existing and ultimate RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310, Table 3-5 and FAA memorandum dated September 27, 2012.				
e. NAVAID critical area	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.				
9. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, Paragraph 1005.				
10. North arrow with magnetic declination and year	Magnetic declination may be calculated at <a href="http://www.ngdc.noaa.gov/geomag-web/#declination">http://www.ngdc.noaa.gov/geomag-web/#declination</a> . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, Chapter 2, Section 5, for further information.				
C. Profile view					

Inner Portion of the Approach Surface Drawing					FAA
Item	Instructions	Sponsor/Consultant			
		Yes	No	N/A	
1. Existing and proposed runway centerline ground profile (list elevations at runway ends & at all points of grade changes) (representing the composite profile based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface to where the ultimate approach surface slope is 100 feet above the threshold elevation. A more effective presentation may be a rendering of a composite critical profile.				
2. Future development from plan view	Identify future development using same alphanumeric identifier that was used on the plan view.				
3. Part 77 Approach/transition surface; existing and future VASI/PAPI siting surface	Show the boundaries of the existing and ultimate Part 77 Approach Surface. See FAA Order 7400.2, Figure 6-3-9, See also 14 CFR Part 77.				
4. Threshold Siting Surface	Depict any applicable siting requirements pursuant to Table 3-2 of FAA AC 150/5300-13A.				
5. Terrain in approach area (fences, streams, etc.)	Show all significant terrain(fences, streams, mountains, etc.) within the approach surfaces, regardless of whether or not they are obstructions				
6. Objects – identify the controlling object (same numbers as plan view)	Show all significant objects (roads, rivers, railroads, towers, sign and power poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.				
	Identify the objects using same alphanumeric identifier that was used on the plan view.				

Inner Portion of the Approach Surface Drawing					FAA
Item	Instructions	Sponsor/Consultant			
		Yes	No	N/A	
7. Cross section of road & railroad	Show the cross-section of any roads and/or railroads that cross the area shown. Indicate cross section elevations of roads and railroads at edges and extended centerlines that cross the area shown.				
8. Existing and proposed property and easement lines	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations. AC 5300-13A Note easements for pipelines and residential through the fence gateways.				
D. Obstruction tables for each approach surface (surface should be identified)	A separate table for each runway end must be used to enhance information clarity.				
1. Object identification number	List each object by the same alphanumeric symbol used in the plan view.				
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.				
3. Date of Obstruction Survey and Survey Accuracy	Provide the date of latest obstruction survey.				
4. Surface Penetrations	5300-13A For any object that penetrates the Part 77 surface, the approach surface, or the obstacle free zone, describe the vertical length the object protrudes.				
5. Proposed disposition of surface penetrations	Provide a proposed disposition of the object to remedy the penetration as described in item 4 above. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303 and 308.				



Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
6. Object elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.				
7. Triggering Event (e.g., a runway extension) – Timeframe/expected date for removal	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77 and AC 150/5300-13A, Paragraphs 303 and 308.				
8. Allowable approach surface elevation (if applicable)					
9. Amount of approach surface penetration (if applicable)					
10. Proposed disposition of approach surface obstruction (if applicable)	Provide a proposed disposition of the object to remedy the penetration. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303.				
11. Obstacle Free Zone (OFZ)	Determine and depict the applicable OFZ surfaces, see AC 150/5300-13A, Paragraph 308. Provide a proposed disposition of the object to remedy the penetration. Note: Modification to the OFZ standard is not permitted.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
E. Runway Centerline Profile	This may be shown on the Inner Portion of the Approach Surface drawing if there is space to show the runway and Runway Safety Area in sufficient detail otherwise a separate sheet may be necessary. At a minimum this drawing is to show the full length of the runway and Runway Safety Area including: runway elevations, runway and Runway Safety Area gradients, all vertical curves, and a line representing the 5' line-of-sight. See AC 150/5300-13A, Paragraph 305.				
1. Scale	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Paragraph 305.				
2. Elevation	Show runway elevations, runway and Runway Safety Area gradients, and all vertical curve data. See AC 150/5300-13A, Paragraph 318.				
3. Line of Sight	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Section 305.				
Remarks					

### A.7. Runway Departure Surface Drawing

Required where applicable. For each runway that is designated for instrument departures.

This drawing depicts the applicable departure surfaces as defined in Paragraph 303 of FAA AC 150/5300-13A. The surfaces are shown for runway end(s) designated for instrument departures.

40:1 for Instrument Procedure Runways (Scale, 1" = 1000' Horizontal, 1" = 100' Vertical, Out to 10,200' beyond Runway threshold) 62.5:1 for Commercial Service Runways (Scale, 1" = 2000' Horizontal, 1" = 100' Vertical, Out to 50,000' beyond Runway threshold).

Contact the FAA if the scale does not allow the entire area to fit on a single sheet. The depiction of the One Engine Inoperative (OEI) surface is optional; it is not currently required.

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan view (existing & future)	See AC 150/5300-13A, Paragraph 303(c).				
1. Aerial Photo for base map	Use an aerial photograph for the base map. A USGS 7.5 minute series map is also acceptable.				
2. Runway end numbers and elevations (nearest 1/10 of a foot)	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center. For runways that have a clearway, depict this surface and the relocated departure surface. Reference AC 150/5300-13A, Paragraph 303(c)(1).				
3. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on the Part 77 imaginary surfaces. See 14 CFR Part 77.19.				
4. Depict property line, including easements	Show the property line(s) that are within the area/portion of airport shown.				

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the departure surface	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters.				
6. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used.				
C. Profile view (existing & future)					
1. Ground profile	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the departure surface to extents of the surface dimensions.				
2. Significant objects (bluffs, rivers, roads, buildings, fences, structures, etc.)	Show all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.				
3. Identify obstructions with numbers on the plan view	Identify the objects using same alphanumeric identifier that was used on the plan view.				
4. Show roads and railroads with dashed lines at edge of the departure surface	Show the cross-section of any roads and/or railroads that cross the area shown.				
D. Obstruction Data Tables					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters. List each object by the same alphanumeric symbol used in the plan view.				

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Tree, Natural Gas Flare, etc.				
3. Object Elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.				
4. Amount of surface penetration	List the object protrudes above the departure surface. See AC 150/5300-13A, Paragraph 303(c).				
5. Proposed or existing disposition of the obstruction	Provide a proposed disposition of the object to remedy the penetration. See AC 150/5300-13A, Paragraph 303(c).				
6. Separate table for each departure surface	A separate table for each runway end must be used to enhance information clarity.				
Remarks					

### A.8. Terminal Area Drawing

Scale 1"=50' or 1"=100'. Plan view of aprons, buildings, hangars, parking lots, roads.

This plan consists of one or more drawings that present a large-scale depiction of areas with significant terminal facility development. Such a drawing is typically an enlargement of a portion of the ALP. At a commercial service airport, the drawing would include the passenger terminal area, but might also include general aviation facilities and cargo facilities. See AC 150/5300-13A, Appendix 5.

Use scale that allows the extent of the terminal/FBO apron area to best fit the chosen sheet size, e.g., typical GA airports may be able to use 1"=50' scale on a 22" X 34" sheet, but a complex hub airport with multiple terminal areas may require a 1"=100' scale on a 36" X 48" sheet. Contact FAA if an airport layout requires scaling or sheet sizing other than what is listed.

This drawing is not needed at every airport type and is therefore optional.

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Building data table	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL.				
1. Structure identification number					
2. Top elevation of structures (AMSL)					
3. Obstruction marking/lighting (existing/future)	Show the location of existing and ultimate hangars. Include dimensions of apron and distance from runway and taxiway centerlines. See AC 150/5300-13A, Appendix 5. Show the elevation of the highest point of each structure.				
C. Buildings to be removed or relocated noted	If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation.				

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
D. Fueling facilities, existing and future	Show the location of existing and ultimate fueling facilities. Include dimensions of apron and distance from runway and taxiway centerlines.				
E. Air carrier gates positions shown (existing/future)	Show the existing and ultimate air carrier gate positions. See AC 150/5300-13A, Chapter 5.				
F. Existing and future security fencing with gates	Show the existing and ultimate security fencing and gates. See AC 150/5300-13A, Paragraph 606.				
G. Building restriction line (BRL)	Show the Building Restriction Line (BRL) that is within the area/portion of airport shown. The BRL identifies suitable building area locations on airports. This should be located where the Part 77 surfaces are at 35' above the airport elevation unless a different height is coordinated with the FAA. See AC 150/5300-13A, Paragraph 213(a).				
H. Taxiway or Taxilane centerlines designated	Show centerlines of all taxiway and taxilanes within the area/portion of airport shown.				
I. Dimensions					
1. Clearance Dimensions between runway, taxiway, and taxilane centerlines and hangars, buildings, aircraft parking, and other objects.	Show the location of existing and ultimate apron. Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and				

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
<p>2. Dimensions of aprons, taxiways, etc.</p> <p>Apron/Hangar areas that do not meet dimensional standards of the critical aircraft should be identified and the wingspan/design group of the aircraft that can use that area depicted.</p> <p>Include tie down location with clearances</p>	<p>the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.</p> <p>Show the dimensions between existing and ultimate runway, taxiway, and taxilane centerlines and existing and ultimate hangars, buildings, aircraft parking, and other fixed or movable objects. See AC 150/5300-13A, Chapter 3 and Chapter 4.</p> <p>Show proposed tie-down layout on the apron area as well as taxilane marking plan. See AC 150/5300-13A, Appendix 5, AC 20-35, and AC 150/5340-1.</p>				
J. Property Line	Show the property line(s) that are within the area/portion of airport shown.				
K. Auto parking (existing & ultimate)	Show the existing and ultimate auto parking areas. See AC 150/5300-13A, Appendix 5.				
L. Major airport drainage ditches or storm sewers	Show any significant airport drainage ditches or storm sewers within the area/portion of airport shown.				
M. Special Use Area (e.g., Agricultural spraying support, Deicing, or Containment)	Show any special use areas within the area/portion of airport shown.				
N. North Arrow with magnetic declination and year	<p>Magnetic declination may be calculated at <a href="http://www.ngdc.noaa.gov/geomag-web/#declination">http://www.ngdc.noaa.gov/geomag-web/#declination</a>. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.</p>				
O. Fence	Show the existing and ultimate perimeter fencing or general area fencing.				



Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
P. Entrance Road	Show the existing and ultimate entrance road. See 5300-13AFAA Order 5100.38, Chapter 6, Section 2.				
Remarks					

### A.9. Land Use Drawing

Scale 1"=200' to 1"=600'.

A drawing depicting on- and off-airport land uses and zoning in the area around the airport. At a minimum, the drawing must contain land within the 65 DNL noise contour. For medium or high activity commercial service airports, on-airport land use and off-airport land use may be on separate drawings. The Airport Layout Drawing should be used as a base map.

Drawing optional. Need based on scope of work.

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Airport boundaries/property, existing & future (fee and easement)	Show the existing and ultimate property lines. If known, show property lines for parcels surrounding the airport.				
C. Plan view of land uses by category (Agricultural, Aeronautical, Commercial, Residential, etc.). Use local land use categories.					
1. On-Airport (existing & future)	Label existing and ultimate on-airport property by usage, e.g., Terminal Area, Air Cargo, Public Ramp, Airfield - Movement, Airfield - Non-movement, etc. Include existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids).				
2. Off-Airport (existing & future) [to the 65 DNL Contour at a minimum, if contour known]	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.				
D. Boundaries of local government	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.				
E. Land use legend	Provide a legend that identifies all symbols and line types used on the drawing. Lines must be clear				

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
	and readable with sufficient scale and quality to discern details.				
F. Public facilities (schools, hospitals, parks, churches etc.)	Identify public facilities, e.g., schools, parks, etc.				
G. Runway visibility zone for intersecting runways	Show the Runway Visibility Zone(s) for the existing and ultimate airport configurations. See AC 150/5300-13A, Section 305.				
H. Show off-airport property out to 65 DNL if available	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.				
I. Airport Overlay Zoning or Zoning Restrictions	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.				
J. North arrow with magnetic declination and year	Magnetic declination may be calculated at  <a href="http://www.ngdc.noaa.gov/geomagnetic-web/#declination">http://www.ngdc.noaa.gov/geomagnetic-web/#declination</a> . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
K. Drawing details to include runways, taxiways, aprons, RPZ, terminal buildings and NAVAIDS	Show existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids, etc.). See AC 150/5300-13A.				
L. Crop Restrictions	Show the Crop Restriction Line (CRL). See AC 150/5300-13A, Paragraph 322 and AC 150/5200-33.				
Remarks					

**A.10. Airport Property Map / Exhibit A**

Scale 1"=200' to 1"=600'.

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Will Property Map serve as Exhibit A?	If prepared in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects, use ARP SOP no. 3.00 Exhibit A guidance instead of below checklist.				
<p>– If <b>YES</b>, follow the directions to the right.</p> <p>– If <b>NO</b>, go to item B below.</p>					
<b>If Property Map will not serve as Exhibit A:</b>					
B. Title and Revision Blocks					
C. Plan view showing parcels of land (existing, future, and ultimate)					
1. Fee land interests (existing and future)					
2. Easement interests (existing and future)					
a. Part 77 protection					
b. Compatible Land Use					
c. RPZ protection					
3. Airport Property Line					
D. Legend – shading/cross hatching, survey monuments, etc.					
E. Data Table					

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
1. Depiction of various tracts of land acquired to develop airport	If any obligations were incurred as a result of obtaining property, or an interest therein, they should be noted. Obligations that stem from Federal grant or an FAA-administered land transfer program, such as surplus property programs, should also be noted. The drawing should also depict easements beyond the airport boundary.				
2. Method of acquisition or property status (fee simple, easement, etc.)					
3. Type of Acquisition Indicated	(e.g., AIP-noise, AIP-entitlement, PFC, surplus property, local purchase, local donation, condemnation, other)				
4. Acreage					
F. Access point(s) for through-the-fence arrangements including residential					
Remarks					

**APPENDIX B. EXHIBIT 'A' REVIEW CHECKLIST**

Checklist Review Item	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
11. Existing Dedicated Airport Property Boundary Line identified. This can consist of a combination of fee interest, easements and/or leases. It may include lands that are not contiguous with the airport boundary. Identify source of base map data.  Airports Specialist Comments:				
12. All the airport property parcels are shown and have a unique designation. Parcels with designations from previous Exhibit 'A's should not be changed. However, a new system of designations may be used for new and future property acquisitions. Parcel designations must be consistent with grant descriptions.  Airports Specialist Comments:				
13. Each segment of a parcel's boundary is described in some manner. Metes and bounds, township/range/section, lot and block, plat or other appropriate property description (may be an attachment to the Exhibit 'A' plan sheet or checklist). Points of reference may also be included to further describe the parcel.  Airports Specialist Comments:				
14. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.  Airports Specialist Comments:				
15. Parcel information includes: (often in table format)  e. Grantor (selling owner) f. Type of interest acquired (fee simple, easement, etc.) g. Acreage h. Type of conveyance instrument i. Liber/book and page of recording				

Checklist Review Item	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
Airports Specialist Comments:				
16. Each airport property parcel shows: (often in table format)				
<ul style="list-style-type: none"> <li>a. FAA grant number, including year if acquired under a grant</li> <li>b. PFC Project Number if acquired with Passenger Facility Charge funds (recommended)</li> <li>c. Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.</li> <li>d. Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)</li> <li>e. Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.</li> <li>f. Date of property disposal</li> <li>g. Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)</li> <li>h. Any known encumbrances on the property</li> </ul>				
Airports Specialist Comments:				
17. Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.), often in table format. Interim use can be identified with an attached reference.				
Airports Specialist Comments:				
18. The plan shows the following for both existing and future configurations based upon the approved Airport Layout Plan:				
<ul style="list-style-type: none"> <li>a. Runway Protection Zones (RPZ)</li> <li>b. Runways</li> <li>c. Runway Safety Areas (RSA)</li> <li>d. Runway Object Free Areas (OFA)</li> <li>e. Taxiways</li> <li>f. Other airport design surfaces (as necessary, must maintain a legible map)</li> <li>g. Road/railroad right-of-ways</li> </ul>				

Checklist	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
h. Bearing and distance of airport property lines				
Airports Specialist Comments:				
19. North arrow, legend and graphic/numerical scale is shown				
Airports Specialist Comments:				
20. If the Exhibit 'A' is being submitted as part of a land acquisition project, the parcels being acquired are shown				
Airports Specialist Comments:				
21. Title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated				
Airports Specialist Comments:				
22. Revision block/table, Sponsor approval block, Preparer's block, dated				
Airports Specialist Comments:				
23. Understandable and legible legend, including all linetypes and symbols used				
Airports Specialist Comments:				
24. Parcel table is legible				
Airports Specialist Comments:				
Provide an explanation for any checklist item marked 'No'.				



Checklist		Sponsor/Consultant			FAA
Review Item		Yes	No	N/A	Agree

Accepted By: \_\_\_\_\_ Date: [Click here to enter a date.](#)  
Airports Specialist

CAPITAL PROJECT ORDINANCE AMENDMENT  
Aviation – Master Plan Update

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted/amended:

SECTION 1. The projects authorized are the projects included for the **Master Plan Update**

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the completion of the projects:

SECTION 4. The following amounts are appropriated for the project:

Revenue

<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
451-4603400				
451-4603400	Future Grants	\$2,955,167	\$3,678,325	\$ 723,158

Expenditures

<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
6300-5800728				
6300-5800728	Update Master Plan	\$ 816,068	\$1,539,226	\$723,158

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the project agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adoption, copies of this capital projects ordinance shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy, and shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this13th day November, 2025.

CITY COUNCIL  
CITY OF CONCORD

NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
Valerie Kolczynski, City Attorney

RESOLUTION GIVING PRELIMINARY APPROVAL TO ISSUANCE OF  
MULTIFAMILY HOUSING REVENUE BONDS FOR NORCUTT MILL

WHEREAS, the City Council (the “City Council”) of the City of Concord, North Carolina (the “City”) met in Concord, North Carolina at 6:00pm on the 13<sup>th</sup> day of November, 2025; and

WHEREAS, pursuant to Section 160D-1311(b) of the General Statutes of North Carolina, the City is granted the power to exercise directly the powers of a housing authority organized pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”); and

WHEREAS, the Act in N.C.G.S. § 157-9 gives the City, exercising the powers of a housing authority, the power “to provide for the construction, reconstruction, improvement, alteration or repair of any housing project” and “to borrow money upon its bonds, notes, debentures or other evidences of indebtedness and to secure the same by pledges of its revenues”; and

WHEREAS, Norcutt Mill 2025, LLC, a Kentucky limited liability company, or another affiliated or related entity of Aventurine One, LLC (the “Company”), intends to provide affordable housing in the City; and

WHEREAS, the Company has requested that the City assist it in financing the acquisition of the historic Norcutt Mill and the constructing, renovating and equipping therein of a qualified residential rental project to be known as Norcutt Mill, consisting of 112 units and located at 31 White Street NW in the City (the “Development”); and

WHEREAS, the Company has described to the City the benefits of the Development to the City and the State of North Carolina and has requested the City to agree to issue its multifamily housing revenue bonds in such amounts as may be necessary to finance the costs of acquiring, construction, renovating and equipping the Development; and

WHEREAS, the City is of the opinion that the Development is a facility that can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONCORD:

1. It is hereby found and determined that the Development will involve the acquisition, construction, renovation and equipping of a multifamily housing facility, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the City agrees to assist the Company in every reasonable way to issue bonds to finance the acquisition, construction, renovation and equipping of the Development, and, in particular, to undertake the issuance of the City’s multifamily housing revenue bonds (the “Bonds”) in an amount now estimated not to exceed Seventeen Million Dollars (\$17,000,000) to provide all or part of the cost of the Development.

2. The City intends that the adoption of this resolution be considered as “official action” toward the issuance of the Bonds within the meaning of the regulations issued by the Internal Revenue Service pursuant to Section 1.150-2 of the Treasury Regulations issued under the Internal Revenue Code of 1986, as amended (the “Code”).

3. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon between the City and the Company. The City and the Company shall enter into

a “financing agreement” pursuant to the Act for a term and upon payments sufficient to pay the principal of, premium if any, and interest on the Bonds and to pay all of the expenses of the City in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or security agreement between the City and a trustee (the “Trustee”) or the bondholder which will set forth the form and terms of the Bonds and will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the City’s rights to payments under the financing agreement, except the City’s right to payment of fees and expenses and indemnification. The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the City, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Company.

4. The City hereby authorizes the Company to proceed, upon the prior advice, consent and approval of bond counsel and the City’s counsel, to obtain approvals in connection with the issuance and sale of the Bonds and to obtain an allocation of a sufficient amount of the State of North Carolina’s “private activity bond limit”, as required by Section 146 of the Code and as defined in Section 146 of the Code, for the Bonds.

5. It having been represented to the City that it is desirable to proceed with the acquisition, construction, renovation and equipping of the Development, the City agrees that the Company may proceed with plans for such acquisition, construction, renovation and equipping, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Company to obligate the City without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the City’s adoption of this resolution. The City agrees that the Company may be reimbursed from the proceeds of the Bonds, if and when issued, for all qualifying costs so incurred as permitted by Treasury Regulations Section 1.150-2.

6. All obligations hereunder of the City are subject to the further agreement of the City and the Company to terms for the issuance, sale and delivery of the Bonds and the execution of a financing agreement, indenture or security agreement and other documents and agreements necessary or desirable for the issuance of the Bonds. The City has not authorized and does not authorize the expenditure of any funds or monies of the City from any source other than the proceeds of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction, renovation and equipping of the Development, including the reasonable fees and expenses of the City’s counsel, bond counsel and the agent or underwriter for the sale of the Bonds, shall be paid from the proceeds of the Bonds or by the Company, but if for any reason the Bonds are not issued, all such expenses shall be paid by the Company and the City shall have no responsibility therefor. It is understood and agreed by the City and the Company that nothing contained in this resolution shall be construed or interpreted to create any personal liability of the officers or council members from time to time of the City.

7. The officers of the City are hereby authorized and directed to take all actions in furtherance of the resolution and the issuance of the Bonds.

8. The City hereby approves McGuireWoods LLP, Raleigh, North Carolina, to act as bond counsel for the Bonds.

9. This resolution shall take effect immediately.

Council member \_\_\_\_\_ moved the passage of the foregoing resolution and Council member \_\_\_\_\_ seconded the motion, and the resolution was passed by the following vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Not voting: \_\_\_\_\_

\* \* \* \* \*

I, Kim Deason, City Clerk to the City of Concord, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the City Council for the City of Concord, North Carolina, at a regular meeting duly called and held on November 13, 2025, as it relates in any way to the resolution hereinabove set forth, and that such proceedings are recorded in the minutes of the City Council.

WITNESS my hand and the seal of the City Council of the City of Concord, North Carolina, this 13<sup>th</sup> day of November, 2025.

(SEAL)

\_\_\_\_\_  
Kim Deason, City Clerk  
City of Concord, North Carolina

ORD. #

CAPITAL PROJECT ORDINANCE AMENDMENT  
Sewer Lining/Manhole Rehab

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted/amended:

SECTION 1. The projects authorized are the projects included for the Sewer Lining/Manhole Rehab project.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the completion of the projects:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
421-4361000	Investment Earnings	146,640	582,038	435,398
421-4402150	System Development Fees	5,367,074	6,357,444	990,370
				<u>1,425,768</u>

SECTION 4. The following amounts are appropriated for the project:

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
8402-5801175	Swr Lining/Manhole Rehab	1,200,000	1,533,515	333,515
8402-5811082	Future Projects	2,647,473	3,739,726	1,092,253
		<b>Total</b>		<u>1,425,768</u>

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the project agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adoption, copies of this capital projects ordinance shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy, and shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

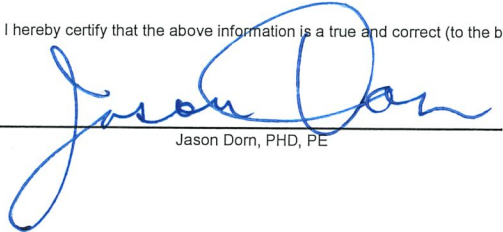
\_\_\_\_\_  
Valerie Kolczynski, City Attorney

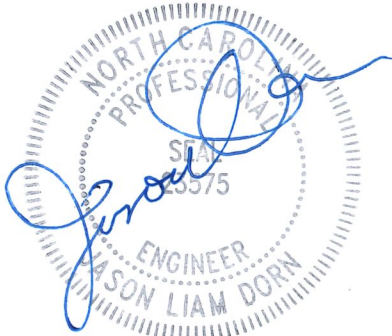
Lyles Lane CIPP  
(Bid No. 2685, Project No. 2025-036)  
Bid Tabulation

Bidder Name:				Hinterland Group, Inc.		Instituform Technologies		Vision NC, LLC		Bio-Nomic Services, Inc.		SAK Construction	
Address				2501 W Blue Heron Blvd, Riviera Beach, FL 33404		580 Goddard Ave, Chesterfield, MO 63005		7424 ACC Blvd Suite 160, Raleigh, NC 27617		530 Woodlawn St, Belmont, NC 28012		1767 Benbow Ct Suite C, Apopka, FL 32703	
License Number				104386		42890		101507		73569		68372	
Addenda Acknowledged				Y		Y		Y		Y		Y	
ITEM	DESCRIPTION	QTY.	UNITS	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount
1.	Mobilization (Not to Exceed 3% of Base Bid)	1	LS	\$ 33,000.00	\$ 33,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 45,000.00	\$ 45,000.00	\$ 55,800.00	\$ 55,800.00
2.	For cleaning and televising existing sewers (CCTV), as specified, any required cleaning, any location (including easement), any length of sewer, complete in place, for various pipe diameters.												
2a	8-inch Diameter Sewer	360	LF	\$ 12.00	\$ 4,320.00	\$ 4.25	\$ 1,530.00	\$ 20.00	\$ 7,200.00	\$ 4.00	\$ 1,440.00	\$ 4.50	\$ 1,620.00
2b	12-inch Diameter Sewer	1240	LF	\$ 15.00	\$ 18,600.00	\$ 4.75	\$ 5,890.00	\$ 20.00	\$ 24,800.00	\$ 7.50	\$ 9,300.00	\$ 11.00	\$ 13,640.00
2c	18-inch Diameter Sewer	1340	LF	\$ 27.00	\$ 36,180.00	\$ 5.75	\$ 7,705.00	\$ 20.00	\$ 26,800.00	\$ 14.00	\$ 18,760.00	\$ 17.00	\$ 22,780.00
3	For installation of cured-in-place pipe lining (CIPP), any depth, any thickness												
3a	12-inch Diameter Sewer Pre-Liner	320	LF	\$ 12.00	\$ 3,840.00	\$ 4.00	\$ 1,280.00	\$ 5.00	\$ 1,600.00	\$ 6.00	\$ 1,920.00	\$ 3.00	\$ 960.00
3b	18-inch Diameter Sewer Pre-Liner	410	LF	\$ 15.00	\$ 6,150.00	\$ 4.50	\$ 1,845.00	\$ 8.00	\$ 3,280.00	\$ 12.00	\$ 4,920.00	\$ 3.50	\$ 1,435.00
3c	8-inch Diameter Sewer	360	LF	\$ 54.00	\$ 19,440.00	\$ 180.00	\$ 64,800.00	\$ 100.00	\$ 36,000.00	\$ 78.00	\$ 28,080.00	\$ 395.00	\$ 142,200.00
3d	12-inch Diameter Sewer	1240	LF	\$ 75.00	\$ 93,000.00	\$ 110.00	\$ 136,400.00	\$ 160.00	\$ 198,400.00	\$ 118.00	\$ 146,320.00	\$ 220.00	\$ 272,800.00
3e	18-inch Diameter Sewer	1340	LF	\$ 141.00	\$ 188,940.00	\$ 120.00	\$ 160,800.00	\$ 230.00	\$ 308,200.00	\$ 172.00	\$ 230,480.00	\$ 237.00	\$ 317,580.00
4	CIPP product testing	17	EA	\$ 300.00	\$ 5,100.00	\$ 405.00	\$ 6,885.00	\$ 800.00	\$ 13,600.00	\$ 385.00	\$ 6,545.00	\$ 415.00	\$ 7,055.00
5	Remove and Replace Existing 4' Diameter Manholes, Complete, In Place, Including Composite Frame and Cover, 8.1'-10' Deep	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 29,500.00	\$ 29,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,365.00	\$ 30,365.00	\$ 9,450.00	\$ 9,450.00
6	Bypass Pumping	1	LS	\$ 240,000.00	\$ 240,000.00	\$ 620,000.00	\$ 620,000.00	\$ 350,000.00	\$ 350,000.00	\$ 835,665.00	\$ 835,665.00	\$ 567,415.00	\$ 567,415.00
7	Miscellaneous Manhole Rehabilitation												
7a	Remove and Reset Existing Frame and Cover, Paved	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 3,300.00	\$ 6,600.00	\$ 3,317.44	\$ 6,634.88	\$ 3,317.00	\$ 6,634.00	\$ 2,220.00	\$ 4,440.00
7b	Remove and Replace Ex. Frame and Cover With New Composite Frame and Cover, Paved	2	EA	\$ 3,600.00	\$ 7,200.00	\$ 5,850.00	\$ 11,700.00	\$ 5,744.20	\$ 11,488.40	\$ 5,744.00	\$ 11,488.00	\$ 5,110.00	\$ 10,220.00
7c	Remove and Replace Ex. Frame and Cover With New Composite Frame and Cover, Unpaved	8	EA	\$ 3,600.00	\$ 28,800.00	\$ 5,000.00	\$ 40,000.00	\$ 4,814.70	\$ 38,517.60	\$ 4,815.00	\$ 38,520.00	\$ 4,000.00	\$ 32,000.00
7d	Raise Frame to Grade, Unpaved, <1'	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 1,850.00	\$ 1,850.00	\$ 1,794.00	\$ 1,794.00	\$ 1,794.00	\$ 1,794.00	\$ 2,555.00	\$ 2,555.00
7e	Install Corrosion Resistant Manhole Lining, Manhole Depth 0'-15', 4' Manhole Dia.	202	VF	\$ 390.00	\$ 78,780.00	\$ 220.00	\$ 44,440.00	\$ 575.00	\$ 116,150.00	\$ 375.00	\$ 75,750.00	\$ 478.00	\$ 96,556.00
7f	Install Corrosion Resistant Manhole Lining, Manhole Depth >15', 4' Manhole Dia.	284	VF	\$ 390.00	\$ 110,760.00	\$ 220.00	\$ 62,480.00	\$ 632.50	\$ 179,630.00	\$ 572.00	\$ 162,448.00	\$ 978.00	\$ 277,752.00
7g	Install Corrosion Resistant Manhole Lining, Manhole Depth 0'-15', 5' Manhole Dia.	14	VF	\$ 450.00	\$ 6,300.00	\$ 245.00	\$ 3,430.00	\$ 661.25	\$ 9,257.50	\$ 746.00	\$ 10,444.00	\$ 562.00	\$ 7,868.00
7h	Install Corrosion Resistant Manhole Lining, Manhole Depth >15', 5' Manhole Dia.	153	VF	\$ 480.00	\$ 73,440.00	\$ 245.00	\$ 37,485.00	\$ 977.50	\$ 149,557.50	\$ 837.00	\$ 128,061.00	\$ 1,315.00	\$ 201,195.00
7i	Rebuild Bench and Invert, Manhole depth 0-15', 4' Manhole Dia.	11	EA	\$ 1,500.00	\$ 16,500.00	\$ 940.00	\$ 10,340.00	\$ 1,035.00	\$ 11,385.00	\$ 3,200.00	\$ 35,200.00	\$ 1,700.00	\$ 18,700.00
7j	Rebuild Bench and invert, Manhole depth >15', 4' Manhole Dia.	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 940.00	\$ 7,520.00	\$ 1,150.00	\$ 9,200.00	\$ 4,000.00	\$ 32,000.00	\$ 2,250.00	\$ 18,000.00
7k	Rebuild Bench and Invert, Manhole depth 0-15', 5' Manhole Dia.	1	EA	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ 1,150.00	\$ 1,150.00	\$ 5,125.00	\$ 5,125.00	\$ 2,530.00	\$ 2,530.00
7l	Rebuild Bench and invert, Manhole depth >15', 5' Manhole Dia.	3	EA	\$ 2,400.00	\$ 7,200.00	\$ 1,200.00	\$ 3,600.00	\$ 1,725.00	\$ 5,175.00	\$ 5,900.00	\$ 17,700.00	\$ 3,365.00	\$ 10,095.00
8	Interior Drop Replacement												
8a	Install 4" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	7	EA	\$ 4,200.00	\$ 29,400.00	\$ 4,650.00	\$ 32,550.00	\$ 4,513.42	\$ 31,593.94	\$ 4,513.00	\$ 31,591.00	\$ 1,390.00	\$ 9,730.00
8b	4" Interior Drop Per foot greater than 6-feet, added to 8a	20	VF	\$ 510.00	\$ 10,200.00	\$ 106.00	\$ 2,120.00	\$ 104.00	\$ 2,080.00	\$ 104.00	\$ 2,080.00	\$ 139.00	\$ 2,780.00
8c	Install 6" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	1	EA	\$ 4,500.00	\$ 4,500.00	\$ 5,555.00	\$ 5,555.00	\$ 5,477.17	\$ 5,477.17	\$ 5,447.00	\$ 5,447.00	\$ 1,670.00	\$ 1,670.00
8d	6" Interior Drop Per foot greater than 6-feet, added to 8c	20	VF	\$ 510.00	\$ 10,200.00	\$ 130.00	\$ 2,600.00	\$ 128.00	\$ 2,560.00	\$ 128.00	\$ 2,560.00	\$ 139.00	\$ 2,780.00
8e	Install 8" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	8	EA	\$ 5,100.00	\$ 40,800.00	\$ 6,000.00	\$ 48,000.00	\$ 5,874.92	\$ 46,999.36	\$ 5,875.00	\$ 47,000.00	\$ 3,000.00	\$ 24,000.00
8f	8" Interior Drop Per foot greater than 6-feet, added to 8e	100	VF	\$ 540.00	\$ 54,000.00	\$ 160.00	\$ 16,000.00	\$ 156.00	\$ 15,600.00	\$ 156.00	\$ 15,600.00	\$ 225.00	\$ 22,500.00
9	Subtotal (Sum of Items 1-8):				\$ 1,165,050.00		\$ 1,394,105.00		\$ 1,674,130.35		\$ 1,988,237.00		\$ 2,158,106.00
10	Contingency (10% of Item 9)				\$ 116,505.00		\$ 139,410.50		\$ 167,413.04		\$ 198,823.70		\$ 215,810.60
11	Total (Sum of Items 9 and 10)				\$ 1,281,555.00		\$ 1,533,515.50		\$ 1,841,543.39		\$ 2,187,060.70		\$ 2,373,916.60

\*Bio-Nomics bid has been corrected for math errors

I hereby certify that the above information is a true and correct (to the best of my knowledge) tabulation of bids received October 2, 2025.

  
Jason Dorn, PHD, PE



10-3-2025





# Gavel & Dorn Engineering, PLLC

6730 Freedom Drive, Charlotte, NC 28214

*Serving the Carolinas Since 2003*

October 16, 2025

City of Concord  
35 Cabarrus Avenue W.  
Concord, North Carolina 28025

**VIA EMAIL**

Subject: Recommendation of Award  
Project: Lyles Lane CIPP  
Bid Opening Date: October 2, 2025

Dear Ms. Crystal Allman:

Following the bid opening held on October 2, 2025, five bids were received for the above-referenced project. The apparent low bidder was Hinterland Group, Inc. and the second low bidder was Insituform Technologies, LLC.

Subsequent to bid opening, we requested additional information from the apparent low bidder to confirm responsiveness and responsibility in accordance with North Carolina General Statutes § 143-129 and § 143-132. During this review process, we have concluded that the apparent low bidder has not demonstrated the ability or readiness to perform the work as required by the Contract Documents and therefore does not meet the criteria of a responsive and responsible bidder.

Accordingly, we recommend that the City of Concord reject the bid of Hinterland Group Inc. as non-responsive and non-responsible and proceed to award the contract to the second low bidder, Insituform Technologies, LLC, in the amount of \$1,533,515.50, subject to verification of bonds, insurance, and other required documentation.

Please find attached our sealed Bid Tabulation Summary and Notice of Award.

We appreciate the opportunity to assist the City in this procurement and stand ready to issue the Notice of Award upon your authorization.

Sincerely,

Jason Dorn, Ph.D., P.E.  
Project Engineer & Partner  
Gavel & Dorn Engineering, PLLC

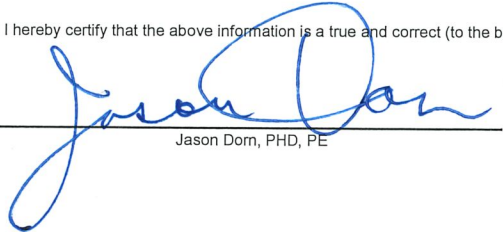
Att: Bid Tabulation, Notice of Award

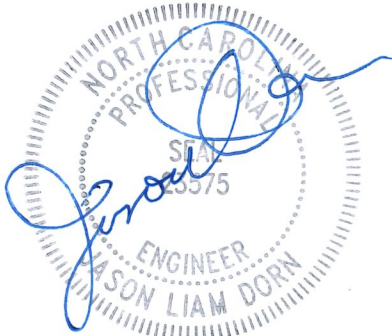
Lyles Lane CIPP  
(Bid No. 2685, Project No. 2025-036)  
Bid Tabulation

Bidder Name:				Hinterland Group, Inc.		Instituform Technologies		Vision NC, LLC		Bio-Nomic Services, Inc.		SAK Construction	
Address				2501 W Blue Heron Blvd, Riviera Beach, FL 33404		580 Goddard Ave, Chesterfield, MO 63005		7424 ACC Blvd Suite 160, Raleigh, NC 27617		530 Woodlawn St, Belmont, NC 28012		1767 Benbow Ct Suite C, Apopka, FL 32703	
License Number				104386		42890		101507		73569		68372	
Addenda Acknowledged				Y		Y		Y		Y		Y	
ITEM	DESCRIPTION	QTY.	UNITS	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount
1.	Mobilization (Not to Exceed 3% of Base Bid)	1	LS	\$ 33,000.00	\$ 33,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 45,000.00	\$ 45,000.00	\$ 55,800.00	\$ 55,800.00
2.	For cleaning and televising existing sewers (CCTV), as specified, any required cleaning, any location (including easement), any length of sewer, complete in place, for various pipe diameters.												
2a	8-inch Diameter Sewer	360	LF	\$ 12.00	\$ 4,320.00	\$ 4.25	\$ 1,530.00	\$ 20.00	\$ 7,200.00	\$ 4.00	\$ 1,440.00	\$ 4.50	\$ 1,620.00
2b	12-inch Diameter Sewer	1240	LF	\$ 15.00	\$ 18,600.00	\$ 4.75	\$ 5,890.00	\$ 20.00	\$ 24,800.00	\$ 7.50	\$ 9,300.00	\$ 11.00	\$ 13,640.00
2c	18-inch Diameter Sewer	1340	LF	\$ 27.00	\$ 36,180.00	\$ 5.75	\$ 7,705.00	\$ 20.00	\$ 26,800.00	\$ 14.00	\$ 18,760.00	\$ 17.00	\$ 22,780.00
3	For installation of cured-in-place pipe lining (CIPP), any depth, any thickness												
3a	12-inch Diameter Sewer Pre-Liner	320	LF	\$ 12.00	\$ 3,840.00	\$ 4.00	\$ 1,280.00	\$ 5.00	\$ 1,600.00	\$ 6.00	\$ 1,920.00	\$ 3.00	\$ 960.00
3b	18-inch Diameter Sewer Pre-Liner	410	LF	\$ 15.00	\$ 6,150.00	\$ 4.50	\$ 1,845.00	\$ 8.00	\$ 3,280.00	\$ 12.00	\$ 4,920.00	\$ 3.50	\$ 1,435.00
3c	8-inch Diameter Sewer	360	LF	\$ 54.00	\$ 19,440.00	\$ 180.00	\$ 64,800.00	\$ 100.00	\$ 36,000.00	\$ 78.00	\$ 28,080.00	\$ 395.00	\$ 142,200.00
3d	12-inch Diameter Sewer	1240	LF	\$ 75.00	\$ 93,000.00	\$ 110.00	\$ 136,400.00	\$ 160.00	\$ 198,400.00	\$ 118.00	\$ 146,320.00	\$ 220.00	\$ 272,800.00
3e	18-inch Diameter Sewer	1340	LF	\$ 141.00	\$ 188,940.00	\$ 120.00	\$ 160,800.00	\$ 230.00	\$ 308,200.00	\$ 172.00	\$ 230,480.00	\$ 237.00	\$ 317,580.00
4	CIPP product testing	17	EA	\$ 300.00	\$ 5,100.00	\$ 405.00	\$ 6,885.00	\$ 800.00	\$ 13,600.00	\$ 385.00	\$ 6,545.00	\$ 415.00	\$ 7,055.00
5	Remove and Replace Existing 4' Diameter Manholes, Complete, In Place, Including Composite Frame and Cover, 8.1'-10' Deep	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 29,500.00	\$ 29,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,365.00	\$ 30,365.00	\$ 9,450.00	\$ 9,450.00
6	Bypass Pumping	1	LS	\$ 240,000.00	\$ 240,000.00	\$ 620,000.00	\$ 620,000.00	\$ 350,000.00	\$ 350,000.00	\$ 835,665.00	\$ 835,665.00	\$ 567,415.00	\$ 567,415.00
7	Miscellaneous Manhole Rehabilitation												
7a	Remove and Reset Existing Frame and Cover, Paved	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 3,300.00	\$ 6,600.00	\$ 3,317.44	\$ 6,634.88	\$ 3,317.00	\$ 6,634.00	\$ 2,220.00	\$ 4,440.00
7b	Remove and Replace Ex. Frame and Cover With New Composite Frame and Cover, Paved	2	EA	\$ 3,600.00	\$ 7,200.00	\$ 5,850.00	\$ 11,700.00	\$ 5,744.20	\$ 11,488.40	\$ 5,744.00	\$ 11,488.00	\$ 5,110.00	\$ 10,220.00
7c	Remove and Replace Ex. Frame and Cover With New Composite Frame and Cover, Unpaved	8	EA	\$ 3,600.00	\$ 28,800.00	\$ 5,000.00	\$ 40,000.00	\$ 4,814.70	\$ 38,517.60	\$ 4,815.00	\$ 38,520.00	\$ 4,000.00	\$ 32,000.00
7d	Raise Frame to Grade, Unpaved, <1'	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 1,850.00	\$ 1,850.00	\$ 1,794.00	\$ 1,794.00	\$ 1,794.00	\$ 1,794.00	\$ 2,555.00	\$ 2,555.00
7e	Install Corrosion Resistant Manhole Lining, Manhole Depth 0'-15', 4' Manhole Dia.	202	VF	\$ 390.00	\$ 78,780.00	\$ 220.00	\$ 44,440.00	\$ 575.00	\$ 116,150.00	\$ 375.00	\$ 75,750.00	\$ 478.00	\$ 96,556.00
7f	Install Corrosion Resistant Manhole Lining, Manhole Depth >15', 4' Manhole Dia.	284	VF	\$ 390.00	\$ 110,760.00	\$ 220.00	\$ 62,480.00	\$ 632.50	\$ 179,630.00	\$ 572.00	\$ 162,448.00	\$ 978.00	\$ 277,752.00
7g	Install Corrosion Resistant Manhole Lining, Manhole Depth 0'-15', 5' Manhole Dia.	14	VF	\$ 450.00	\$ 6,300.00	\$ 245.00	\$ 3,430.00	\$ 661.25	\$ 9,257.50	\$ 746.00	\$ 10,444.00	\$ 562.00	\$ 7,868.00
7h	Install Corrosion Resistant Manhole Lining, Manhole Depth >15', 5' Manhole Dia.	153	VF	\$ 480.00	\$ 73,440.00	\$ 245.00	\$ 37,485.00	\$ 977.50	\$ 149,557.50	\$ 837.00	\$ 128,061.00	\$ 1,315.00	\$ 201,195.00
7i	Rebuild Bench and Invert, Manhole depth 0-15', 4' Manhole Dia.	11	EA	\$ 1,500.00	\$ 16,500.00	\$ 940.00	\$ 10,340.00	\$ 1,035.00	\$ 11,385.00	\$ 3,200.00	\$ 35,200.00	\$ 1,700.00	\$ 18,700.00
7j	Rebuild Bench and invert, Manhole depth >15', 4' Manhole Dia.	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 940.00	\$ 7,520.00	\$ 1,150.00	\$ 9,200.00	\$ 4,000.00	\$ 32,000.00	\$ 2,250.00	\$ 18,000.00
7k	Rebuild Bench and Invert, Manhole depth 0-15', 5' Manhole Dia.	1	EA	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ 1,150.00	\$ 1,150.00	\$ 5,125.00	\$ 5,125.00	\$ 2,530.00	\$ 2,530.00
7l	Rebuild Bench and invert, Manhole depth >15', 5' Manhole Dia.	3	EA	\$ 2,400.00	\$ 7,200.00	\$ 1,200.00	\$ 3,600.00	\$ 1,725.00	\$ 5,175.00	\$ 5,900.00	\$ 17,700.00	\$ 3,365.00	\$ 10,095.00
8	Interior Drop Replacement												
8a	Install 4" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	7	EA	\$ 4,200.00	\$ 29,400.00	\$ 4,650.00	\$ 32,550.00	\$ 4,513.42	\$ 31,593.94	\$ 4,513.00	\$ 31,591.00	\$ 1,390.00	\$ 9,730.00
8b	4" Interior Drop Per foot greater than 6-feet, added to 8a	20	VF	\$ 510.00	\$ 10,200.00	\$ 106.00	\$ 2,120.00	\$ 104.00	\$ 2,080.00	\$ 104.00	\$ 2,080.00	\$ 139.00	\$ 2,780.00
8c	Install 6" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	1	EA	\$ 4,500.00	\$ 4,500.00	\$ 5,555.00	\$ 5,555.00	\$ 5,477.17	\$ 5,477.17	\$ 5,447.00	\$ 5,447.00	\$ 1,670.00	\$ 1,670.00
8d	6" Interior Drop Per foot greater than 6-feet, added to 8c	20	VF	\$ 510.00	\$ 10,200.00	\$ 130.00	\$ 2,600.00	\$ 128.00	\$ 2,560.00	\$ 128.00	\$ 2,560.00	\$ 139.00	\$ 2,780.00
8e	Install 8" Interior Drop Complete With Type 316 Stainless Steel Anchors and Straps, First 6 Feet of Drop	8	EA	\$ 5,100.00	\$ 40,800.00	\$ 6,000.00	\$ 48,000.00	\$ 5,874.92	\$ 46,999.36	\$ 5,875.00	\$ 47,000.00	\$ 3,000.00	\$ 24,000.00
8f	8" Interior Drop Per foot greater than 6-feet, added to 8e	100	VF	\$ 540.00	\$ 54,000.00	\$ 160.00	\$ 16,000.00	\$ 156.00	\$ 15,600.00	\$ 156.00	\$ 15,600.00	\$ 225.00	\$ 22,500.00
9	Subtotal (Sum of Items 1-8):				\$ 1,165,050.00		\$ 1,394,105.00		\$ 1,674,130.35		\$ 1,988,237.00		\$ 2,158,106.00
10	Contingency (10% of Item 9)				\$ 116,505.00		\$ 139,410.50		\$ 167,413.04		\$ 198,823.70		\$ 215,810.60
11	Total (Sum of Items 9 and 10)				\$ 1,281,555.00		\$ 1,533,515.50		\$ 1,841,543.39		\$ 2,187,060.70		\$ 2,373,916.60

\*Bio-Nomics bid has been corrected for math errors

I hereby certify that the above information is a true and correct (to the best of my knowledge) tabulation of bids received October 2, 2025.

  
Jason Dorn, PHD, PE



10-3-2025

**NOTICE OF AWARD**

TO:           Insituform Technologies, LLC  
              580 Goddard Ave.  
              Chesterfield, MO 63005

FROM:       City of Concord City Council (OWNER)  
              P.O. Box 308  
              35 Cabarrus Ave. W  
              Concord, North Carolina 28026-0308

PROJECT:    **Lyles Lane CIPP Project- Fall 2025**  
              **Project No. 2025-036**

You are hereby notified that the bid submitted by you for the above-named project in response to the City of Concord's Invitation to Bid dated October 2, 2025 in the amount of

One million five hundred thirty-three thousand five hundred fifteen dollars and 50/100 DOLLARS  
(\$1,533,515.50) has been accepted.

You are hereby required to execute the formal AGREEMENT with the City of Concord City Council and to furnish any and all Contractor's Bond(s), Certificate of Insurance and Power of Attorney(s) along with other documents pertaining to the work as designated by the City of Concord.

If you fail to execute said AGREEMENT and to furnish this and any other required documents pertaining to the work within ten (10) days from the date of delivery of this NOTICE OF AWARD, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your bid as abandoned and to award the work covered by your proposal to another, or to re-bid the work or otherwise dispose thereof as the Owner may see fit.

Dated this the \_\_\_\_ day of \_\_\_\_\_, 2025

*City of Concord, North Carolina*

By: \_\_\_\_\_

Title:   *Deputy City Engineer*

**CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

ACCEPTANCE OF NOTICE OF AWARD

Receipt of the above NOTICE OF AWARD is hereby acknowledged this the \_\_\_\_ day of \_\_\_\_\_, 2025.



# Gavel & Dorn Engineering, PLLC

6730 Freedom Drive, Charlotte, NC 28214

*Serving the Carolinas Since 2003*

October 24, 2025

Hinterland Group, Inc.  
Attn: Jacob Crowe  
Vice President  
[jcrowe@hinterlandgroup.com](mailto:jcrowe@hinterlandgroup.com)  
2051 W. Blue Heron Blvd.  
Riviera Beach, FL 33404

**VIA EMAIL and CERTIFIED MAIL**

Subject: Notice of Non-Responsiveness  
Project: Lyles Lane CIPP  
Bid Opening Date: October 2, 2025

Dear Mr. Crowe:

The City of Concord ("City") has completed its post-bid evaluation for the Lyles Lane CIPP project. This correspondence serves as formal notice that the City has determined the bid submitted by Hinterland Group, Inc. ("Hinterland") to be non-responsive, based on the firm's failure to provide required post-bid information necessary to evaluate the bid in accordance with the Contract Documents and N.C. General Statute § 143-129.

## Timeline of Correspondence and Evaluation

Date	Action
October 2, 2025	Bid opening – no subcontractor form was included, and no clarification was provided indicating self-performance.
October 8, 2025	The Engineer emailed questions to Hinterland requesting clarification regarding self-performance and related evaluation items.
October 13, 2025	Hinterland responded that the questions had been forwarded internally to its team.
October 16, 2025	Hinterland's Vice President, Mr. Jacob Crowe, replied expressing interest in the project and requested a meeting to discuss bypass pumping.
October 16, 2025	The Engineer responded reiterating the need for confirmation of self-performance and identification of the project manager.
October 20, 2025	Hinterland indicated that the questions had been forwarded to a new point of contact, but no substantive answers were provided.
October 22, 2025	Hinterland submitted information stating that they were not self-performing the work and provided proposed material information; the materials had not been approved prior to bid and did not demonstrate compliance with project specifications.





Mr. Jacob Crowe  
Notice of Non-Responsiveness - Lyles Lane CIPP  
Page 2

October 23, 2025      Meeting held between Hinterland, the Engineer, and the City of Concord. During this meeting, Hinterland confirmed that they would not self-perform substantial portions of the work and would rely on multiple subcontractors.

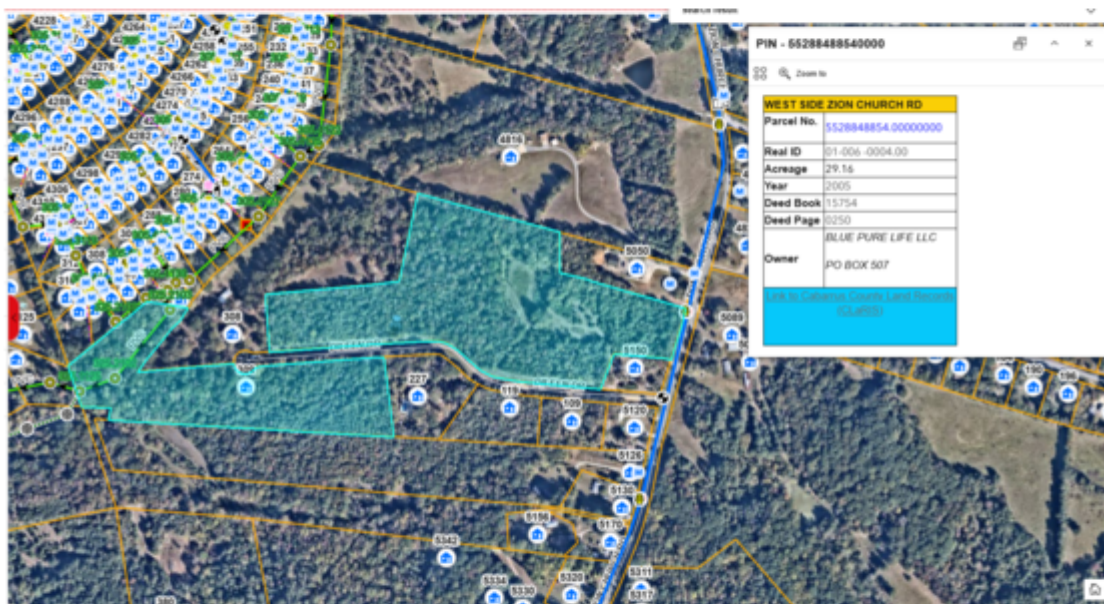
### **Basis for Non-Responsiveness**

1. Required post-bid clarifications were not provided in a timely or complete manner, despite multiple written requests.
2. The apparent low bidder failed to submit the required List of Subcontractors and accompanying qualification information within three (3) days after bid opening, as required by the Instructions to Bidders ("Subcontractors, Suppliers, and Others" clause). This list was not included with the bid and was only provided after repeated requests and well beyond the specified timeframe, preventing the Owner and Engineer from verifying the qualifications and acceptability of proposed subcontractors as required.
3. The proposed materials were not pre-approved or documented as compliant with project specifications at the time of bidding.
4. The bidder confirmed they will not self-perform substantial portions of the work and did not identify qualified subcontractors or demonstrate control of means and methods necessary for contract execution.

Accordingly, the City has determined that Hinterland's bid is non-responsive and will not be considered for award. The City intends to proceed with award to the next lowest responsive, responsible bidder, in accordance with applicable statutes and the Contract Documents.

Sincerely,

Jason Dorn, Ph.D., P.E.  
Project Manager & Partner  
Gavel & Dorn Engineering, PLLC  
704-919-1900 x203  
[jdorn@gaveldorn.com](mailto:jdorn@gaveldorn.com)

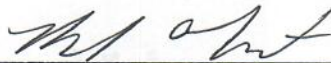


City of Concord, North Carolina  
***Preliminary Application – Extension of Concord Utilities outside Concord City Limits***  
*(Please type or print in black ink)*

1. Name of development: N/A
2. Name and address of owner(s)/developer(s): Blue Pure Life LLC Po Box 507 Concord  
NC 28026 T&T Custom Homes (Blake Troutman)
3. Owner(s)/developer(s) telephone: (704)782-3105 Email: troutmanrental@gmail.com
4. Name and address of surveyor/engineer: NorStar Land Surveying, Inc.  
552-B Newell St NW, Concord, NC 28025
5. Surveyor/engineer's telephone: (704)721-6651 Email: scottnorstar@ctc.net
6. Name, telephone and fax number, and address of agent (if any): \_\_\_\_\_  
\_\_\_\_\_
7. Name and address of person to whom comments should be sent: \_\_\_\_\_  
Blake Troutman
8. Telephone number of person to whom comments should be sent: (980)622-2436  
Fax: \_\_\_\_\_
9. Location of property: 309 Dileen Dr Concord, NC 28025 See attached email.
10. Cabarrus County P.I.N.#: 55288488540000
11. Current zoning classification: LDR
12. Total acres: 31.306 Total lots proposed: 1
13. Brief Description of development: The back 10 acres I would like to put 1 house on  
\_\_\_\_\_  
\_\_\_\_\_
14. Proposed Construction Schedule TBD  
\_\_\_\_\_  
\_\_\_\_\_
15. Type of Service requested City Sewer  
\_\_\_\_\_

9/11/2025

Date



Signature of Owner/Agent

Blake Troutman

Name (printed)

**NOTE:** By affixing his or her signature hereto, the owner/developer acknowledges understanding of and agreement to comply with all provisions of the Concord City Code section 62.

The completed form with signature can be submitted by Email to: [moores@concordnc.gov](mailto:moores@concordnc.gov) or  
Mail to: City of Concord Engineering Department, PO Box 308, Concord, NC 28026

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



## Sherri Moore

**From:** Susie Morris <SAMorris@cabarruscounty.us>  
**Sent:** Monday, September 29, 2025 11:47 AM  
**To:** Sherri Moore; Brandy Webster  
**Cc:** Jacklyn Deal; Troutmanrental@gmail.com  
**Subject:** RE: Addressing Inquiry for Prelim Application for Utility Ext Located Outside of City Limits for Concord for 300 Dileen Dr, Concord NC (PIN:55288488540000)

**CAUTION: This email originated from outside the City of Concord. Do not click links or open attachments unless you recognize the sender and know the content is safe!**

Hi,  
I spoke with the applicant about intent for the property this morning.

The request is for part of the overall 31.3-acre tract that has the pointer on it to be developed with one SF home. The address that should be used is 309 Dileen Drive. It should update in GIS overnight and be visible tomorrow morning. [@Brandy Webster](#) will confirm that it updated.

This would be the only utility tap allowed since the 31.3 acres is all one tract of land. Mr. Troutman is aware of this requirement. He understands that if they would like to explore developing any additional portion of the property that the private road would need to be addressed, and the property divided. He is also aware that if they are looking for any type of density for developing the rest of the parcel, they would most likely be looking at annexing and working with the city ordinance.

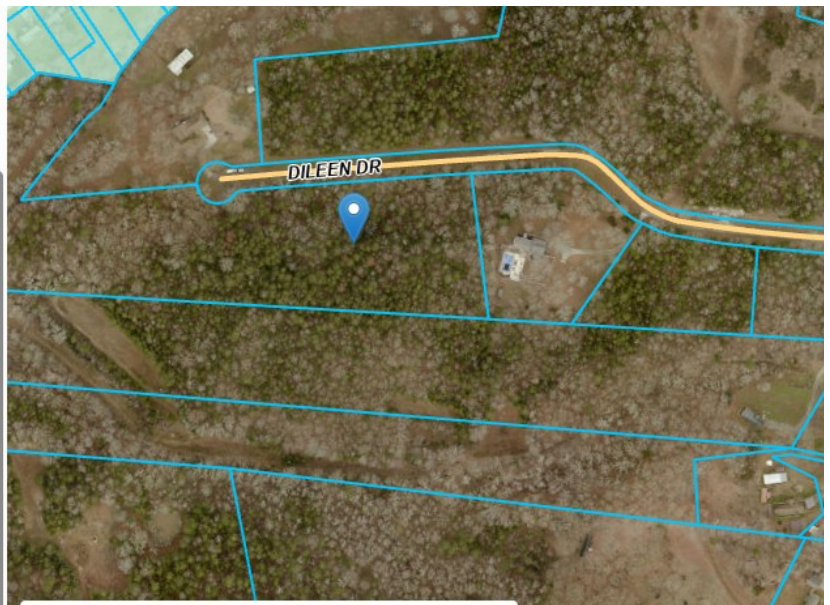
PIN for the overall tract is: 5528-84-8854

This property is in Area B of the CALUP. LDR zoning allows governmental water and sewer as optional in this area.

Floodway:	No
100 Yr Flood:	No
500 Yr Flood:	No

Jurisdiction:	Cabarrus County
Zoned:	LDR
Watershed Class:	Not within a watershed district.
Watershed Name:	Not within a watershed district.
Watershed PCA:	Not within a watershed district.
Mobile Home District:	MH-2

[More Info](#)





Regards,  
Susie

---

**From:** Sherri Moore <moores@concordnc.gov>  
**Sent:** Thursday, September 25, 2025 2:20 PM  
**To:** Susie Morris <SAMorris@cabarruscounty.us>  
**Cc:** Jacklyn Deal <dealj@concordnc.gov>  
**Subject:** RE: Addressing Inquiry for Prelim Application for Utility Ext Located Outside of City Limits for Concord for 300 Dileen Dr, Concord NC (PIN:55288488540000)

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe!

---

Susie,

No plans were provided. Attached is a copy of the preliminary application for your reference.

The application has requested one sewer service connection but has not been processed for Concord Council consideration.

To facilitate the sewer service request, Council approval of the service would be required, and the applicant would need to provide documentation of off-site private utility easement that would extend from the City's public sewer easement to the building site.

Attached is a copy of the area public water and sewer utilities for your reference.

**Sherri Moore**  
Engineering Coordinator



Mailing: PO Box 308, Concord, NC 28026  
Delivery: 635 Alfred Brown Jr. Court SW, Concord, NC 28025  
[moores@concordnc.gov](mailto:moores@concordnc.gov)  
o: (704) 920-5415  
[concordnc.gov](http://concordnc.gov)

---

**From:** Susie Morris <SAMorris@cabarruscounty.us>  
**Sent:** Thursday, September 25, 2025 1:00 PM  
**To:** Sherri Moore <moores@concordnc.gov>  
**Cc:** Jacklyn Deal <dealj@concordnc.gov>  
**Subject:** RE: Addressing Inquiry for Prelim Application for Utility Ext Located Outside of City Limits for Concord for 300 Dileen Dr, Concord NC (PIN:55288488540000)

**CAUTION:** This email originated from outside the City of Concord. Do not click links or open attachments unless you recognize the sender and know the content is safe!

Did they provide any plans with the application? How many connections are they requesting?

---

**From:** Sherri Moore <[moores@concordnc.gov](mailto:moores@concordnc.gov)>

**Sent:** Thursday, September 25, 2025 12:03 PM

**To:** Susie Morris <[SAMorris@cabarruscounty.us](mailto:SAMorris@cabarruscounty.us)>

**Cc:** Jacklyn Deal <[dealj@concordnc.gov](mailto:dealj@concordnc.gov)>

**Subject:** Addressing Inquiry for Prelim Application for Utility Ext Located Outside of City Limits for Concord for 300 Dileen Dr, Concord NC (PIN:55288488540000)

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe!

---

Susie,

We've received a preliminary application for utility extension located outside of City limits on a 31.306 acre parcel with multiple addresses, i.e. 118, 226, 300, 301, and 309 Dileen Dr., Concord, NC.

Please confirm whether the address 300 Dileen Dr, Concord NC on parcel, PIN55288488540000, is considered valid and a building permit could be issued if served by Concord sewer.

**Sherri Moore**

Engineering Coordinator



Mailing: PO Box 308, Concord, NC 28026

Delivery: 635 Alfred Brown Jr. Court SW, Concord, NC 28025

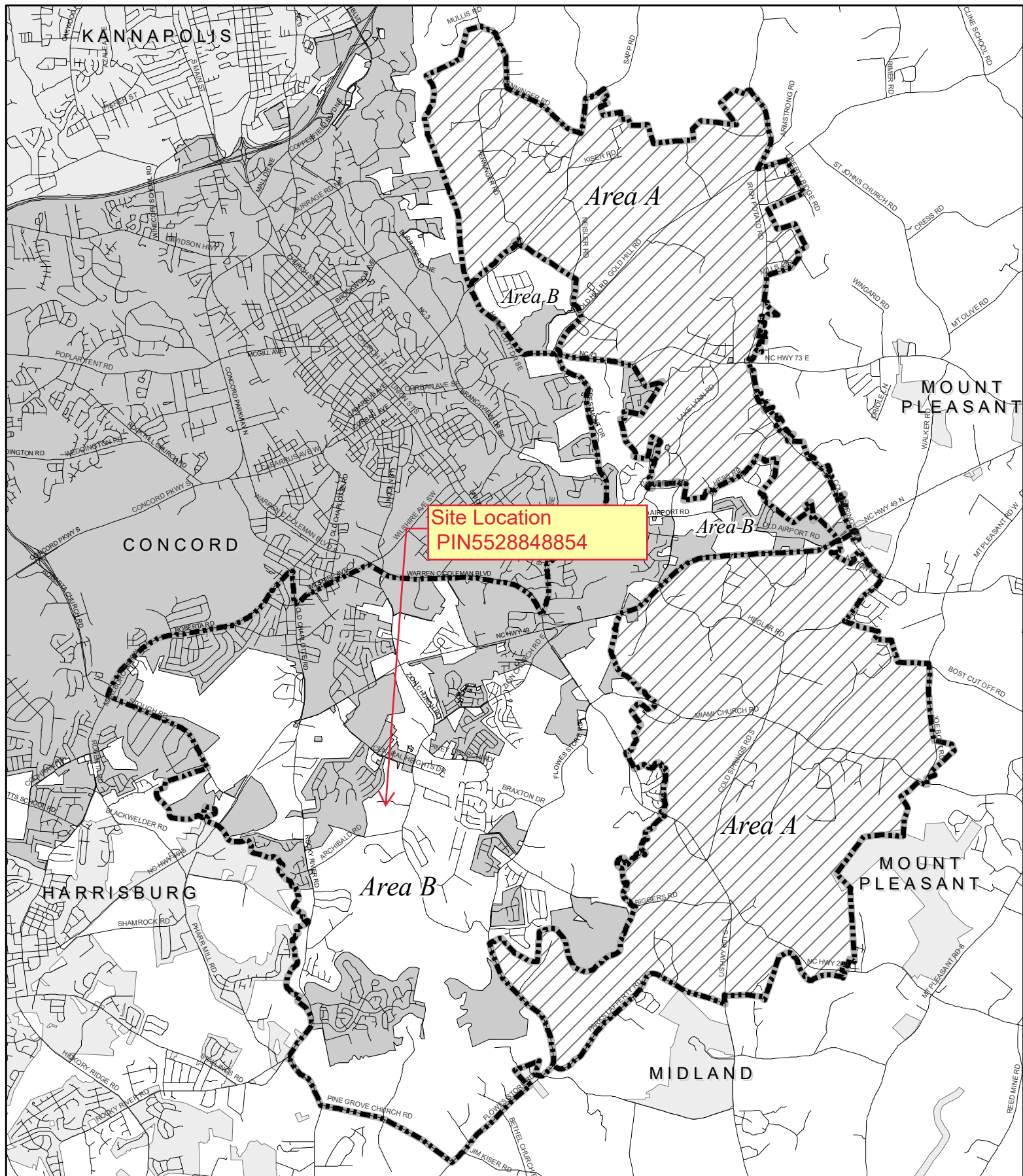
[moores@concordnc.gov](mailto:moores@concordnc.gov)

o: (704) 920-5415

[concordnc.gov](http://concordnc.gov)

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by anyone at any time. E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by anyone at any time. E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.



## Exhibit C

### Central Area Plan Areas A & B



Area A

Area B

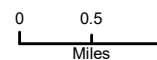
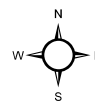
Streets



City of Concord



Other Municipalities



**FIRST AMENDMENT TO ECONOMIC DEVELOPMENT AGREEMENT  
BETWEEN CITY OF CONCORD AND CONCORD MASTER VENTURE, LLC**

This FIRST AMENDMENT TO ECONOMIC DEVELOPMENT AGREEMENT (“Amendment”) is entered into this \_\_\_\_ day of February 2025 (the “Effective Date”) by and between CONCORD MASTER VENTURE, LLC, a Florida limited liability company (“Company”) and the CITY OF CONCORD, NORTH CAROLINA, a North Carolina municipal corporation (“City”). Developer and City are sometimes referred to individually as a “Party” and, collectively, as the “Parties.”

**RECITALS:**

A. Company and City entered into that certain ECONOMIC DEVELOPMENT AGREEMENT, dated December 7, 2020 (the “EDA”).

B. The Parties wish to further amend and modify the EDA.

NOW, THEREFORE, the Parties for good and sufficient consideration, the receipt of which is hereby acknowledged, do agree, covenant, and warrant that the terms and conditions of the EDA shall be amended in the following respects:

Capitalized terms used in this Amendment, and not otherwise defined, shall have the same meanings assigned to them in the EDA. All of the terms and conditions of the EDA are incorporated in this Amendment by reference.

1. Workforce Housing. Notwithstanding anything to the contrary in the EDA, the number of units in the Project that will be offered to qualifying applicant’s for lease at “Workforce Housing” rental amounts, will be not less than ten percent (10%) of the total units in the Project. For the avoidance of doubt, Workforce Housing is defined as units affordable for rent to applicants at the rental amounts designated by HUD for a household earning up to 80% of the Area Median Income defined by HUD for the Charlotte-Concord-Gastonia, NC-SC, designated area, as may be updated from time to time.

A. Floating Units. The workforce housing units, as defined above, shall be “floating units” and shall not be limited to one floor or one area of the Project, nor to one type of unit.

B. Reporting Obligations. It shall be the obligation of Concord Master Venture LLC to designate a person within their organization that is responsible for reporting, and to report rental status of the workforce housing units to the City of Concord on an annual basis not later than July 1. The reporting shall be made through the City’s reporting platform and shall include rental amount, type and location of each workforce housing unit. It shall be the City’s obligation to provide instructions to Concord Master Venture LLC on utilizing

the reporting system. Concord Master Venture, LLC shall notify the City of any changes to the responsible reporting person.

C. Material Term. These Workforce Housing terms are material to the EDI and a material breach of these terms shall relieve the City of any and all obligations under the EDI including but not limited to the payment of any EDI grants; provided, however, that no such breach shall be deemed to have occurred unless the breaching party has failed to cure such breach within thirty (30) days after receipt of written notice thereof, or, if such breach is not reasonably capable of being cured within such thirty (30) day period, the breaching party fails to commence cure within such period and thereafter diligently and continuously pursue such cure to completion.

3. Notices. The notice addresses for Investor Member under Section IX(C) of the EDA are hereby deleted from the EDA. The notice address for the City remains the same. The notice addresses for Company and for Requests for EDI Grants are hereby deleted and replaced with the following:

If to Company:	Concord Master Venture, LLC Attn: Peter Flotz 101 NE 3rd Avenue Suite 1500 Fort Lauderdale, Florida 33301 pflotz@lmgroup.us
With a required copy to	Clark Hill, PLC Attn: Drew Melville, Esq. 130 E. Randolph Street, Suite 3900 Chicago, IL 60601 dmelville@clarkhill.com
Requests for EDI Grants	City Grant Administrator Attn: Stephen Cates Email: <a href="mailto:catess@concordnc.gov">catess@concordnc.gov</a>
With copy to	City Finance Director Attn: Jessica Jones Email: <a href="mailto:jonesj@concordnc.gov">jonesj@concordnc.gov</a>
Both at:	City of Concord Finance Department 35 Cabarrus Avenue, West Concord, NC 28025

-And-

PO Box 308

Concord, NC 28026-0308

3. Effect of Amendment. Except as modified by this Amendment, all terms and provisions of the EDA shall remain the same. In the event of any conflict between the terms of this Amendment and the terms of the EDA, the provisions of this Amendment shall control and prevail. The EDA remains in full force and effect, as modified by this Amendment.

[SIGNATURES ON FOLLOWING PAGES]

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in their corporate names by their duly authorized officers, all as of the date first above written.

<b>[SEAL]</b>	<b>CITY OF CONCORD NORTH CAROLINA</b>
<b>ATTEST:</b>	
_____ Kim Deason, City Clerk	_____ William C. Dusch, Mayor
	<b>DATE:</b> _____

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

\_\_\_\_\_  
Jessica Jones, Finance Director  
City of Concord, North Carolina

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

	Concord Master Venture, LLC  <b>BY:</b> _____ Peter Flotz, Authorized Representative  <b>DATE:</b> _____
--	---

STATE OF NORTH CAROLINA,  
 COUNTY OF \_\_\_\_\_.

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, certify that \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_ personally appeared me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal/stamp, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

[SEAL]

\_\_\_\_\_  
 Printed Name of Notary: \_\_\_\_\_  
 My commission expires: \_\_\_\_\_



**2026 PROPOSED Payment Standards**

**Effective 1/1/2026**

	Payment Standard		Payment Standard		Payment Standard		Payment Standard		Payment Standard		Payment Standard		Payment Standard	
Zip Code	0 Bdrm		1 Bdrm		2 Bdrm		3 Bdrm		4 Bdrm		5 Bdrm		6 Bdrm	
28025	1188	1188	1233	1233	1368	1368	1683	1683	2142	2142	2463	2463	2784	2784
28026	1260	1260	1305	1305	1449	1449	1791	1791	2268	2268	2608	2608	2948	2948
28027	1332	1332	1386	1386	1530	1530	1890	1890	2394	2394	2753	2753	3112	3112
28036	1620	1620	1683	1683	1863	1863	2313	2313	2925	2925	3363	3363	3802	3802
28071	855	855	864	864	1035	1035	1341	1341	1710	1710	1966	1966	2223	2223
28075	2142	2142	2223	2223	2466	2466	3042	3042	3852	3852	4429	4429	5007	5007
28078	1764	1764	1827	1827	2025	2025	2502	2502	3168	3168	3643	3643	4118	4118
28081	1008	1008	1035	1035	1188	1188	1503	1503	1908	1908	2194	2194	2480	2480
28082	1260	1260	1305	1305	1449	1449	1791	1791	2268	2268	2608	2608	2948	2948
28083	1125	1125	1161	1161	1314	1314	1647	1647	2097	2097	2411	2411	2726	2726
28097	792	792	810	810	909	909	1242	1242	1512	1512	1738	1738	1965	1965
28107	1062	1062	1107	1107	1233	1233	1521	1521	1926	1926	2214	2214	2503	2503
28124	1062	1062	1107	1107	1233	1233	1521	1521	1926	1926	2214	2214	2503	2503
28138	990	990	999	999	1206	1206	1575	1575	2016	2016	2318	2318	2620	2620
28213	1296	1296	1350	1350	1494	1494	1845	1845	2340	2340	2691	2691	3042	3042
28215	1359	1359	1413	1413	1566	1566	1935	1935	2448	2448	2815	2815	3182	3182
28269	1329	1329	1692	1692	1872	1872	2313	2313	2925	2925	3363	3363	3802	3802

See reverse for additional information

28025 - Concord  
28026 - Concord  
28027 - Concord  
28036 - Davidson  
28071 - Gold Hill  
28075 - Harrisburg  
28078 - Huntersville  
28081 - Kannapolis  
28082 - Kannapolis

28083 - Kannapolis  
28097- Locust  
28107 - Midland  
28124 - Mt. Pleasant  
28138 - Rockwell  
28213 - Charlotte  
28215 - Charlotte  
28269 - Charlotte

**Our jurisdiction is Cabarrus County, which includes PARTS of Zip Codes outside of Concord.**

**Please google homes which are in Zip Codes/Cities that are not Concord to ensure they are in Cabarrus County.**

**you want to rent a home outside of Cabarrus County we will have to send your paperwork to the Housing Agency that covers that jurisdiction**

**HUD requires payment standards to be set at 90 to 110% of the FMRs. We propose to leave them at current rate which are 92% to 95%of the 2026 FMRs. Keeping current Payment Standards will keep HAP at current rates and allows us to provide continual assistance to current participants. Payment standard increases would result in increased HAP and reduces the number of families of families we are able to assist.**



334 ATKINSON STREET

CLAYTON

NC 27520

**Quotation**

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE WESCO TERMS AND CONDITIONS OF SALE PUBLISHED AT [WWW.WESCO.COM/TERMSOFSALE](http://WWW.WESCO.COM/TERMSOFSALE) ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

*Wesco may assess storage and transportation fees if you do not take or accept delivery within 90 days of product availability. Wesco may also update this quote or above pricing due to changes in duties, freight, tariffs, supplier pricing, surcharges, commodity pricing, or exchange rate fluctuations.*

To: CITY OF CONCORD - SOURCEW  
635 ALFRED BROWN JR CT SW  
SOURCEWELL  
CONCORD NC 280255825

Date: 10/23/25

Branch: 7884

Project Number: TRANSFORMER QUOTE

Project Name

Quoted To: BLAKE BURRIS

Date of Your Inquiry: 10/23/25

When ordering please refer  
to Quotation Number: 361158

Item	Quantity	Catalog Number and Description	Unit Price	U/M	Total Price	Rate of Cash Discount	Shipping Time (Weeks)	Customer Delivery Date
10	2	HITACHI***2500KVA THREE PHASE PADMOUNT TRANSFORMER	85122.000	E	170244.00	0.00		10/ 31/ 25
20	15	HITACHI***50 KVA SINGLE PHASE PADMOUNT TRANSFORMER	3504.000	E	52560.00	0.00		10/ 31/ 25
SUB-TOTAL					222804.00			
ESTIMATED TAX					15596.28			
TOTAL					238400.28			

Wesco may assess storage and transportation fees if you do not take or accept delivery within 90 days of product availability. Wesco may also update this quote or above pricing due to duties, freight, tariffs, supplier pricing, surcharges, or exchange rate fluctuations. BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE TERMS AND CONDITIONS OF SALE PUBLISHED AT [www.wesco.com/termsofsale](http://www.wesco.com/termsofsale) ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

Per:

# Title VI Program Plan

## Concord Kannapolis Area Transit (Rider)

June 1, 2025 – May 31, 2028

**L.J. Weslowski**  
Transit Director

45 Transit Court, Northwest  
Concord, NC 28025



Concord Kannapolis Area Transit

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This document is submitted to the Federal Transit Administration in 2025 as an update to the Rider Transit Title VI Program Plan of 2019. This Plan was developed according to the October 1, 2012 FTA C 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

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(As prescribed by FTA C 4702.1B- Appendix A)

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Page 37—Rider Transit Language Assistance Sheet

## General Requirements (Chapter III)

### **Title VI Notice to the Public**

Notification to customers of Title VI benefits and protection is available at [ckrider.com](http://ckrider.com) and has been posted on all transit vehicles. This information has been translated to Spanish and made available in those locations as well.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (42 U.S. Code Section 2000d).

The Federal Transit Administration works to ensure non-discriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans. The FTA Office of Civil Rights is responsible for civil rights compliance and monitoring to ensure non-discriminatory provision of transit services.

For more information, go to: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>

### **Rider Transit Policy Statement of the Civil Rights Act of 1964**

Rider Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964.

If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with the Rider Transit System Office at 45 Transit Court, Northwest, Concord, NC 28025; or call Rider Customer Care at 704.920.7433; or by e-mail to [weslowlj@concordnc.gov](mailto:weslowlj@concordnc.gov).

### **How to File a Title VI Complaint**

You may file a signed, written complaint **not later than 180 days after** the alleged discrimination. The complaint should include the following information:

- Your name, address, and contact information (telephone number or e-mail address);
- How, why, when, and where you believe you were discriminated against. (Include the location and names and contact information of any witnesses. If the alleged incident occurred on the bus, give date, time of day, and bus number.);
- Your signature.



## **Rider cumple con el Título VI**

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación en base a raza, color o nacionalidad en los programas y actividades que reciben asistencia financiera federal. Específicamente, el Título VI sostiene que “ninguna persona en los Estados Unidos debe, en base a raza, color o nacionalidad, ser excluida de participar, negársele los beneficios de o ser sujeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal.” (42 U.S.C. Sección 2000d).

La Administración Federal de Transporte (Federal Transit Administración, FTA) trabaja para asegurar un transporte sin discriminación en apoyo de nuestra misión de ampliar la calidad de vida social y económica para todos los estadounidenses. La Oficina de Derechos Civiles de la FTA es responsable de la supervisión y el cumplimiento de los derechos civiles para asegurar la provisión sin discriminación de los servicios de transporte.

Para obtener más información, visite: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>

## **Declaración de políticas de Rider de la Ley de Derechos Civiles de 1964**

Rider está comprometido con asegurar que ninguna persona sea excluida de participar o se le nieguen los beneficios de sus servicios de transporte en base a raza, color o nacionalidad, tal como lo protegé el Título VI de la Ley de Derechos Civiles de 1964.

Si piensa que ha sido sujeto de discriminación según el Título VI, puede presentar una queja por escrito en la Oficina del Sistema de Transporte Rider en 3600 South Ridge Avenue, Concord, NC 28025; o llamando a Rider Customer Care al 704.920. 7433; o por correo electrónico a [weslowlj@concordnc.gov](mailto:weslowlj@concordnc.gov).

## **Cómo presentar una queja del Título VI**

Puede presentar una queja por escrito firmada hasta 180 días después de la alegada discriminación. La queja debe incluir la siguiente información:

- Su nombre, dirección y forma de contactarlo (número telefónico o dirección de correo electrónico);
- Cómo, por qué, cuándo y dónde considera usted que fue discriminado(a). (Incluya la ubicación y los nombres e información de contacto de cualquier testigo. Si el alegado incidente ocurrió en el autobús, brinde la fecha, hora del día y el número del autobús.);
- Debe firmar la carta de queja.

## **Title VI Complaint Procedures**

### **Rider Transit Title VI Policy Statement**

Rider Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

Toward this end, Rider Transit's objective is to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

### **Complaint Management**

#### **Applicability**

The complaint procedures apply to the beneficiaries of Rider Transit programs and activities. Beneficiaries may include but are not limited to the public, contractors, sub-contractors, consultants, employees, and other sub-recipients of federal and state funds.

#### **Eligibility**

If any individual, group of individuals, or entity believes that they or any other program beneficiaries have been subjected to discrimination prohibited by the Title VI nondiscrimination provision, they may exercise the right to file a complaint with Rider Transit. Every effort will be made to resolve complaints at the agency, recipient, and/or contractor level.

#### **Time Limitation on Filing Complaints**

Title VI complaints may be filed with:

- Rider Transit
- The City of Concord
- North Carolina Department of Transportation
- Federal Transit Administration
- Federal Highway Administration

- U.S. Department of Transportation

Complaints must be filed **not later than 180 days after:**

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. A Title VI complaint form is available on the Concord Kannapolis Area Transit (Rider) website at <https://ckrider.com/about/#civil-rights-act>, and during normal business hours at the Rider Transit Center:

- Rider Transit Center, 45 Transit Court, Northwest, Concord, NC 28025

### **Submitting Complaints**

All complaints shall be accepted— written or verbal. Should a complainant present allegations of Title VI discrimination verbally and refuse to reduce the complaint to writing, the Rider Transit Customer Service Agent or the Transit Director will reduce the elements of the complaint to written form. The complainant will be required to read the staff-prepared complaint and sign and date the transcript of the verbal complaint. Refusal to sign the complaint will provide basis for administrative closure of the complaint. No unsigned, undated complaint will be considered. Complaint information shall minimally include the following items:

- Name, address, and phone number of the complainant;
- Name and location of the city entity delivering the service;
- A description of the incident that led the complainant to feel discrimination occurred;
- The basis of the complaint (race, color, or national origin) must be stated;
- Names, addresses, and phone numbers of other persons who may have knowledge of the alleged discrimination;
- The date or dates on which the alleged discrimination occurred.

The Title VI Complaint Form (see Appendix) may be used to submit the complaint information, but its use is not required. If the Complaint Form is not used, the Rider Transit Director may request that the complainant provide any additional details that may be included on the Complaint Form to ensure information needs are satisfied. Rider Transit shall respond to, record, investigate, and maintain records of all complaints.

### **Complaint Processing**

When a complaint is received, the Rider Transit Director will assign a case number and

construct a case file. The Rider Transit Director will review the complaint information and prepare a letter to the complainant acknowledging the complaint (requesting additional information if necessary). The complaint will be investigated by the Rider Transit Director. Interviews with complainant, other persons with personal knowledge of the allegations, and affected city entities will be conducted. Parties may be accompanied by other persons of their choosing during any interview session.

The Rider Transit Director will prepare a report of the finding of fact, a recommended action, and submit the report to the City Diversity, Equity and Inclusion Coordinator and the City Attorney for consideration. They will both review the case and render a finding that the alleged discrimination is either substantiated or not substantiated. This finding will be submitted to the Rider Transit Director in writing, and all case materials will be returned to the Rider Transit Director, who will then advise the complainant by certified mail of the findings of the City Attorney and the actions to follow. All complaints will be handled within 60 days of their filing with the Rider Transit Director. In the event a complaint is filed against Rider Transit, the City or a City department—and not an individual—the Rider Transit Director will close the complaint case and forward the complaint information to the appropriate state agency.

### **Public Participation Plan**

This section lays the foundation for public involvement in planning for City of Concord Capital Construction projects. Public participation is encouraged throughout the project and will be incorporated into the decision-making process. Public involvement is critical to the planning process and serves to inform the public as well as solicit public response regarding the community's needs, values, and evaluations of proposed solutions. There may be many different types of solutions, each having advantages and disadvantages. These alternative solutions can be discussed with the public to receive input and ultimately reach a solution that will best meet the City's needs.

### **Situation Analysis**

The City will carefully identify the needs and interests of the constituency it serves focusing on human health and safety, protection of property values, the economic vitality of the area, and environmental considerations in the process of identifying, prioritizing, designing, and implementing capital construction projects.

### **Public Involvement Objectives**

- To create an open and visible decision-making process in which stakeholders have equal access and input;
- To provide a mechanism by which stakeholders are informed and have an understanding of the process, issues, and possible solutions from the perspectives of various interests;
- To incorporate public comments throughout the decision-making process.

## **Public Involvement Tools and Tactics**

The following provides a partial list of community outreach and media relations tools and tactics that may be used to disseminate information about the program and provide an opportunity to solicit and incorporate public input throughout the process. These tools may be used singly or in combination, as each situation merits.

### Community Outreach and Media Relations Tools

- Broadcast coverage
- Calendar releases
- Community presentations
- Fact sheets
- News releases
- Newspaper articles
- Public meeting comment cards
- Public meeting notice fliers
- Public meetings
- Public service announcements
- Website

### Example of Process

- Public notification
- Public meeting notice advertisements
- Public meetings
- Notice on web site
- Media coverage (news releases, calendar releases, articles, radio PSAs, etc.)
- Solicitation of comments from stakeholders
- Comment cards
- Website
- Questionnaires/surveys
- Incorporate public comments and respond to inquiries

As of Rider Transit's 2016 Title VI Program submission, public input sessions were hosted prior to the launch of the CCX multi-county service connecting Cabarrus County with Mecklenburg County's Lynx light rail system. Public input sessions were also hosted for the Cabarrus County Long Range Public Transit Plan. These sessions occurred in March 2018. Flyers were posted on buses and in the Transit Center, and posts were made to [ckrider.com](http://ckrider.com), social media, and newspapers (including *La Noticia*, the local Spanish language newspaper). Emails were sent out two weeks in advance of the meetings per Riders Transit's Policy Manual, in both English and Spanish, in order to make the forums known to the public. Electronic Fare Collection posters and flyers were posted to social media and placed in the Rider Transit Center

and on Fixed Route vehicles in English and in Spanish. The 2021 design of [www.ckrider.com](http://www.ckrider.com) is translatable into over 75 languages including Spanish. Voiance (now known as CyraCom) Translation service is available for video (by tablet) and phone translation for all meetings, phone calls, or customer service interactions.

## **Language Assistance Plan**

The intent of this plan is to ensure that where substantial numbers of residents of the cities of Concord and Kannapolis exist, who do not speak or read English proficiently, these individuals have access to the planning process and published information, and that public notification is provided in other languages. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits based on current laws and regulations.

## **Background**

Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language AND who have a limited ability to read, speak, write or understand English. Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency, and (Presidential) Executive Order 13166 require that Federal departments and agencies develop and make available guidance on how recipients of Federal funds should assess and address the needs of LEP individuals seeking assistance.

The US Department of Transportation (US DOT) developed guidance entitled *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons*. This guidance was issued to ensure that persons in the United States are not excluded from participation in DOT-assisted programs and activities simply because they face challenges communicating in English.

## **Determining the Need**

As a recipient of federal funding, Rider Transit must take reasonable steps to ensure meaningful access to the information and services it provides.

## **Four Factor Analysis**

In determining “reasonable steps” there are four factors to be considered:

1. The number and proportion of LEP persons in the eligible service area;
2. The frequency with which LEP persons come in contact with the program;
3. The importance of the service provided by the program; and
4. The resources available to the recipient.

The US DOT Policy Guidance gives recipients substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need for Rider Transit’s service area in relation to the transportation planning process.

## **1. The Number and Proportion of LEP Persons in the Eligible Service Area**

The first step towards understanding the profile of individuals that compose Rider Transit's service area is a review of Census data. The table below displays the primary language spoken at home in the cities of Concord, NC and Kannapolis, NC, the number of individuals (age five and over) and the percentage of the overall population. At this time, Spanish represents the highest percentage of the region's LEP population. Source: US Census Bureau 2016-2020 American Community Survey 5-Year Estimate Subject Table.

<https://data.census.gov/cedsci/table?q=Concord,%20NC%20and%20Kannapolis,%20NC&t=L%20language%20Spoken%20at%20Home&tid=ACST5Y2020.S1601>

	Population 5 years and over	Percentage
Concord and Kannapolis	152,398	100%
English	126,852	83.24%
Spanish	16,803	11.03%
Other Indo-European languages	3,646	2.39%
Asian and Pacific Islander languages	4,195	2.75%
Other languages	902	0.59%

## 2. The Frequency with which LEP Persons Come in Contact with the Program

The growing size of the population in Concord and Kannapolis increases the probability of LEP customer contact with Rider Transit. Rider Transit assesses the frequency at which staff and drivers have or could possibly have contact with LEP persons. This includes documenting phone inquiries and surveying riders and drivers. Rider Transit has assessed the need of LEP individuals since October 2009, and as of that date Rider Transit has not had requests for interpreters for any public meetings. From 2009 and earlier, Rider Transit has produced information display cards, security awareness posters, bus schedules, on board Customer comment cards, and online postings in Spanish as well as English.

Rider Transit's experience with LEP population has been primarily with Spanish speakers. A review of Rider Transit Customer Service personnel (two employees) and the ADA Coordinator determined that calls from LEP individuals make up approximately 2 percent of total calls.

Rider Transit also conducted customer surveys at the Rider Transit Center and on all eight bus routes in April, 2025. The survey included multiple choice answers and was available in English and Spanish. Surveyors reported multiple encounters with customers that spoke other languages. Of those encounters, numerous customers declined to take the survey. Of the customers who completed the survey, approximately 5 percent (16 of 318) of the surveys were the Spanish version. We included the option of "English is my secondary language, but I am fluent in English" as LEP due to there only being 1 response. Of the 16 completed Spanish version surveys, the following answers regarding language were received:

- No Respondent: English is my primary language
- One respondents: English is my secondary language, but I am fluent in English

- Six respondents: I find it difficult to speak and/or understand English.
- Five respondents: I do not speak any English.

### **3. The Importance of the Service Provided by the Program**

The survey conducted by Rider Transit asked riders questions to determine how important public transportation is to them. Examining the trip purpose distribution confirmed the importance of transit services to the community. Rider Transit bears in mind that transportation is considered an essential service to the welfare of society. Of the 318 surveys collected, there were several that were missing a few pieces of data, but all answers were included. The following results were compiled from the 318 completed surveys collected from riders:

- 55% ride the bus daily
- 70% ride the bus because public transit is their only mode of transportation
- 38% were going to work
- 18% were going shopping/laundry
- 7% were going to a medical/dental appointment
- 14% were going to a social/entertainment activity
- 4% were going to school
- 51% reported a household income of less than \$20,000 per year
- 26% reported a household income of \$20,000-40,000 per year
- 15% reported a household income of more than \$40,000 per year
- Riders of ages 36 to 55 were the most common age range at 32%

Ethnicity of survey respondents breaks down as follows:

- African American (not of Hispanic origin): 45%
- Caucasian (not of Hispanic origin): 28%
- Hispanic: 13%
- Native American of Alaskan Native: 4%
- Asian or Pacific Islander: 2%

### **4. The Resources Available to the Recipient**

Rider Transit uses Voiance Language Translation Services, Dosmono Language Translation Devices and Google Translation Applications as the primary resource for LEP assistance. Materials available to the public are provided in English and Spanish. Document translations are completed by Rider Transit staff and contracted services.

### **Meeting the Requirements: Rider Transit Limited English Proficiency Plan**

Based on current population levels of Limited English Proficiency residents within the Rider Transit service area, Rider Transit is committed to providing meaningful access to its services for LEP persons. All language access activities detailed below will be coordinated by the Transit Director, Customer Service Agent(s) and Transit Staff as needed.



### **Providing Notice to LEP Persons**

Based on current population levels of Limited English Proficiency residents within the Rider Transit service area, languages in addition to English, where possible and practical, should be used in notices and publications that refer to public transportation services. Potential notification opportunities include:

- Posting signs in areas where the public is likely to read them;
- Stating in outreach documents that language services are available;
- Working with community-based organizations to inform LEP persons of available language assistance;
- Using a telephone voice mail menu in the most common languages encountered;
- Including notices in local newspapers in languages other than English;
- Providing notices to non-English language radio and television stations about the availability of language assistance services for important events;
- Presentations and/or notices at schools and religious organizations for important events or where community involvement is critical.

Rider Transit will continue this assessment with demographic analysis for Title VI, and this information will be revised every three years.

### **Language Assistance Measures**

Language assistance will be provided for LEP individuals through the translation of key material, as well as through video and oral language interpretation via Voiance Interpretation Service when necessary and possible.

### **Translation of Written Material**

Rider Transit currently provides some publications with translations in Spanish. The continued assessment of LEP population will determine if additional languages will need to be added.

### **Staff Training**

In order to establish meaningful access to information and services for LEP individuals, employees in public contact positions and those who will serve as translators or interpreters have been and will continue to be properly trained (see Appendix). Such training will be developed to ensure that staff and service providers are fully aware of LEP policies and procedures and are effectively able to work in person and/or by telephone with LEP individuals. Rider Transit management staff have been and will continue to be properly trained included in this training to ensure full awareness and understanding of the Plan. Rider Transit management staff should also maintain the ability to reinforce the importance of the Plan, ensuring its implementation by staff.

### **Procedure for Rider Transit Staff and Contractors to Follow When Attempting to Communicate with Limited English Proficiency Individuals**

In the event that a person with Limited English Proficiency initiates contact with a Rider Transit Bus Operator, it is imperative that Rider Transit provide the best services, information, or

response possible, just the same as would be provided to persons who have no language barrier. The sequence of attempts to communicate should be:

1. The Bus Operator should ask the customer if he/she can speak English. If the customer cannot understand English, proceed to the next step.
2. As necessary, the Bus Operator should verify the language needed by asking the customer to identify the language using the “Rider Transit Language Assistance Sheet”.
3. Once the language is determined, the Bus Operator should utilize the on-board language translation device to communicate with the customer.
4. If the language device is inoperable, the Bus Operator should provide the customer instructions directing them to the Rider Transit Center for translation service. These instructions will be on a laminated card in Spanish. If the language is other than Spanish, the Bus Operator should use a Rider Transit System Map or Schedule to point out the Rider Transit Center address. The Bus Operator should alert Dispatch that a person needing translation services will be arriving at the Rider Transit Center. Dispatch should alert Customer Service. Once the bus reaches the Rider Transit Center, a Supervisor should direct the customer to Customer Service.
5. Customer Service should use the “Rider Transit Language Assistance Sheet” in attempt to determine the primary language of the individual. The “Rider Transit Language Assistance Sheet” will be available at all times in the Rider Transit Center Customer Service office.
6. Customer Service staff should use the services of an online translation service (Google Translate has been successful in the past) in attempt to communicate with the individual.
7. As a final method of communicating, Customer Service staff may use the services of an over-the-phone interpretation service. Rider Transit will maintain current information in the Customer Service office for Voiance Language Translation Services, including telephone number and access code.

**At all times, maintain a gracious and friendly attitude, indicating Rider Transit’s attempt to be helpful and put the individual at ease.**

### **Membership of Non-Elected Committees and Councils**

Rider Transit does not currently have any non-elected committees and councils.

### **Monitoring of Sub-Recipients**

Rider Transit does not currently have any sub-recipients.

### **Title VI Facility Equity Analysis**

Rider Transit did not have any projects requiring a Title VI Equity Analysis during the last three years.

## **Concord Kannapolis Transit Commission Meeting Minutes Excerpt**

- To be added following June, 2025 Transit Commission Meeting.

## Requirements of Transit Providers (Chapter IV)

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### **Service Standards**

Rider Transit, though located in an Urbanized Area (UZA) of 200,000 or more in population, does not operate fifty or more fixed route vehicles in peak service. Therefore, Rider Transit is only required to set system-wide standards and policies, as outlined below.

Rider Transit identifies three primary areas of focus for monitoring the quality of service delivery, which is an essential element of prevailing Title VI requirements. Focus areas include Capital Investments, Bus Service Delivery Standards, and Transit Amenities. Application of these Service Standards provides assistance in achieving a balance between quality, equity and the cost-effective use of limited resources. The availability of financial resources, represented by the annual budget, is the bottom line for these standards. Service expansion may occur when funds are available. Service reduction may occur on an on-going basis, as appropriate, and/or in times of fiscal constraint, as determined by the Transit Director in consultation with the Concord Kannapolis Transit Commission.

The primary area of focus for monitoring the quality of service delivery is capital investments. Capital investments will be based on Rider Transit's Capital Improvement Program (CIP). The CIP supports the maintenance of assets including facilities, revenue rolling stock, and a vast array of tools and equipment. Rider Transit develops its CIP with full consideration of how capital investments have to be equitably distributed throughout the service area. In addition, capital investments are reviewed to determine how they will facilitate equal access and equitable delivery of transit services to minority, low income, and transit-dependent and choice-rider areas. Both regional and short-range activities are addressed.

Rider Transit's capital investment projects are accordingly programmed into the annual update of the budget and the MPO's Transportation Improvement Program. The MPO, which is also governed by Title VI, provides a process for early consultation and public involvement to citizens, affected public agencies, transportation agency representatives, private transportation providers, other interested parties, and local jurisdiction concerns. The MPO presents all key issues to its technical committees. This process provides Rider Transit with an opportunity to acquire additional information that can be used to address Title VI considerations during the planning process going forward, which is continuous, coordinated, and cooperative.

In addition, public hearings are also held on the Long-Range Transportation Plan and the Transportation Improvement Program prior to adoption by the MPO. The public involvement process is as follows:

- Once annually, Rider Transit will develop a Program of Projects proposed to be funded with federal funding. This Program of Projects will be advertised for public

comment by the MPO. Any comments received will be incorporated into the Program of Projects.

- The Program of Projects will then be incorporated into the Transportation Improvement Program.
- The MPO then completes a public involvement process that includes consulting with technical and citizen committees, holding a public hearing and final adoption.
- Public comments received regarding the Program of Projects or Transportation Improvement Program will be considered by Rider Transit throughout the adoption process and incorporated into final programs.

### **Vehicle Load Standards**

The average of all loads during the peak operating period (6:30-10:30 AM, 2:30-6:30 PM) should not exceed vehicle achievable capacity, which is 48 passengers for low-floor 35' buses. Bus Load Factor is defined as the acceptable ratio of passengers on board a bus to the number of seats available. The standard acceptable load factor for bus service is 1.25, not to exceed 1.50. Rider Transit will investigate service that exceeds this standard for possible modification. In the event of vehicle overload, backup/tripper vehicles will be run on overloaded routes.

### **Vehicle Headway Standards**

Vehicle headway is defined as the interval of time/frequency between buses traveling in any given direction (inbound/outbound) on any given route. On weekdays, service operates on eight routes every 60 minutes from 5:30 AM to 12:30 PM, and 5:30 PM to 8:30 PM, and every 75 minutes from 12:30 PM to 5:30 PM. On weekends, service operates on seven routes every 60 minutes from 8:30 AM to 12:30 PM, and 5:30 PM to 8:30 PM, and every 75 minutes from 12:30 PM to 5:30 PM. There is no service offered on six recognized holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day).

Scheduling involves the consideration of a number of factors including ridership, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, access to employment and medical facilities, and transportation demand management.

Rider Transit must balance the level of service provided with available funding. The current configuration of service best meets the service demands generated by the community at large, particularly as to the span, frequency, and location of service needs. Rider Transit will address additional service needs as funding becomes available.

The following factors are examined if and when adjusting headways needs to be considered:

- Load factor
- Availability of funding

- Passenger demand
- Route length
- Running time
- Passenger volume
- Regional connectivity
- Equipment/resource allocation

### **On-Time Performance Standards**

A vehicle is considered on time if it departs the Rider Transit Center no more than five minutes late of the published departure time. A standard of 75 percent of Rider Transit's vehicles will complete their established runs no more than five minutes late in comparison to the established schedule/published timetables.

### **Service Availability Standards**

Bus stop placement will be examined to determine if it optimizes service delivery, while minimizing the required walking distance between stops. Areas that Rider Transit evaluates for these standards include bus stop spacing (the average distance between stops should not exceed 0.5 miles within local routes, excluding interstate/express service), special considerations (destinations/points of interest, sidewalk availability, safety and convenience), and schedule adherence. To effectuate the requirements of Title VI (as well as ADA), Rider Transit takes into consideration the placement of bus stops near schools, facilities for seniors and individuals with disabilities, public facilities and government offices, and major ridership generators (such as apartment complexes, shopping centers, and major tourist attractions).

## **Service Policies**

### **Transit Amenities Policy**

Rider Transit's process of site selection and prioritization of transit amenities along bus routes is based predominantly on the number of passengers boarding at stops along those routes. Based on current data, a seat should be installed when the average ridership at a stop reaches six or more persons per day. A shelter should be installed when the average ridership at a stop reaches ten or more persons per day. Stop usage data is used in conjunction with a visual analysis/feasibility study of the site and an assessment of available existing amenities at the site (such as pads, seats, shelters, sidewalk, shade, etc.) to prioritize the installation of new amenities. As possible, equal distribution of amenities will occur among routes and communities.

### **Vehicle Assignment Policy**

Vehicles will be assigned to routes in a rotating schedule, such that each vehicle will run a different route each day. Each vehicle deployed on each of the seven routes is a low-floor bus. All low-floor buses are ADA-accessible, equipped with air conditioning and automated auditory and visual stop announcement systems. Currently, Rider Transit has eight buses (plus two

spares) that operate along eight fixed routes. The buses are rotated through the system to ensure that mileage is evenly distributed on each vehicle.

## **Appendix**

Page 23—Title VI Investigations, Complaints, and Lawsuits

Page 24—Title VI Poster

Page 25—Customer Survey (English version)

Page 26—Customer Survey (Spanish version)

Page 27—2022 Customer Survey Results

Page 29—Customer Survey Results Comparison Summary

Page 30—Customer Survey Results Cumulative Comparison

Page 31—Title VI Complaint Form (English version)

Page 32—Title VI Complaint Form (Spanish version)

Page 33—Certificate of Recording Officer for City of Concord Meeting Minutes

Page 35—Rider Transit Title VI Training: Language Assistance Program

Page 37—Rider Transit Language Assistance Sheet



**Title VI Investigations, Complaints, and Lawsuits**

No complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits occurred against Rider Transit since the 2022 Title VI submission. No lawsuits alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits have occurred.

	Date	Summary (includes basis of	Status	Actions Taken
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				
Investigations				
1.				
2.				

## **Title VI Poster**

### **DO NOT REMOVE**

### **TITLE VI POLICY STATEMENT**

### **PERMANENT SIGN**

#### **Rider Complies with Title VI**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (42 U.S. Code Section 2000d).

The Federal Transit Administration works to ensure non-discriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans. The FTA Office of Civil Rights is responsible for civil rights compliance and monitoring to ensure non-discriminatory provision of transit services.

For more information, go to: [www.fta.dot.gov/civilrights/civil\\_rights\\_5088.html](http://www.fta.dot.gov/civilrights/civil_rights_5088.html)

#### **Rider Transit Policy Statement of the Civil Rights Act of 1964**

Rider Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964.

If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with the Rider Transit System Office at 45 Transit Court, Northwest, Concord, NC 28025; or call Rider Customer Care at 704.920.7433; or by e-mail to [weslowlj@concordnc.gov](mailto:weslowlj@concordnc.gov).

#### **How to File a Title VI Complaint**

You may file a signed, written complaint not later than 180 days after the alleged discrimination. The complaint should include the following information:

Your name, address, and contact information (telephone number or e-mail address);

How, why, when, and where you believe you were discriminated against. (Include the location and names and contact information of any witnesses. If the alleged incident occurred on the bus, give date, time of day, and bus number.);

Your signature.

#### **Rider cumple con el Título VI**

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación en base a raza, color o nacionalidad en los programas y actividades que reciben asistencia financiera federal. Específicamente, el Título VI sostiene que “ninguna persona en los Estados Unidos debe, en base a raza, color o nacionalidad, ser excluida de participar, negársele los beneficios de o ser sujeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal.” (42 U.S.C. Sección 2000d).

La Administración Federal de Transporte (Federal Transit Administración, FTA) trabaja para asegurar un transporte sin discriminación en apoyo de nuestra misión de ampliar la calidad de vida social y económica para todos los estadounidenses. La Oficina de Derechos Civiles de la FTA es responsable de la supervisión y el cumplimiento de los derechos civiles para asegurar la provisión sin discriminación de los servicios de transporte.

Para obtener más información, visite: [www.fta.dot.gov/civilrights/civil\\_rights\\_5088.html](http://www.fta.dot.gov/civilrights/civil_rights_5088.html)

#### **Declaración de políticas de Rider de la Ley de Derechos Civiles de 1964**

Rider está comprometido con asegurar que ninguna persona sea excluida de participar o se le nieguen los beneficios de sus servicios de transporte en base a raza, color o nacionalidad, tal como lo protege el Título VI de la Ley de Derechos Civiles de 1964.

Si piensa que ha sido sujeto de discriminación según el Título VI, puede presentar una queja por escrito en la Oficina del Sistema de Transporte Rider en 3600 South Ridge Avenue, Concord, NC 28025; o llamando a Rider Customer Care al 704.920. 7433; o por correo electrónico a [weslowlj@concordnc.gov](mailto:weslowlj@concordnc.gov).

#### **Cómo presentar una queja del Título VI**

Puede presentar una queja por escrito firmada hasta 180 días después de la alegada discriminación. La queja debe incluir la siguiente información:

Su nombre, dirección y forma de contactarlo (número telefónico o dirección de correo electrónico);

Cómo, por qué, cuándo y dónde considera usted que fue discriminado(a). (Incluya la ubicación y los nombres e información de contacto de cualquier testigo. Si el alegado incidente ocurrió en el autobús, brinde la fecha, hora del día y el número del autobús.);

Debe firmar la carta de queja.

**If information is needed in another language, then contact 704-920-7433.**

**Si se necesita información en otro idioma, comuníquese al 704-920-7433.**

# Concord Kannapolis Area Transit

(Este cuestionario está disponible en español.)

**As recipients of federal funding to provide public transportation service, Concord Kannapolis Area Transit is required to gather information regarding the level of use, demographics, and income level of our riders. Please assist us by providing the information requested in this survey. Thank you for your cooperation.**

**1. How often do you use public transit?**

- a. Once in a while
- b. Once or twice in the week
- c. Daily
- d. This is my first time using public transit

**2. Why do you choose to use public transit?**  
 (circle all that apply)

- a. It is my only mode of transportation
- b. It is convenient
- c. Gas prices are getting too high
- d. I'm trying to be environmentally responsible
- e. I don't have a car at home.
- f. Other: \_\_\_\_\_

**3. What is your primary purpose of using public transit today?** (circle all that apply)

- a. To/from work
- b. To/from school
- c. To/from a medical/dental appointment
- d. To/from social/entertainment activity
- e. Shopping/laundry
- f. Other: \_\_\_\_\_

**4. Household Income** (circle only one answer)

- a. Less than \$20,000 per year
- b. \$20,000 - \$40,000 per year
- c. \$40,000 - \$50,000 per year
- d. \$50,000 - \$70,000 per year
- e. Over \$70,000 per year

**5. Age** (circle only one answer)

- a. Less than 21 years of age
- b. 21 to 25 years of age
- c. 26 to 35 years of age
- d. 36 to 55 years of age
- e. Over 55 years of age

**6. Language** (circle only one answer)

- a. English is my primary language
- b. English is my secondary language, but I am fluent in English
- c. I find it difficult to speak and/or understand English

**7. Ethnicity** (Place an **X** in the appropriate box)

- **(A) Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- **(B) African American (not of Hispanic origin):** Person having origins in any of the black ethnic groups.
- **(H) Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of ethnicity.
- **(I) Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- **(W) Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**City of residence:** \_\_\_\_\_

**City of work/destination:** \_\_\_\_\_

**Optional:** Enter your name and phone number to be included in a drawing to win a free 10-ride or 30-day pass.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

# Concord Kannapolis Area Transit

(This survey is available in English.)

Concord Kannapolis Area Transit recibe fondos federales para proveer este servicio de transporte público y es requerido obtener información sobre el nivel de uso, composición demográfica, y nivel de ingresos de nuestros pasajeros. Por favor asístanos completando este cuestionario. Gracias por su cooperación.

**1. ¿Con que frecuencia usa usted el transporte público?**

- a. De vez en cuando
- b. Una o Dos veces a la semana
- c. Todos los días
- d. Esta es mi primera vez usando el servicio

**2. ¿Porque decidió usar el transporte público?** (marque **TODAS las** respuestas correctas)

- a. Es mi único medio de transporte
- b. Es conveniente
- c. El precio de la gasolina está muy alto
- d. Trato de ser responsable con el ambiente
- e. No tengo carro en mi casa
- f. Otra: \_\_\_\_\_

**3. ¿Cuál es el propósito principal de su viaje hoy?** (marque **TODAS las** respuestas correctas)

- a. Voy/vengo del trabajo
- b. Voy/vengo de Estudiar
- c. Voy/vengo de una cita médica o dental
- d. Voy/vengo de actividad Social o diversión.
- e. Voy/vengo de compras o diligencia
- f. Otra: \_\_\_\_\_

**4. Ingresos del Hogar** (marque **UNA SOLA** respuesta)

- a. Menos de \$20,000 al año
- b. \$20,000 - \$40,000 al año
- c. \$40,000 - \$50,000 al año
- d. \$50,000 - \$70,000 al año
- e. Más de \$70,000 al año

**5. Su Edad** (marque **UNA SOLA** respuesta)

- a. Menos de 21 años de edad
- b. 21 a 25 años de edad
- c. 26 a 35 años de edad
- d. 36 a 55 años de edad
- e. Más de 55 años de edad

**6. Su Idioma** (marque **UNA SOLA** respuesta)

- a. Inglés es mi idioma principal
- b. Inglés es mi segundo idioma, pero yo domino el Inglés
- c. Me es difícil hablar y/o entender Inglés
- d. No hablo ni entiendo Inglés

**7. Raza** (marque una **X** en la caja apropiada)

- **(A) Asiático o Islas de Pacífico:** Personas de origen del lejano oriente, del sureste de Asia, el subcontinente de India, o las islas pacíficas incluyendo China, Japón, Corea, las islas Filipinas y Samoa.
- **(B) Afro Americano (pero NO de origen Hispano):** Personas de origen de los grupos étnicos de raza negra.
- **(H) Hispano:** Personas originarias de México, Puerto Rico, Cuba, Centro y Sur América y otras culturas Hispanas sin importar la raza étnica.
- **(I) Nativo Americano o Nativo de Alaska:** Personas de origen indígena americano, y que mantienen identificación cultural por medio de afiliación a una tribu o reconocimiento de la comunidad.
- **(W) Blanco (pero NO de origen Hispano):** Personas con sus orígenes en Europa, Norte del África o del Medio Oriente.

**Ciudad donde vive:** \_\_\_\_\_

**Ciudad de destino:** \_\_\_\_\_

**Opcional:** Escriba su nombre y número teléfono para ser incluidos en un sorteo para ganar un pase 10 viajes o 30 días gratis.

**Su nombre:**

\_\_\_\_\_

**Su número de teléfono:**

\_\_\_\_\_



# Concord Kannapolis Area Transit

## April 2025 Customer Survey Results

### 1. How often do you use public transit?

- a. Once in a while **45**
- b. Once or twice in the week **153**
- c. Daily **176**
- d. This is my first time using public transit **5**

**TOTAL: 379**

### 2. Why do you choose to use public transit? (circle all that apply)

- a. It is my only mode of transportation **223**
- b. It is convenient **39**
- c. Gas prices are getting too high **41**
- d. I'm trying to be environmentally responsible **4**
- e. I don't have a car at home **0**
- f. Other: **23**

**TOTAL: 330**

### 3. What is your primary purpose of using public transit today? (circle all that apply)

- a. To/from work **122**
- b. To/from school **12**
- c. To/from a medical/dental appointment **23**
- d. To/from social/entertainment activity **45**
- e. Shopping/laundry **54**
- f. Other **42**

**TOTAL: 302**

### 4. Household Income (circle only one answer)

- a. Less than \$20,000 per year **162**
- b. \$20,000 - \$40,000 per year **84**
- c. \$40,000 - \$50,000 per year **27**
- d. \$50,000 - \$70,000 per year **9**
- e. Over \$70,000 per year **13**

**TOTAL: 295**

### 5. Age (circle only one answer)

- a. Less than 21 years of age **24**
- b. 21 to 25 years of age **19**
- c. 26 to 35 years of age **72**
- d. 36 to 55 years of age **102**
- e. Over 55 years of age **86**

**TOTAL: 303**

### 6. Language (circle only one answer)

- a. English is my primary language **259**
- b. English is my secondary language, but I am fluent in English **30**
- c. I find it difficult to speak and/or understand English **23**
- d. I do not speak or understand English **9**

**TOTAL: 310**

## 7. Ethnicity

**(A) Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. **7**

**(B) African American (not of Hispanic origin):** Person having origins in any of the black ethnic groups. **154**

**(H) Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of ethnicity. **41**

**(I) Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. **13**

**(W) Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. **90**

**TOTAL: 305**

**City of residence: City of work/destination:**

**This question was changed to reflect zip code and work/destination and due to a significant variety of information and most were left blank, we did not feel it relevant**

## Customer Survey Results Cumulative Comparison

Survey Date	November 2012	March 2016	March 2019	March 2022	April 2025
Total Surveys Completed	185	200	200	170	318
	Percent of Total	Percent of Total	Percent of Total	Percent of Total	Percent of Total
<b>How often do you use public transit?</b>					
a. Once in a while	5%	12%	7%	11%	14%
b. Once or twice in the week	24%	23%	23%	16%	48%
c. Daily	68%	64%	71%	72%	55%
d. This is my first time using public transit	3%	3%	1%	1%	2%
<b>Why do you choose to use public transit?</b>					
a. It is my only mode of transportation	60%	60%	61%	68%	70%
b. It is convenient	39%	36%	29%	33%	12%
c. Gas prices are getting too high	19%	11%	11%	15%	13%
d. I'm trying to be environmentally responsible	16%	7%	12%	12%	1%
e. I don't have a car at home	43%	41%	40%	55%	0%
f. Other	6%	6%	8%	9%	7%
<b>What is your primary purpose of using public transit today?</b>					
a. To/from work	51%	59%	60%	67%	38%
b. To/from school	28%	17%	11%	8%	4%
c. To/from a medical/dental appointment	37%	35%	28%	35%	7%
d. To/from social/entertainment activity	24%	21%	23%	24%	FALSE
e. Shopping/laundry	36%	34%	35%	42%	18%
f. Other	14%	10%	13%	10%	13%
<b>Household Income</b>					
a. Less than \$20,000 per year	75%	72%	65%	64%	51%
b. \$20,000 - \$40,000 per year	20%	24%	27%	29%	26%
c. \$40,000 - \$50,000 per year	2%	3%	4%	4%	8%
d. \$50,000 - \$70,000 per year	2%	2%	2%	2%	3%
e. Over \$70,000 per year	1%	1%	3%	1%	4%
<b>Age</b>					
a. Less than 21 years of age	7%	5%	7%	6%	8%
b. 21 to 25 years of age	16%	20%	13%	13%	6%
c. 26 to 35 years of age	21%	23%	21%	26%	23%
d. 36 to 55 years of age	40%	35%	40%	32%	32%
e. Over 55 years of age	16%	19%	20%	22%	27%
<b>Language</b>					
a. English is my primary language	93%	92%	94%	94%	81%
b. English is my secondary language, but I am fluent in English	5%	3%	3%	4%	9%
c. I find it difficult to speak and/or understand English	1%	5%	3%	2%	4%
d. I do not speak any English	1%	1%	2%	0%	3%
<b>Ethnicity</b>					
(A) Asian or Pacific Islander	1%	1%	1%	1%	2%
(B) African American	52%	59%	59%	44%	48%
(H) Hispanic	9%	6%	6%	9%	13%
(I) Native American or Alaskan Native	2%	4%	3%	2%	4%
(W) Caucasian	37%	25%	31%	42%	28%



# Customer Survey Results Cumulative Comparison

Customer Survey Results Cumulative Comparison

Survey Date	November 2012				March 2016				March 2019				March 2022				April 2025			
Total Surveys Completed	185				200				200				170				318			
	Total from All Surveys	Percent of Total	Total from 4 Spanish Surveys	Total from 2 LEP Respondents	Total from All Surveys	Percent of Total	Total from 12 Spanish Surveys	Total from 11 LEP Respondents	Total from All Surveys	Percent of Total	Total from 7 Spanish Surveys	Total from 8 LEP Respondents	Total from All Surveys	Percent of Total	Total from 7 Spanish Surveys	Total from 11 LEP Respondents	Total from All Surveys	Percent of Total	Total from 16 Spanish Surveys	Total from 16 LEP Respondents
<b>How often do you use public transit?</b>																				
a. Once in a while	10	5%	0	0	23	12%	2	2	13	7%	1	2	18	11%	1	1	45	14%	1	1
b. Once or twice in the week	44	24%	0	0	45	23%	0	0	45	23%	2	2	28	16%	1	4	153	48%	6	6
c. Daily	126	68%	4	2	127	64%	10	9	141	71%	4	4	122	72%	5	6	176	55%	10	10
d. This is my first time using public transit	5	3%	0	0	5	3%	0	0	1	1%	0	0	2	1%	0	0	5	2%	0	0
<b>Why do you choose to use public transit?</b>																				
a. It is my only mode of transportation	111	60%	3	2	119	60%	9	8	122	61%	4	4	116	68%	4	8	223	70%	9	9
b. It is convenient	73	39%	2	0	71	36%	4	4	58	29%	0	0	56	33%	2	1	39	12%	5	5
c. Gas prices are getting too high	36	19%	2	0	22	11%	1	1	22	11%	0	0	26	15%	0	0	41	13%	2	2
d. I'm trying to be environmentally responsible	29	16%	1	0	13	7%	1	1	23	12%	0	0	21	12%	1	1	4	1%	0	0
e. I don't have a car at home	80	43%	2	2	81	41%	4	4	79	40%	2	2	94	55%	2	2	0	0%	0	0
f. Other	12	6%	0	0	11	6%	2	2	15	8%	1	2	16	9%	0	1	23	7%	0	0
<b>What is your primary purpose of using public transit today?</b>																				
a. To/from work	94	51%	3	-	117	59%	10	9	120	60%	4	4	114	67%	4	8	122	38%	11	11
b. To/from school	51	28%	1	-	34	17%	1	1	22	11%	0	0	13	8%	0	1	12	4%	0	0
c. To/from a medical/dental appointment	69	37%	3	-	69	35%	4	3	55	28%	2	2	60	35%	2	3	23	7%	1	1
d. To/from social/entertainment activity	44	24%	1	-	41	21%	0	0	46	23%	1	1	40	24%	0	1	45	FALSE	0	0
e. Shopping/laundry	66	36%	2	-	68	34%	3	2	69	35%	3	3	72	42%	1	1	58	18%	2	2
f. Other	25	14%	1	-	19	10%	0	0	25	13%	1	2	17	10%	0	1	42	13%	2	2
<b>Household Income</b>																				
a. Less than \$20,000 per year	138	75%	2	2	144	72%	12	11	129	65%	6	7	108	64%	6	9	162	51%	7	7
b. \$20,000 - \$40,000 per year	37	20%	1	0	47	24%	0	0	54	27%	0	0	50	29%	0	1	84	26%	3	3
c. \$40,000 - \$50,000 per year	4	2%	0	0	5	3%	0	0	7	4%	0	0	7	4%	0	1	27	8%	0	0
d. \$50,000 - \$70,000 per year	3	2%	0	0	3	2%	0	0	4	2%	1	1	4	2%	0	0	9	3%	0	0
e. Over \$70,000 per year	1	1%	0	0	1	1%	0	0	6	3%	0	0	1	1%	0	0	13	4%	0	0
<b>Age</b>																				
a. Less than 21 years of age	13	7%	0	-	9	5%	0	0	14	7%	0	0	11	6%	0	2	24	8%	1	1
b. 21 to 25 years of age	29	16%	0	-	39	20%	1	1	25	13%	2	2	22	13%	1	1	19	6%	2	2
c. 26 to 35 years of age	38	21%	2	-	45	23%	4	4	41	21%	2	3	45	26%	1	2	72	23%	3	3
d. 36 to 55 years of age	74	40%	1	-	70	35%	7	6	80	40%	3	3	55	32%	3	4	102	32%	6	6
e. Over 55 years of age	29	16%	1	-	37	19%	0	0	40	20%	0	0	37	22%	1	2	86	27%	1	1
<b>Language</b>																				
a. English is my primary language	172	93%	1	0	184	92%	0	0	187	94%	0	0	160	94%	1	0	259	81%	0	0
b. English is my secondary language, but I am fluent in English	9	5%	1	0	5	3%	1	0	5	3%	0	0	6	4%	2	7	30	9%	1	1
c. I find it difficult to speak and/or understand English	1	1%	1	1	9	5%	9	9	5	3%	4	5	4	2%	4	4	12	4%	6	6
d. I do not speak any English	1	1%	1	1	2	1%	2	2	3	2%	3	3	0	0%	0	0	9	3%	5	5
<b>Ethnicity</b>																				
(A) Asian or Pacific Islander	1	1%	0	0	2	1%	0	0	2	1%	1	1	2	1%	0	1	7	2%	0	0
(B) African American	96	52%	0	0	118	59%	0	0	118	59%	0	0	75	44%	1	0	154	48%	0	0
(H) Hispanic	16	9%	4	2	12	6%	12	11	11	6%	6	7	16	9%	6	10	41	13%	11	11
(I) Native American or Alaskan Native	4	2%	0	0	7	4%	0	0	5	3%	0	0	3	2%	0	0	13	4%	0	0
(W) Caucasian	68	37%	0	0	49	25%	0	0	61	31%	0	0	72	42%	0	0	90	28%	0	0





# Rider Transit Title VI Complaint Form

Rider Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may use this form to file a complaint. (Note: Use of this form is not required.) **The complaint must be submitted no later than 180 days after the date of the alleged discrimination and must be signed and dated.** Please submit this completed form and any other information that you think is relevant in person or by mail to Rider Transit Center, 45 Transit Court Northwest, Concord, NC 28025. For assistance, please call Rider Transit at 704-920-7433. TDD 1.800.735.2962.

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Telephone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **The discrimination I experienced was based on:** \_\_\_\_Race\_\_\_\_Color\_\_\_\_National Origin
- **Date the discrimination occurred:** \_\_\_\_\_
- Please use the space below to describe how, why, when and where you believe you were discriminated against. Include the location and names and contact information of any witnesses. If the alleged incident occurred on the bus, give date, time of day and bus number.
  
- If you are submitting this complaint on behalf of someone other than yourself, please use the space below to explain why and for whom you are submitting this complaint.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This form and all material printed by Rider Transit will be provided in an alternative format upon request. To request a modification, please call Rider Transit at 704.920.7433. TDD 1.800.735.2962.*



## Formulario de queja del Rider Transit Título VI

Rider Transit está comprometido con asegurar que ninguna persona sea excluida de participar o se le nieguen los beneficios de sus servicios de transporte en base a raza, color o nacionalidad, tal como lo protege el Título VI de la Ley de Derechos Civiles de 1964. Si usted cree que ha sido sometido a discriminación bajo el título VI, puede usar este formulario para presentar una queja. (Nota: no se requiere el uso de este formulario.) **La queja debe presentarse a más tardar 180 días después de la fecha de la presunta discriminación y debe ser firmada y fechada.** Por favor, envíe este formulario completo y cualquier otra información que usted considere pertinente en persona o por correo al Rider Transit Center, 45 Transit Court Northwest, Concord, NC 28025. Para obtener asistencia, por favor llame Rider Transit en 704-920-7433. TDD 1.800.735.2962.

- **Nombre:** \_\_\_\_\_
- **Dirección:** \_\_\_\_\_
- **Número de teléfono:** \_\_\_\_\_
- **Dirección de correo electrónico:** \_\_\_\_\_
- **La discriminación que experimenté se basó en:** \_\_\_\_Raza \_\_\_\_Color \_ **Origen Nacional**
- **Fecha de la discriminación:** \_\_\_\_\_
- Por favor use el espacio de abajo para describir cómo, por qué, Cuándo y dónde usted cree que fue discriminado. Incluya la ubicación y los nombres y la información de contacto de cualquier testigo. Si el supuesto incidente ocurrió en el autobús, dé la fecha, la hora del día y el número del autobús.
- Si usted está enviando esta queja en nombre de alguien que no sea usted mismo, por favor use el espacio de abajo para explicar por qué y para quién usted está enviando esta queja.

**Signatura:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

*This form and all material printed by Rider Transit will be provided in an alternative format upon request. To request a modification, please call Rider Transit at 704.920.7433. TDD 1.800.735.2962.*

## **Certificate of Recording Officer for City of Concord Meeting Minutes**

- To be added following June, 2025 Concord City Council Meeting.

## **Rider Transit Staff and Contractor Training**

### **Title VI Language Assistance Program**

Rider Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. Spanish has been identified as the most common language in the Rider Transit service area used by LEP individuals. In order to establish meaningful access to information and services for LEP individuals, employees in Rider Transit's public contact positions will be properly trained.

#### **Procedure for Rider Transit Staff and Contractors to Follow When Attempting to Communicate with Limited English Proficiency Individuals:**

In the event that a person with Limited English Proficiency initiates contact with a Rider Transit Bus Operator, it is imperative that Rider Transit provide the best services, information, or response possible, just the same as would be provided to persons who have no language barrier. The sequence of attempts to communicate should be:

1. The Bus Operator should ask the customer if he/she can speak English. If the customer cannot understand English, proceed to the next step.
2. The Bus Operator will verify the language needed by asking the customer to identify the language using the "Rider Transit Language Assistance Sheet".
3. Once the language is determined, the Bus Operator will utilize the on-board language translation device to communicate with the customer.
4. If the language device is inoperable, the Bus Operator should provide the customer instructions directing them to the Rider Transit Center for translation service. These instructions will be on a laminated card in Spanish. If the language is other than Spanish, the Bus Operator should use a Rider Transit System Map or Schedule to point out the Rider Transit Center address. The Bus Operator should alert Dispatch that a person needing translation services will be arriving at the Rider Transit Center. Dispatch should alert Customer Service. Once the bus reaches the Rider Transit Center, a Supervisor should direct the customer to Customer Service.
5. Customer Service should use the "Rider Transit Language Assistance Sheet" in an attempt to determine the primary language of the individual. The "Rider Transit Language Assistance Sheet" will be available at all times in the Rider Transit Center Customer Service office.
6. Customer Service staff should use the services of an online translation service (Google Translate has been successful in the past) in attempt to communicate with the individual.

7. As a final method of communicating, Customer Service staff may use the services of an over-the-phone interpretation service. Rider Transit will maintain current information in the Customer Service office for Voiance Language Translation Services, including telephone number, and access code.

**Please remember, at all times, to maintain a gracious and friendly attitude, indicating Rider Transit's attempt to be helpful and put the individual at ease. Thank you!**

*I acknowledge that I have received training on Rider Transit's Title VI Language Assistance Plan and how to communicate with Limited English Proficiency individuals.*

**Printed Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Rider Transit Language Assistance Sheet

<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
D	1'''1..'l-rnuf' b't, 'l2_nu f 4.LUU'ILUrb LUJU LUnLU4.nLUnLa.f, b b (ununLa.f 4.LU.r 4.LUr11-nLa.f' b f,LUJbrb't,;	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
D	lilj}t:H:lJingilUmms m mns sUJ1UJmw1 tt '1	4. Cambodian
D	Motka i kaWlon ya yangin Gntungnu' manaitai pat Gntungnu' kumentos Chamorro.	5. Chamorro
D	如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
D	如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
D	Oznacite ovaj kvadratic ako citate ili govorite hrvatskj jezik.	8. Croatian
D	Zaskrtnete tuto kolonku, pokud ctete a hovoríte cesky.	9. Czech
D	Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
D	Mark this box if you read or speak English.	11. English
<input type="checkbox"/>	اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيد.	12. Farsi

D	Cocher ici si vous lisez ou parlez le fran9ais .	13. French
D	Kreuzen Sie dieses Kastche n an, wenn Sie De utsc h lesen oder sprechen.	14. Germ an
D	LT]µ£LWCJT£ UUTO TOn::\a[mo av Ota a (£T£ µLAUT£ EAAT]VlK<l.	15. Greek
D	Make kazyé sa a si ou li oswa ou pale kreyol ayisyen.	16. Haitian Creole
11	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
D	Kos lub voj no yog koj paub twm thiab hais lus Hmoob .	18. Hmong
D	Jelölje meg ezt a kockat, ha megerti vagy beszeli a magyar nyelvet.	19. Hungarian
D	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
D	Marchi questa casella se legge o parla italiano.	21. Italian
D	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
D	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
D	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laoti an
D	Prosimyo zaznaczenie tego kwadratu, jeieli posluguje si Pan/ Pani j zykiem polskim.	25. Polish

D	Assinale este quadrado se voce le ou fala portugues.	26. Portuguese
D	insemnati aceasta casuta daca cititi sau vorbiti romane te.	27. Romanian
D	Il oMeThT@TOT KBa,DJJaTHK, ec.rm Bbł 0TaeTel1.rm rosop11Te no-pyccKI1.	28. Russian
D	06eJJe)l(MTe osaj KBap;pandi yKOJIMKO 'rnTaTe mm roaop h e cpncKM je3HK.	29. Serbian
D	Oznacte tento stvorcek, ak viete cftat ' alebo hovorit'po slovensky.	30. Slovak
D	Marque esta casilla si lee o habla espafiol.	31. Spanish
D	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
D	'l.-um tfifo -IIU.J1 tJA-1'tU'!!0 -lth vh u 0 1 U\,IIOIJfii11't1'T'Vitl .	33. Thai
D	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
D	BiAMiTbTe ll,10KnĩTHHKy,5IK.lll,0811'Il1TaeTea6orosop.0Te yKpa"iHCbKOfo MOB010.	35. Ukranian
D	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
D	Xin danh dau vao 6 nay ne'u guy vt bie'td9c va n6i du'<;lC Vit NgG'.	37. Vietnamese
D	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish



AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
100-4353100	Insurance Reimbursement	\$0	\$50,854	\$50,854
Total				<u>\$50,854</u>

<u>Expenses/Expenditures</u>				
Account	Title			(Decrease) Increase
		Current Budget	Amended Budget	
4550-5362000	Accident Repairs	\$0	\$41,399	\$41,399
4513-5299000	Supplies-Departmental	\$260,130	\$263,921	\$3,791
4510-5358000	Maintenance – Streets	\$563,994	\$567,674	\$3,680
6120-5351000	Maintenance – Buildings	\$360,182	\$362,166	\$1,984
Total				<u>\$50,854</u>

Reason: To appropriate insurance proceeds received in the first quarter of FY26.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
610-4353100	Insurance Reimbursement	\$0	\$12,968	\$12,968
Total				<u>\$12,968</u>

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
7240-5244000	Materials	\$7,850,608	\$7,863,576	\$12,968
Total				<u>\$12,968</u>

Reason: To appropriate insurance proceeds received in the first quarter of FY26.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

ORD.

**CAPITAL PROJECT ORDINANCE**  
**Utility Project Reserves**

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The project authorized and amended is utility project reserves.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the project/projects within the terms of the plans and specifications for the projects. The purpose authorized is to accumulate funds for future projects and capital outlay that are listed in the Capital Improvement Plan listing or the City’s Operating Budget. Funds will be accumulated until such time the City Council designates the funds for projects. The Electric/Water/Wastewater Funds will serve as the funding source for the Utility Capital Reserve Fund upon City Council approval and withdrawals must be approved by City Council through an ordinance.

SECTION 3. The following revenues/expenditures are anticipated to be available to the City of Concord for the project:

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
282-4361000	Investment Earnings	\$1,136,441	\$2,074,327	\$937,886
282-4501620	Transfer from Water	\$5,782,720	\$6,052,075	\$269,355
282-4501640	Transfer from Sewer	\$2,773,517	\$2,841,853	\$68,336
8120-5811081	Future Elec Projects	\$10,729,316	\$11,369,215	\$639,899
8120-5811088	Future Water Projects	\$5,963,559	\$6,434,034	\$470,475
8120-5811089	Future Sewer Projects	\$2,840,700	\$3,005,903	\$165,203

SECTION 4. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 5. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 6. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

CAPITAL RESERVE FUND ORDINANCE AMENDMENT

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 18-22 Chapter 159 of the General Statutes of North Carolina, the following Capital Reserve Fund ordinance is hereby adopted/amended:

SECTION 1. The purpose authorized is to accumulate funds for future projects and capital outlay as listed in the City’s Capital Improvement Plan. Funds will be accumulated until such time the City Council designates the funds for projects. The General Fund will serve as the funding source for the Capital Reserve Fund upon City Council approval and withdrawals must be approved by City Council through an ordinance.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the fund.

SECTION 3. The following revenues are anticipated to be available/expenditures anticipated to be expended to the City of Concord for this fund & the following amounts are appropriated for the project:

*Fund 285 General Capital Reserve Fund*

		<u>Budget</u>	<u>Amended Budget</u>	<u>Inc(Dec)</u>
285-4361000	Investment Earnings	1,575,012	2,441,407	866,395
8150-5811082	Future Projects	14,036,920	14,903,315	866,395

SECTION 4. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the capital reserve fund and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 5. Within five (5) days after adopted, copies of this capital reserve fund amendments/adoption shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out the purpose of this fund.

SECTION 6. The Finance Director is directed to report on the financial status of this fund in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLarie Kolczynski, City Attorney

ORD. #

CAPITAL PROJECT ORDINANCE AMENDMENT  
Parks & Recreation Projects-Future Projects & Caldwell Park

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted/amended:

- SECTION 1. The projects authorized are the projects included for Future Projects & Caldwell Park.
- SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.
- SECTION 3. The following revenues are anticipated to be available to the City of Concord for the completion of the projects:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
420-4361000	Investment Earnings	245,619	475,324	229,705
420-4361003	Interest on Bond Proceeds	1,090,301	3,755,787	2,665,486
				<u>2,895,191</u>

- SECTION 4. The following amounts are appropriated for the project:

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
8300-5811002	Caldwell Park	13,765,229	13,940,229	175,000
8300-5811082	Future Projects	1,118,590	3,838,781	2,720,191
Total				<u>2,895,191</u>

- SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the project agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.
- SECTION 6. Within five (5) days after adoption, copies of this capital projects ordinance shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.
- SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy, and shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13<sup>th</sup> day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
Valerie Kolczynski, City Attorney

AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
100-4370000	Fund Balance Appropriated	\$2,799,008	\$2,799,793	\$785
Total				<u>\$785</u>

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
4190-5470043	Golf Tournaments	\$7,500	\$8,285	<u>\$785</u>
Total				<u>\$785</u>

Reason: To appropriate Mayor Golf Tournament reserves for a donation to CVAN from collection at the 2025 Golf Tournament.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
100-4370000	Fund Balance Appropriated	\$2,799,793	\$2,802,293	\$2,500
Total				<u>\$2,500</u>

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
4190-5470043	Golf Tournaments	\$8,285	\$10,785	<u>\$2,500</u>
Total				<u>\$2,500</u>

Reason: To appropriate Mayor Golf Tournament reserves for a donation to the Backpack Buddy Program (c/o Central United Methodist Church). This program supports families at Coltrane Webb Elementary School and offers monthly donations of food staples and a gift card to purchase fruit, vegetables, and meat for each participating family.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

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**From:** Margaret Dabbs <margaret.dabbs@howardhannatate.com>  
**Sent:** Saturday, September 6, 2025 4:39 PM  
**To:** Bill Dusch <duschb@concordnc.gov>  
**Cc:** Margaret Dabbs <margaret.dabbs@allentate.com>  
**Subject:** Mayor's Golf Tournament Donations

**CAUTION: This email originated from outside the City of Concord. Do not click links or open attachments unless you recognize the sender and know the content is safe!**

Dear Mayor Dusch,

Thank you for considering funding for the Backpack Buddy program, which supports families at Coltrane Webb Elementary School.

Our partnership with Coltrane Webb has thrived for over 20 years. The school was originally selected due to its proximity to Central United Methodist Church. Through this program, each participating family receives monthly donations of food staples and a gift card to purchase fresh fruits, vegetables, and meats. The program is run entirely by volunteers. Families apply annually and are vetted by school personnel to ensure they meet the established criteria for need. While the families remain anonymous to us, the program successfully helps supplement their nutritional needs.

The Backpack Buddy program is run through Central United Methodist which is a 501C3. At least 60% of the students reside inside the Concord City limits. All recipient students are elementary age. \$2500 would benefit this program immensely. We have no stable income and rely on people's generosity of food and money to make this food for the weekends a reality. I know there are more families that could be served especially as we all experience growing costs at the grocery store.

I would be happy to provide any additional details you may require.



AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	Revenues	Amended Budget	(Decrease) Increase
		Current Budget		
100-4370000	Fund Balance Appropriated	\$2,802,293	\$2,804,793	\$2,500
Total				<u>\$2,500</u>

Account	Title	Expenses/Expenditures	Amended Budget	(Decrease) Increase
		Current Budget		
4190-5470043	Golf Tournaments	\$10,785	\$13,285	<u>\$2,500</u>
Total				<u>\$2,500</u>

Reason: To appropriate Mayor Golf Tournament reserves for a donation to the Carolina Bears Youth Football Organization to assist with the cost of sponsoring children that want to play football but are not able to due to financial hardship.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney



Carolina Bears Youth Football Organization  
P.O Box 5273, Concord NC 28025  
Email: [carolinabearsboard@gmail.com](mailto:carolinabearsboard@gmail.com)  
Cell: 703-231-3525

September 18, 2025

The Honorable Bill Dusch  
Mayor, City of Concord  
35 W Cabarrus Avenue West  
Concord, NC 28025

Dear Mayor Dusch,

On behalf of the Carolina Bears Youth Football Organization, I am pleased to submit this request for \$2,500 in support from the Mayor's Golf Fund.

Since our founding in 2010, the Carolina Bears have been committed to providing a positive environment where athletes can develop skills in teamwork, discipline, and leadership; both on and off the field. Each year, we welcome over 150 young athletes into our programs; many of whom we sponsor so that no child is left out due to financial hardship. We take pride in giving back to the Concord community and are deeply grateful for the continued support of generous partners and donors like you.

The Bears' practices are currently held at Concord High School, 481 Burrage Road, Concord NC 28025 on Monday and Wednesdays from 6:15pm to 8:15pm. We are active members of the Big South Youth Football League. The Carolina Bears Youth Football Organization operates as a 501(c)(3) nonprofit organization (Tax ID: 38-23240), and is in good standing with the North Carolina Secretary of State.

Funding from the Mayor's Golf Fund will directly support program expenses, practice field rentals, equipment needs, and resources that allow us to keep participation affordable for families. Most importantly, your support helps ensure that financial barriers never prevent a child from experiencing the lifelong lessons that come from sportsmanship and teamwork.

Thank you for your consideration of this request and for your ongoing dedication to the youth of Concord. Feel free to contact me should you require any additional information.

With gratitude,  
Maria Singh Castillo  
Treasurer / Fundraising Director  
Carolina Bears Youth Football Organization

CC. Mr. Robert Neal  
Safety Director/Community Relations  
Carolina Bears Youth Football Organization

CAPITAL PROJECT ORDINANCE  
Transportation Projects

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The project authorized is various transportation projects.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the project:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
423-4361000	Investment Earnings	1,467,135	2,476,391	1,009,256
423-4324250	Vehicle License – Addl \$5	2,987,209	3,001,117	13,908
				<u>1,023,164</u>

SECTION 4. The following amounts are appropriated for the project:

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
8600-5811073	Future Transp Projects	5,126,540	6,253,295	1,126,755
8600-5811280	Future Concrete Str Proj	2,256,723	2,780,923	524,200
8600-5811270	Downtown Signal Replcmt	440,000	336,409	(103,591)
8600-5811504	Spring St Ph 1 Concrete	2,331,149	1,806,949	(524,200)
				<u>1,023,164</u>

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13<sup>th</sup> day of November 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

CAPITAL PROJECT ORDINANCE  
General Capital Projects

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The projects authorized are various General Capital Projects.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the project:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
430-4361000	Investment Earnings	252,252	1,818,268	1,566,016
Total				<u>1,566,016</u>

SECTION 4. The following amounts are appropriated for the project:

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
8804-5811082	Future Projects	321,847	1,261,597	939,750
8804-5811273	Cemetery Software	90,000	80,183	(9,817)
8804-5811296	ERP System	3,250,000	3,600,000	350,000
8804-5811295	IT Infrastructure	720,000	713,149	(6,851)
8804-5811297	Charlie District Renov	370,000	312,934	(57,066)
8804-5811356	Fleet Facility Redesign	50,000	400,000	350,000
Total				<u>1,566,016</u>

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adopted, copies of this project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

ORD.

CAPITAL PROJECT ORDINANCE  
**Electric Projects**

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The project authorized and amended is Electric Projects.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues/expenditures are anticipated to be available to the City of Concord for the project:

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
473-4361000	Investment Earnings	0	921,543	921,543
6949-5801152	Del #4 & 100 K2121V	20,726,961	20,351,406	(375,555)
6949-5801183	Sub W Project Lilly	6,673,950	6,737,855	63,905
6949-5801186	Del #3 Replacements	871,554	1,010,554	139,000
6949-5801167	100KV Tielines Liles-Sub O	1,200,000	1,372,650	172,650
6959-5811081	Future Projects	0	921,543	921,543

SECTION 4. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 5. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 6. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

CAPITAL PROJECT ORDINANCE AMENDMENT

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby amended:

SECTION 1. The projects authorized and amended are the projects included for CK Rider Transit System.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the completion of the projects:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
630-4357300	Federal Aid	\$18,769,762	18,786,642	16,880
630-4501100	Transfer from Gen Fun	\$7,093,891	7,096,503	2,612
630-4337000	Local Shared Revenue	\$5,166,973	5,168,538	1,565
			<b>Total</b>	<b>21,057</b>

SECTION 4. The following amounts are appropriated for the project:

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
7690-5194000	Contract Services	\$15,110,399	15,114,036	3,637
7690-5811082	Future Projects	\$0	17,420	17,420
			<b>Total</b>	<b>21,057</b>

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the project agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adoption, copies of this capital projects ordinance shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
Valerie Kolczynski, City Attorney

ORD. #

AN ORDINANCE TO AMEND FY 2025-2026 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 12<sup>th</sup> day of June, 2025, adopt a City budget for the fiscal year beginning July 1, 2025 and ending on June 30, 2026, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
100-4343352	Developer Contributions	88,947	105,822	16,875
100-4370000	Fund Balance Appropriated	2,799,008	2,908,532	109,524
Total				<u>126,399</u>

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
4510-5241000	Resurfacing	113,947	130,822	16,875
4190-5194000	Contract Services	20,610	130,134	109,524
Total				<u>126,399</u>

Reason: To appropriate funds held in escrow from various developers to complete unfinished work.

Adopted this 13th day of November, 2025.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

\_\_\_\_\_  
William C. Dusch, Mayor

ATTEST: \_\_\_\_\_  
Kim Deason, City Clerk

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney



Prepared by: Duke Energy Carolinas, LLC  
Return to: Duke Energy Carolinas, LLC  
Attn: Tyler Keryluk  
PO Box 6318  
High Point, NC 27262

Parcel # 55291855790000

## EASEMENT

State of North Carolina  
County of Cabarrus

THIS EASEMENT (“**Easement**”) is made this \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_, from **CITY OF CONCORD**, a North Carolina municipal corporation (“**Grantor**”, whether one or more), to **DUKE ENERGY CAROLINAS, LLC**, a North Carolina limited liability company (“**Grantee**”).

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual and non-exclusive easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, “**Facilities**”).

Grantor is the owner of that certain property described in that instrument recorded in **Deed Book 622, Page 142**, Cabarrus County Register of Deeds (“**Property**”).

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land thirty feet (30') in uniform width for the overhead portion of said Facilities and a strip of land twenty feet (20') in uniform width for the underground portion of said Facilities, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, along with an area ten feet (10') wide on all sides of the foundation of any Grantee enclosure/transformer, vault and/or manhole, (hereinafter referred to as the "Easement Area").

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and adjoining lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations.
9. All other rights and privileges reasonably necessary, in Grantee's sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF CONCORD,**  
a North Carolina municipal corporation

\_\_\_\_\_(SEAL)  
Lloyd Wm. Payne, Jr., City Manager

Attest:

\_\_\_\_\_  
Kim J. Deason, City Clerk

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of \_\_\_\_\_, certify that Kim J. Deason personally appeared before me this day and acknowledged that she is City Clerk for the CITY OF CONCORD, a North Carolina municipal corporation, and that by authority duly given and as the act of said municipal corporation, the foregoing EASEMENT was signed in its name by its City Manager, sealed with its official seal, and attested by herself as its City Clerk.

Witness my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.





Notary Public: \_\_\_\_\_

Commission expires: \_\_\_\_\_







1 inch = 30 ft

Scope Of Work

Construction Notes

Date10/6/25Page 1/1

Work Order Number59449514

Job Plan NumberCOMMERCIALC

Job Site Address308 Union Cemetery Rd SW,  
CONCORD, NC, 28027-6835, USA

DesignerMalcolm W. Simmons

Designer Phone704-617-9674

Customer NameCITY OF CONCORD

Customer Phone704-920-5228

Circuit Id

Primary Voltage

Upstream Protective Devices

Permits

216





## MEMORADUM

DATE: Friday, November 14, 2025  
TO: Jackie Deal, Director of Engineering  
FROM: Veronika Galitsky, Construction Manager  
SUBJECT: Infrastructure Acceptance  
PROJECT NAME: Carolina Thomas Midland  
PROJECT NUMBER: 2022-025  
DEVELOPER: Carolina Thomas  
FINAL CERTIFICATION - LOT NUMBERS: Site  
INFRASTRUCTURE TYPE: Water  
COUNCIL ACCEPTANCE DATE: Thursday, November 13, 2025  
ONE-YEAR WARRANTY DATE: Friday, November 13, 2026

Water Infrastructure	Quantity
8-inch in LF	197.00
8-inch Valves	4
Hydrants	1



## MEMORADUM

DATE: Friday, November 14, 2025  
TO: Jackie Deal, Director of Engineering  
FROM: Veronika Galitsky, Construction Manager  
SUBJECT: Infrastructure Acceptance  
PROJECT NAME: Taylor Glen A Thrivemore Community  
PROJECT NUMBER: 2024-006  
DEVELOPER: Baptist Retirement Homes of North Carolina, Inc.  
FINAL CERTIFICATION - LOT NUMBERS: Site  
INFRASTRUCTURE TYPE: Water  
COUNCIL ACCEPTANCE DATE: Thursday, November 13, 2025  
ONE-YEAR WARRANTY DATE: Friday, November 13, 2026

Water Infrastructure	Quantity
8-inch in LF	1474.00
8-inch Valves	10
Hydrants	1



## MEMORADUM

DATE: Friday, November 14, 2025  
 TO: Jackie Deal, Director of  
 FROM: Engineering  
 SUBJECT: Veronika Galitsky, Const. Mgr.  
 PROJECT NAME: Roadway Acceptance  
 PROJECT NUMBER: Campbell Farms Subdivision  
 DEVELOPER: 2018-016  
 COUNCIL ACCEPTANCE DATE River Rock Capital Partners, LLC  
 ONE-YEAR WARRANTY DATE Thursday, November 13, 2025  
 Friday, November 13, 2026

Street	Length in LF	ROW in FT	Plat
Jeffrey Court	450.00	60.00	PH 1 MP 1
Jeffrey Court	418.00	50.00	PH 1 MP 1,2
Camp Court	2148.00	50.00	PH 1 MP 1,2
Point Andrew Drive	2283.00	50.00	PH 1 MP 1,2,3
Bell Lane	500.00	50.00	PH 1 MP 1,3
Ring Lane	513.00	50.00	PH 1 MP 1,2
Total	6312.00		

NORTH CAROLINA  
CABARRUS COUNTY

**STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND  
MAINTENANCE AGREEMENT**

THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this 7<sup>th</sup> day of October, 2025, by CRP/Canvas Holly Grove Owner, LLC, a Delaware limited liability company, whose principal address is 2228 Thrift Road, Charlotte, NC 28208 (hereinafter "Grantor"), with, to, and for the benefit of the City of Concord, a municipal corporation of the State of North Carolina, whose address is P.O. Box 308, Concord North Carolina 28026-0308, (hereinafter "Grantee" or "City").

**W I T N E S S E T H:**

**WHEREAS**, THE CITY COUNCIL ACCEPTED THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ON \_\_\_\_\_.

**WHEREAS**, Grantor is the owner in fee simple of certain real property situated in the City of Concord, County of Cabarrus, North Carolina and more particularly described as follows: 2925 Concord Parkway S, Concord, NC, Cabarrus County Property Identification Number (PIN): 5509-65-2446. It being the land conveyed to Grantor by deed recorded in Book and Page 17335/298 in the Office of the Register of Deeds for Cabarrus County (hereinafter referred to as the "Property"); and

**WHEREAS**, Grantor desires to develop or redevelop all or portions of the Property; and

**WHEREAS**, the Property is located within the planning jurisdiction of the City of Concord, and is subject to certain requirements set forth in the City of Concord Code of Ordinances Chapter 60, the Concord Development Ordinance, (hereafter "CCDO"), and the Concord Technical Standards Manual (hereafter "Concord Manual"); and

**WHEREAS**, conditions for development and/or redevelopment of the Property includes (i) the construction, operation and maintenance of an engineered stormwater control structure, namely a Wet Detention Basin, as provided in the CCDO and the Concord Manual (the "Stormwater Control Measure" or "SCM"), (ii) Grantor's dedication of a non-exclusive access easement to the City, as described in this Agreement, for inspection and maintenance of the Stormwater Control Measure; and (iii) the assumption by Grantor of certain specified maintenance and repair responsibilities; and



**WHEREAS**, this Agreement and the easements created herein are established in accordance with the requirements of N.C.G.S. Sec 143-211 *et. seq.*, Article 4 of the CCDO and Article I of the Concord Manual; and

**WHEREAS**, Grantor has full authority to execute this Agreement so as to bind the Property and all current and future owners and/or assigns.

**NOW, THEREFORE**, for valuable consideration, including the benefits Grantor may derive there from, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby dedicates, bargains, grants and conveys unto Grantee, and its successors and assigns, a perpetual, and irrevocable right and non-exclusive easement in gross (of the nature and character and to the extent hereinafter set forth) in, on, over, under, through and across those portions of the Property shown on the attached **Exhibit "A"** titled **"SCM Access and Maintenance Easement"** and labeled **"Owner of Record CRP/Canvas Holly Grove Owner, LLC PIN: 5509652446 Book 17335 Page 298 Zoned: PUD SCM Access and Maintenance Easement 1.884 Acres +/-"** for the purpose of inspection and maintenance of the Stormwater Control Measure (hereinafter referred to as "SCM Easement"). Within the SCM Easement Grantor shall conduct best management practices as more fully set forth herein and in the CCDO and Concord Manual. Also within the SCM Easement, Grantor shall construct, maintain, repair and reconstruct the Stormwater Control Measure or SCM, which include (i) the SCM and any other stormwater quantity and/or quality control devices and/or structures, described on the plans approved by the City of Concord and filed at the A.M. Brown Operations Center, 850 Warren Coleman Blvd., Concord, NC 28025; and (ii) access to the aforesaid SCM as shown on the attached **Exhibit "A"** titled **"SCM Access and Maintenance Easement"** and labeled **"Owner of Record CRP/Canvas Holly Grove Owner, LLC PIN: 5509652446 Book 17335 Page 298 Zoned: PUD SCM Access and Maintenance Easement 1.884 Acres +/-"** and access from **Ruddy Duck Road 60' Public R/W**, for the purpose of permitting City access, inspection and, in accordance with the terms of paragraph 4 of this Agreement, maintenance and repair of the SCM, as more fully set forth herein and in the CCDO and Concord Manual. Except as set forth herein, nothing contained in this Agreement shall be deemed to be a gift or dedication of any portion of Grantor's Property to the general public or for any public use or purpose whatsoever, and further except as specifically provided herein for the benefit of the City, no rights, privileges or immunities of Grantor shall inure to the benefit of any third-party, nor shall any third-party be deemed to be a beneficiary of any of the provisions contained herein.

The additional terms, conditions, and restrictions of this Agreement are:

1. The requirements pertaining to the SCM Easements are more fully set forth in the current adopted and published editions of the following four (4) documents: (i) Article 4 of the CCDO, (ii) Article I, Section I of the Concord Manual, (iii) the Wet Detention Basin Inspection and Maintenance Plan attached as **Exhibit "B"** and (iv) as provided in the North Carolina Department of Environmental Quality (DEQ) Stormwater Design Manual (the "NCDEQ Manual"), all of which are incorporated herein by reference as if set forth in their entireties below. Grantor agrees to abide by all applicable codes including, but not limited to, those set forth above. All provisions required by the CCDO Section 4.4.6.B.1 are incorporated herein by reference, and Grantor agrees to abide by said provisions. Grantor further agrees that Grantor shall perform the following, all at its sole cost and expense:

- a. All components of the SCM and related improvements within the SCM Easements are to be kept in good working order.

b. The components of the SCM and related improvements within the SCM Easements shall be maintained by Grantor as described in **Exhibit "B"**, the Wet Detention Basin Inspection and Maintenance Plan.

2. Upon completion of the construction of the SCM, Grantor's N.C. registered professional engineer shall certify in writing to the Concord Director of Water Services that the SCM and all components are constructed and initially functioning as designed. Annual inspection reports (hereinafter referred to as "Annual Report(s)") are required each year and shall be made by Grantor on the written schedule provided to Grantor in advance by the City. The Annual Report(s) shall describe the condition and functionality of the SCM and shall describe any maintenance performed thereon during the preceding year. The Annual Report(s) shall be submitted with the signature and seal of Grantor's N.C. registered professional engineer conducting the inspection. If necessary, the City will provide a letter describing the maintenance necessary to keep the SCM and all components and structures related to the SCM functioning as designed and with reasonable timeframes in which to complete the maintenance. If the Annual Report(s) recommends maintenance actions, the repairs shall be made within a reasonable time as defined by the City.

Grantor and Grantee understand, acknowledge and agree that the attached Inspection and Maintenance Plan describes the specific actions needed to maintain the SCM.

3. Grantor represents and warrants that Grantor is financially responsible for construction, maintenance, repair and replacement of the SCM, its appurtenances and vegetation, including impoundment(s), if any. Grantor agrees to perform or cause to be performed the maintenance as outlined in the attached Inspection and Maintenance Plan and as provided in the NCDEQ Manual. Grantor and any subsequent transferee of Grantor or succeeding owner of the Property shall give the City written notice of the transfer of a fee or possessory interest in the Property listing the transferee's name, address of the Property, transferee's mailing address and other contact information. Grantor and any subsequent transferee of Grantor or succeeding owner of the Property shall not be responsible for errors or omissions in the information about the transferee provided to the City caused by acts or omissions of the transferee. The transferee shall give the City written notice of the acceptance and any future transfer of an interest in the Property listing the transferee's name, address of the Property; transferee's mailing address and other contact information. Upon the conveyance of the Property by Grantor to any transferee acquiring the Property by means of a conveyance document containing the language set forth in paragraph 9 below, Grantor is released from any further covenants or other obligations set forth in this Agreement.

4. If Grantor fails to comply with these requirements, or any other obligations imposed herein, in the City of Concord Code of Ordinances, CCDO, the Concord Manual or approved Inspection and Maintenance Plan, the City of Concord may perform (but is not obligated to perform) such work as Grantor is responsible for and recover the costs thereof from Grantor.

5. This Agreement gives Grantee the following affirmative rights:

Grantee, its officers, employees, and agents may, but is not obligated, to enter the SCM Easements whenever reasonably necessary for the purpose of inspecting same to determine compliance herewith, to maintain same and make repairs or replacements to the SCM, their appurtenances and condition(s) as may be necessary or convenient thereto in the event Grantor defaults in its obligations and to recover from Grantor the cost thereof, and in addition to other rights and remedies available to it, to enforce by proceedings at law or in equity the rights, covenants, duties, and other obligations herein imposed in this Agreement.

6. Grantor shall neither obstruct nor hinder the passage of vehicular traffic and pedestrians within the paved portion of the access easement granted herein by Grantor to Grantee.

7. Grantor shall, in all other respects, remain the fee owner of the Property and areas subject to the SCM Easements, and may make all lawful uses of the Property not inconsistent with this Agreement and the Easements granted herein.

8. Grantee neither waives nor forfeits the right to act to ensure compliance with the terms, conditions and purposes of the SCM Easements and this Agreement by a prior failure to act.

9. Grantor agrees:

a. That a reference to the deed book and page number of this document in a form substantially similar to the following statement, with the appropriate Deed Book and Page for this Agreement inserted in the relevant blanks, in at least a 12 point bold face font on the first page of the document: **"Notice: The Property is subject to a Stormwater Control Measure (SCM), Access Easement and Maintenance Agreement enforced by the City of Concord and State of North Carolina recorded in the Cabarrus County Registry at DB \_\_\_\_\_ PG \_\_\_\_\_."** shall be inserted by Grantor in any subsequent deed or other legal instrument by which Grantor may be divested of either the fee simple title to or possessory interests in the subject Property. The designation Grantor and Grantee shall include the parties, their heirs, successors and assigns; and

b. That the following statement, with the appropriate date, Deed Book and Page for this Agreement inserted in the relevant blanks, shall be inserted in any deed or other document of conveyance:

"Title to the property hereinabove described is subject to the following exceptions:

That certain Stormwater Control Measure (SCM), Access Easement and Maintenance Agreement dated October 7, 2025 with and for the benefit of the City of Concord, recorded in Book \_\_\_\_\_, Page \_\_\_\_\_ in the Cabarrus County Registry, North Carolina, creating obligations of payment and performance on the part of Grantor which Grantee hereby assumes and agrees to perform and pay as part of the consideration of this conveyance and except further that this conveyance is made subject to any and all enforceable restrictions and easements of record (if applicable)."

In the event that such conveyance is other than by deed, the above terms of "grantor/grantee" may be substituted by equivalent terms such as "landlord/tenant."

TO HAVE AND TO HOLD the aforesaid rights, privileges, and easements herein granted to Grantee, its successors and assigns forever and Grantor does covenant that Grantor is seized of said premises in fee and has the right to convey the same, that except as set forth below the same are free from encumbrances and that Grantor will warrant and defend the said title to the same against claims of all persons whosoever.

Title to the Property hereinabove described is subject to all enforceable deeds of trust, liens, easements, covenants and restrictions of record.

The covenants agreed hereto and the conditions imposed herein shall be binding upon Grantor and their agents, personal representatives, heirs and assigns and all other successors in interest to Grantor and shall continue as a servitude running in perpetuity with the above-described land.

THE CONCORD CITY COUNCIL APPROVED THIS AGREEMENT AND SCM ACCESS EASEMENTS AND ACCEPTED THE SCM ACCESS EASEMENTS AT THEIR MEETING OF \_\_\_\_\_, 2025 AS ATTESTED TO BELOW BY THE CITY CLERK. CONCORD CITY COUNCIL APPROVAL OF THIS AGREEMENT AND EASEMENT IS A CONDITION PRECEDENT TO ACCEPTANCE BY THE CITY.

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed day and year first above written.

**GRANTOR:**

CRP/Canvas Holly Grove Owner, LLC, a Delaware limited liability company

By: CRP/Canvas Holly Grove Venture, LLC, a Delaware limited liability company, manager/member

Signature: [Signature]  
Name: CREIGHTON CARL  
Title: MANAGER

STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG

I, CHAMPAK CHITA BHULA a Notary Public of the aforesaid County and State, do hereby certify that CREIGHTON ANDREW CARL as MANAGER of CRP/Canvas Holly Grove Venture, LLC, a Delaware limited liability company, as manager/member of CRP/Canvas Holly Grove Owner, LLC, a Delaware limited liability company, personally appeared before me this day and acknowledged that he/she is the MANAGER of CRP/Canvas Holly Grove Venture, LLC, a Delaware limited liability company, and that he/she being authorized to do so, executed the foregoing on behalf of the company.

WITNESS my hand and Notarial Seal this the 7<sup>TH</sup> day of OCTOBER, 2025

Champak Chita Bhula

CHAMPAK CHITA BHULA

Notary Public

My commission expires: FEB 2, 2026



**GRANTEE:**

City of Concord, a municipal corporation

By: \_\_\_\_\_  
Lloyd Wm. Payne, Jr., City Manager

ATTEST:

\_\_\_\_\_  
Kim J. Deason, City Clerk  
[SEAL]

APPROVED AS TO FORM

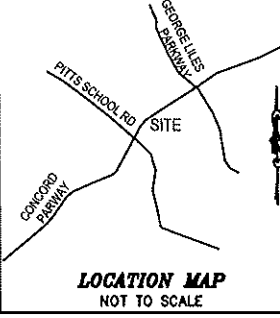
\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

**STATE OF NORTH CAROLINA  
COUNTY OF CABARRUS**

I, \_\_\_\_\_, a Notary Public of the aforesaid County and State, do hereby certify that Kim J. Deason personally appeared before me this day and acknowledged that she is the City Clerk of the City of Concord and that by authority duly given and as the act of the municipal corporation, the foregoing STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT was approved by the Concord City Council at its meeting held on \_\_\_\_\_ and was signed in its name by its City Manager, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

AREA TABLE			<h1>EXHIBIT A</h1>	 <p style="text-align: center;"><b>LOCATION MAP</b> NOT TO SCALE</p>
EASEMENT TYPE	ACRES	SQ. FT.		
SCM ACCESS AND MAINTENANCE EASEMENT	1.884	82,083	<p>THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.</p> <p style="text-align: center;">50 0 50 100 SCALE IN FEET</p>	

**CERTIFICATION**

I, W. ANDREW EADES, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 17335, PAGE 298); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 8456, PAGE 142; THAT THE RATIO OF PRECISION IS 1: 10,000 ±; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA 12 N.C.A.C. 56.1600; PURSUANT TO G.S. 47-30 (F)(11)(C)(4) THIS SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3; AND MEETS THE ATTACHMENT RULES OF G.S. 47-30 (M)(1); THE PURPOSE OF THIS EXHIBIT IS FOR RIGHT OF WAY OR EASEMENT ACQUISITION ONLY AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF THE PROPERTY SHOWN HEREON.

THIS 30TH DAY OF SEPTEMBER 2025

Signed by:

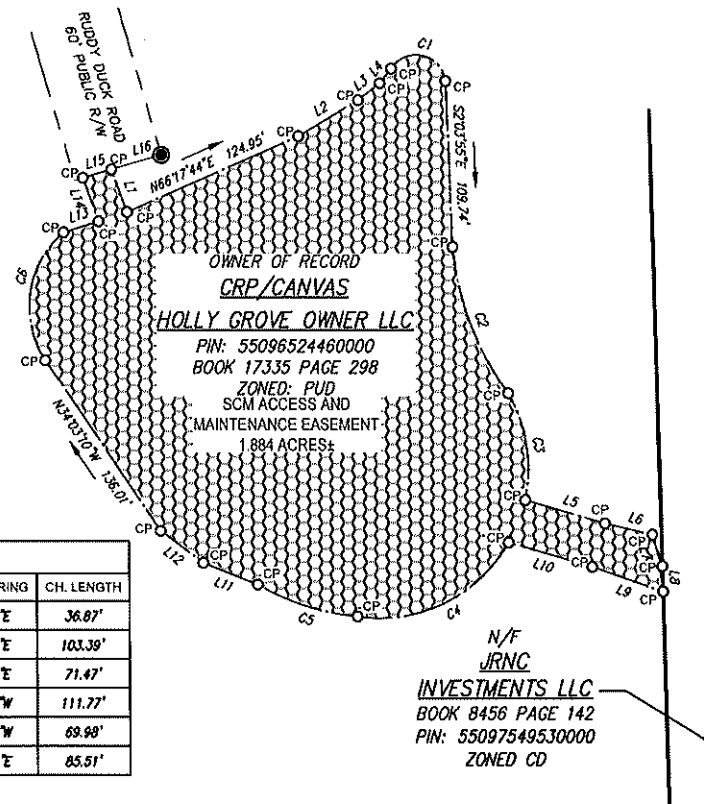
**W. Andrew Eades**

8303A297807143F

W. ANDREW EADES, PLS L-3413

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S19°48'38"E	30.04'
L2	N59°23'26"E	46.82'
L3	N52°35'00"E	18.33'
L4	N38°19'34"E	12.27'
L5	S73°41'59"E	54.78'
L6	S76°41'17"E	32.59'
L7	S17°08'08"E	21.73'
L8	S01°20'51"E	16.76'
L9	N70°54'35"W	49.65'
L10	N73°41'59"W	57.62'
L11	N68°29'17"W	38.85'
L12	N53°07'38"W	35.31'
L13	N72°26'16"E	24.50'
L14	N19°49'38"W	30.54'
L15	N73°52'01"E	20.04'
L16	N73°52'01"E	34.51'



OWNER OF RECORD

**CRP/CANVAS**

**HOLLY GROVE OWNER LLC**

PIN: 55096524460000

BOOK 17335 PAGE 298

ZONED: PUD

SCM ACCESS AND MAINTENANCE EASEMENT

1.884 ACRES ±

N/F

**JRNC**

**INVESTMENTS LLC**

BOOK 8456 PAGE 142

PIN: 55097549530000

ZONED CD

**LEGEND**

● REBAR FOUND

○ COMPUTED POINT (NOT SET)

————— SUBJECT PARCEL


----- SUBJECT EASEMENT

----- STREET RIGHT OF WAY

**NOTES**

- SUBJECT PROPERTY SURVEYED AND MAPPED FOR: CRP/CANVAS HOLLY GROVE OWNER LLC
- AREA BY COORDINATE COMPUTATION METHOD.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET.
- PROPERTY SUBJECT TO ANY VALID & ENFORCEABLE EASEMENTS, RESTRICTIONS, & RIGHTS OF WAY.
- SURVEY IS BASED ON PHYSICAL EVIDENCE AND EXISTING MONUMENTATION FOUND DURING THIS SURVEY.
- THE BEARINGS SHOWN HEREON ARE REFERENCED TO NC STATE PLANE NAD83 (2011) GRID NORTH.
- THE PURPOSE OF THIS PLAN IS TO SHOW THE SCM ACCESS AND MAINTENANCE EASEMENT OF THE HOLLY GROVE SUBDIVISION.
- NO NGS MONUMENT RECOVERED WITHIN 2000 FEET OF THE SUBJECT PROPERTY.

 <p><b>PATRIOT SURVEYING &amp; INFRASTRUCTURE</b> PATRIOT SURVEYING &amp; INFRASTRUCTURE, PLLC. 156B RACEWAY DRIVE MOORESVILLE, NC 28117 TEL: 1-800-270-4229 FIRM # P-2773</p>	SCM ACCESS AND MAINTENANCE EASEMENT	
	ACROSS THE LAND OF CRP/CANVAS HOLLY GROVE OWNER LLC	
	RUDDY DUCK RD, CITY OF CONCORD CABARRUS COUNTY, NC 28027	
REVISION	DATE: 09/30/2025 DRAWN BY: MAI CHECK BY: WAE	SCALE: 1"=100'
01960001	SCM EASEMENT	

1 OF 1



## Wet Detention Basin Inspection and Maintenance Plan

Grantor agrees to keep a maintenance record on this SCM. This maintenance record will be kept in a log in a known set location. Any deficient SCM elements noted in the inspection will be corrected, repaired or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the SCM.

The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.

This system (*check one*):

☐ does ☒ does not incorporate a vegetated filter at the outlet.

This system (*check one*):

☐ does ☒ does not incorporate pretreatment other than a forebay.

Important maintenance procedures:

- Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks).
- No portion of the wet detention pond should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf.
- Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin.
- If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical.
- Once a year, a dam safety expert should inspect the embankment.

After the wet detention pond is established, it should be inspected **once a month and within 24 hours after every storm event greater than 1.0 inches**. Records of inspection and maintenance should be kept in a known set location and must be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

SCM element:	Potential problem:	How I will remediate the problem:
The entire SCM	Trash/debris is present.	Remove the trash/debris.
The perimeter of the wet detention basin	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application.
	Vegetation is too short or too long.	Maintain vegetation at a height of approximately six inches.

SCM element:	Potential problem:	How I will remediate the problem:
The inlet device: pipe or swale	The pipe is clogged.	Unclog the pipe. Dispose of the sediment off-site.
	The pipe is cracked or otherwise damaged.	Replace the pipe.
	Erosion is occurring in the swale.	Regrade the swale if necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion.
The forebay	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The vegetated shelf	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The main treatment area	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).



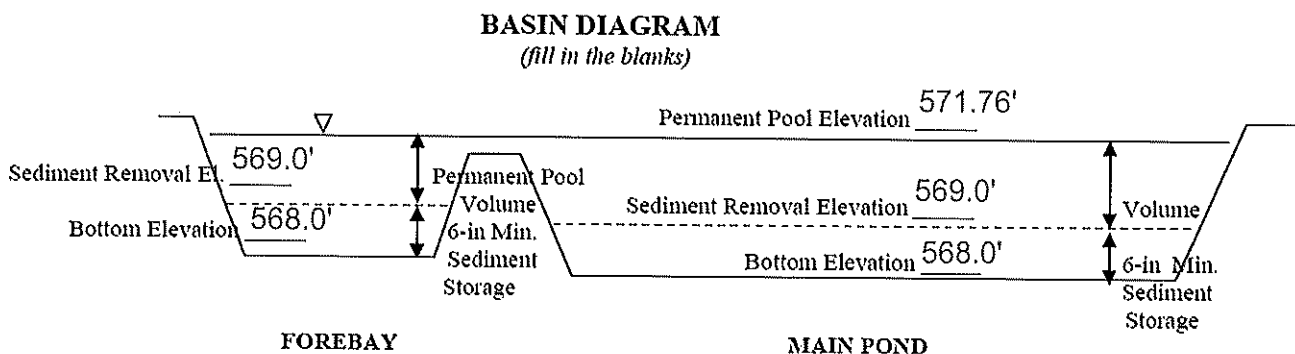
SCM element:	Potential problem:	How I will remediate the problem:
The embankment	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Use traps to remove muskrats and consult a professional to remove beavers.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
	An annual inspection by an appropriate professional shows that the embankment needs repair.	Make all needed repairs.
The outlet device	Clogging has occurred.	Clean out the outlet device. Dispose of the sediment off-site.
	The outlet device is damaged	Repair or replace the outlet device.
The receiving water	Erosion or other signs of damage have occurred at the outlet.	Contact the local NC Division of Water Quality Regional Office, or the 401 Oversight Unit at 919-733-1786.

The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.

Elevations used are approved design or equivalent as-built elevations.( Indicate which is being indicated in this document.)

When the permanent pool depth reads 2.76' feet in the main pond, the sediment shall be removed.

When the permanent pool depth reads 2.76' feet in the forebay, the sediment shall be removed.



### Consent of Lienholder

Pinnacle Bank, a Tennessee banking corporation ("Lienholder"), hereby consent to the grant of the foregoing STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT by CRP/Canvas Holly Grove Owner LLC, a Delaware limited liability corporation, filed in Deed Book \_\_\_\_\_ at Page \_\_\_\_\_, and joins in the execution hereof solely as Lienholder and hereby does agree that in the event of the foreclosure of the Deed of Trust, Assignment of Rents and Leases and Security Agreement, and any amendments hereto, recorded in Deed Book and Page 17335/304 and the Assignment of Rents, Leases and Profits, and any amendments hereto, recorded in Deed Book and Page 17335/321, all of the Cabarrus County Register of Deeds Office or other sale of said property described in the aforesaid documents under judicial or non-judicial proceedings, the same shall be sold subject to said Agreement and Easement.

SIGNED AND EXECUTED this 6<sup>th</sup> day of October, 2025.

Pinnacle Bank, a Tennessee  
banking corporation

By: Chase Allen  
Name: Chase Allen  
Title: SVP

STATE OF North Carolina  
COUNTY OF Mecklenburg

I, Cara L Dickerson, a Notary Public in and for Union  
County and State of North Carolina, do hereby certify that Chase Allen  
as SVP of Pinnacle Bank, a Tennessee  
banking corporation personally appeared before me this day and acknowledged to me that  
he/she voluntarily signed the foregoing document for the purpose stated therein.

WITNESS my hand and Notarial Seal this the 6<sup>th</sup> day of October, 2025.

My Commission Expires: 11/03/2029

Cara L Dickerson  
Notary Public

CARA L DICKERSON  
NOTARY PUBLIC  
UNION COUNTY  
NORTH CAROLINA  
MY COMMISSION EXPIRES NOV 03, 2029

NORTH CAROLINA  
CABARRUS COUNTY

**STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND  
MAINTENANCE AGREEMENT**

THIS STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this 30<sup>th</sup> day of SEPTEMBER, 2025, by Eli Lilly and Company, an Indiana corporation, whose principal address is Lilly Corporate Center, 893 Delaware Street, Indianapolis, IN 46225 (hereinafter "Grantor"), with, to, and for the benefit of the City of Concord, a municipal corporation of the State of North Carolina, whose address is P.O. Box 308, Concord, North Carolina 28026-0308, (hereinafter "Grantee" or "City").

**WITNESSETH:**

**WHEREAS,** THE CITY COUNCIL ACCEPTED THIS STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ON \_\_\_\_\_.

**WHEREAS,** Grantor is the owner in fee simple of certain real property situated in the City of Concord, County of Cabarrus, North Carolina and more particularly described as follows: 1420 Concord Parkway South, Concord, NC, Cabarrus County Property Identification Number (PIN): 5610-21-6230. It being the land conveyed to Grantor by deed recorded in Book and Page 15918/313 in the Office of the Register of Deeds for Cabarrus County (hereinafter referred to as the "Property");

**WHEREAS,** Grantor desires to develop or redevelop all or portions of the Property;

**WHEREAS,** the Property is located within the planning jurisdiction of the City of Concord, and is subject to certain requirements set forth in the City of Concord Code of Ordinances Chapter 60, the Concord Development Ordinance, (hereafter "CCDO"), and the Concord Technical Standards Manual (hereafter "Concord Manual");

**WHEREAS,** conditions for development and/or redevelopment of the Property includes (i) the construction, operation and maintenance of three (3) engineered stormwater control

structures, namely three (3) Wet Detention Ponds, as provided in the CCDO and the Concord Manual (the “Stormwater Control Measures” or “SCMs”), (ii) Grantor’s dedication of a non-exclusive access easement to the City, as described in this Agreement, for inspection and maintenance of the Stormwater Control Measures; and (iii) the assumption by Grantor of certain specified maintenance and repair responsibilities;

**WHEREAS**, this Agreement and the easements created herein are established in accordance with the requirements of N.C.G.S. Sec 143-211 *et. seq.*, Article 4 of the CCDO and Article I of the Concord Manual;

**WHEREAS**, Grantor has full authority to execute this Agreement so as to bind the Property and all current and future owners and/or assigns; and

**WHEREAS**, Grantee has full authority to execute this Agreement so as to bind the City;

**NOW, THEREFORE**, for valuable consideration, including the benefits Grantor may derive therefrom, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby dedicates, bargains, grants and conveys unto Grantee, and its successors and assigns, a perpetual, and irrevocable right and non-exclusive easement in gross (of the nature and character and to the extent hereinafter set forth) in, on, over, under, through and across solely those three (3) portions of the Property labeled (i) “SCM Access and Maintenance Easement #1 77,869 SQ. FT. or 1.7876 Acres”, (ii) “SCM Access and Maintenance Easement #2 414,244 SQ. FT. or 9.5097 Acres (see sheet 6 for line and curve tables)”, and (iii) “SCM Access and Maintenance Easement #3 414,244 SQ. FT. or 9.5097 Acres (see sheet 6 for line and curve tables)” (collectively, the “Easement Areas”) shown on that certain plat titled Lilly Concord Subdivision Plat, prepared by R.B. Parr and Associates, P.A., dated April 15, 2024 and recorded June 6, 2025 in Plat Book 105, pages 103-112, Cabarrus County Registry, a copy of which is attached hereto as “**Exhibit A**”, for the limited purpose of accessing, inspecting and, subject to Section 4 hereof, maintaining the SCMs. Within the Easement Areas, Grantor shall construct, maintain, repair and, if necessary, reconstruct the SCMs, in accordance with the plans approved by the City of Concord on September 25, 2024 and filed at the A.M. Brown Operations Center, 850 Warren Coleman Blvd., Concord, NC 28025. City shall have no right to enter upon the Property outside of the Easement Areas. Except as set forth herein, nothing contained in this Agreement shall be deemed to be a gift or dedication of any portion of Grantor’s Property to the general public or for any public use or purpose whatsoever, and no rights, privileges or immunities of Grantor shall inure to the benefit of any third-party, nor shall any third-party be deemed to be a beneficiary of any of the provisions contained herein.

The additional terms, conditions, and restrictions of this Agreement are:

1. The requirements pertaining to the construction and maintenance of the SCMs are more fully set forth in the current adopted and published editions of the following four (4) documents: (i) Article 4 of the CCDO, (ii) Article I, Section 1 of the Concord Manual, (iii) the Wet Detention Pond Inspection and Maintenance Plans attached as **Exhibit “B”** and (iv) the North Carolina Department of Environmental Quality (DEQ) Stormwater Design Manual (the “NCDEQ Manual”). Grantor agrees to abide by the foregoing codes with respect to the construction and

maintenance of the SCMs. All provisions required by the CCDO Section 4.4.6.B.1 are incorporated herein by reference, and Grantor agrees to abide by said provisions.

2. Upon completion of the construction of the SCMs, Grantor's North Carolina registered professional engineer shall certify in writing to the Concord Director of Water Services that the SCMs are constructed and initially functioning as designed. Annual inspection reports (hereinafter referred to as "Annual Report") are required each calendar year and shall be made by Grantor on the written schedule provided to Grantor by the City at least one hundred twenty (120) days in advance of any deadline to provide an Annual Report. The Annual Report shall describe the condition and functionality of the SCMs, and shall describe any maintenance performed thereon during the preceding year. The Annual Report shall be submitted with the signature and seal of Grantor's North Carolina registered professional engineer conducting the inspection. If necessary, the City will provide a letter describing the maintenance necessary to keep the SCMs functioning as designed and with reasonable timeframes in which to complete the maintenance. If the Annual Report recommends maintenance actions, the repairs shall be made within a reasonable time.

3. Grantor represents and warrants that Grantor is financially responsible for construction, maintenance, repair and replacement of the SCMs, their appurtenances and vegetation, including impoundment(s), if any. Grantor agrees to perform or cause to be performed the maintenance as outlined in the attached Inspection and Maintenance Plans and as provided in the NCDEQ Manual. Grantor's compliance with the Inspection and Maintenance Plans shall constitute prima facie evidence that Grantor has complied with its maintenance obligations hereunder. Grantor and any succeeding owner of the Property shall endeavor to give the City written notice of the transfer of a fee interest in the Property listing the transferee's name, address of the Property, transferee's mailing address and other contact information. Grantor and any succeeding owner of the Property shall not be responsible for errors or omissions in the information about the transferee provided to the City caused by acts or omissions of the transferee. The transferee shall give the City written notice of the acceptance and any future transfer of an interest in the Property listing the transferee's name, address of the Property; transferee's mailing address and other contact information. Upon the conveyance of the Property by Grantor to any transferee acquiring the Property by means of a conveyance document, Grantor is released from any further covenants or other obligations set forth in this Agreement.

4. If Grantor fails to comply with these requirements, or any other obligations imposed herein, in the City of Concord Code of Ordinances, CCDO, the Concord Manual or approved Inspection and Maintenance Plans, the City of Concord may notify Grantor of such failure in writing, identifying such failures with specificity and requesting that Grantor take appropriate corrective action (the "Corrective Notice"). Grantor shall have a reasonable period after receipt of the Corrective Notice (not less than thirty (30) days, or such longer period as may be reasonably required under the circumstances, provided Grantor is diligently pursuing to such corrective action) to commence and pursue such corrective action. If Grantor fails to perform the corrective actions within the applicable cure period, then City may: (i) perform (but is not obligated to perform) such work as Grantor is responsible for and recover the actual, reasonable costs thereof from Grantor, and (ii) enforce by proceedings at law or in equity the rights, covenants, duties, and other obligations herein imposed in this Agreement.

5. Grantee, its officers, employees, and agents may, but are not obligated, to enter the SCM Easements whenever reasonably necessary, upon at least forty-eight (48) hours prior written notice to Grantor, for the limited purposes of: (i) inspecting same to determine compliance herewith, and (ii) upon Grantor's compliance with Section 4 hereof, maintaining the same and making repairs or replacements to the SCM as may be necessary pursuant to Section 4 hereof.

6. Grantor shall neither obstruct nor hinder the passage of vehicular traffic and pedestrians within the paved portion of the Easement Areas provided City provides at least forty-eight (48) hours prior written notice to Grantor of City's intent to enter the Easement Areas.

7. Grantor shall, in all other respects, remain the fee owner of the Property and areas subject to the SCM Easements, and may make all uses of the Property not inconsistent with this Agreement and the Easements granted herein.

8. Grantee neither waives nor forfeits the right to act to ensure compliance with the terms, conditions and purposes of the SCM Easements and this Agreement by a prior failure to act.

9. As a condition precedent to the City or its agents, employees, and contractors, entry onto Property for any reason whatsoever, City and its agents, employees, and contractors shall procure and maintain, or cause to be procured and maintained, in full force and effect at all times during entry on the Property, commercial general liability insurance, including personal injury and contractual liability insurance and property damage insurance \$5,000,000 per occurrence and in the aggregate, which commercial general liability insurance policy shall name Grantor as an additional insured, and worker's compensation insurance in at least the minimum amounts required by North Carolina law. City shall provide Grantor with a certificate of insurance to evidence that such insurance is in force and effect prior to entering the Property. The foregoing required insurance policies shall also provide that the same may not be canceled or altered without thirty (30) days' prior written notice to Grantor. The City's purchase of liability insurance, participation in a risk pool, or maintenance of self-insurance shall not constitute nor be construed as a waiver of governmental or sovereign immunity, nor of any other defense available under North Carolina law. Any waiver of immunity shall occur only as expressly provided in N.C.G.S. § 160A-485 and only to the extent of available coverage and limits of such insurance or risk pool.

10. City shall promptly restore and repair any damage to the Property caused by City, its agents, representatives, employees in connection with this Agreement, at City's sole cost and expense.

11. Notwithstanding anything to the contrary in this Agreement, City shall provide at least forty-eight (48) hours advanced written notice to Grantor prior to each entry by the City upon the Easement Areas.

12. All communications directed to Grantor and City shall be sent to the following addresses:

If to Grantor:

Eli Lilly and Company

Lilly Corporate Center  
Indianapolis, IN 46285  
Attn: Erik Orstead, Sr. Director, Strategic Real Estate

And:

Eli Lilly and Company  
1420 Concord Parkway S  
Concord, NC 28027  
Attn: Erin Wylie

If to City:

City of Concord  
P.O. Box 308  
Concord, NC 28026  
Attn: Water Resources Director

And:

City of Concord  
P.O. Box 308  
Concord, NC 28026  
Attn: City Attorney

Either party may change its address for the purpose of this section by giving written notice to the other party at the address given. All notices required hereunder shall be sent by certified or registered U.S. Mail, postage prepaid, or reputable overnight delivery and shall be deemed given when placed in the mail or delivered to the overnight delivery service.

13. Grantor and City agree that this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of North Carolina. Grantor and City agree that any litigation associated with or arising from this Agreement shall be filed with a court of competent jurisdiction within Cabarrus County, North Carolina. In the event of any litigation, arbitration, or other proceeding between the parties arising out of or relating to this Agreement, each party shall bear its own attorneys' fees and costs, except as otherwise expressly authorized by North Carolina law.

14. Grantor and City agree that this Agreement shall only be modified by the express, written consent of both Grantor and City. Said consent, when recorded in the Cabarrus County Registry, shall run with the Property. Grantor and City agree that this Agreement and the documents incorporated herein represent the entire understanding between Grantor and City with respect to the subject matter hereof. Should any of the provisions of this Agreement be rendered invalid or unenforceable by a court, such action shall not in any way affect the enforceability of the other provisions of this Agreement, which shall remain in full force and effect; nor shall it affect the enforceability of all of this Agreement in any other proceeding.

15. This Agreement may be executed in one or more counterparts, each of which shall constitute an original, but all of which shall constitute one and the same instrument binding on all of the parties hereto, notwithstanding that all of the parties are not a signatory to the same counterpart.

16. The Recitals, as set forth above, are by this reference hereby incorporated in their entirety into this Agreement.

17. Grantor hereby covenants that Grantor is the fee simple owner of the Property, is lawfully seized thereof, has the right to convey the easements set forth herein, and that except the lien of lien current taxes and any other lien, deed of trust, easement, covenant, or encumbrance of record, Grantor will warrant and defend City's rights to the easements granted herein against all claims thereon.

TO HAVE AND TO HOLD the aforesaid rights, privileges, obligations, and easements herein granted to Grantee, its successors and assigns forever.

The covenants agreed hereto and the conditions imposed herein shall be binding upon Grantor and City and their respective agents, personal representatives, heirs and assigns and all other successors in interest and shall continue as a servitude running in perpetuity with the above-described land.

THE CONCORD CITY COUNCIL APPROVED AND ACCEPTED THIS STORMWATER CONTROL MEASURES (SCMS), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ATTESTED TO BELOW BY THE CITY CLERK. CONCORD CITY COUNCIL APPROVAL OF THIS AGREEMENT AND EASEMENT IS A CONDITION PRECEDENT TO ACCEPTANCE BY THE CITY.

*[SIGNATURE PAGES FOLLOW.]*



IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed day and year first above written.

**GRANTOR:**

Eli Lilly and Company, an Indiana corporation

By: Rosa M

Name: ROSA MANZO

Title: SITE HEAD - LILLY CONCORD

STATE OF NC  
COUNTY OF Cabarrus

I, Kimberly F Lord, a Notary Public of the aforesaid County and State, do hereby certify that ROSA MANZO personally appeared before me this day and acknowledged that he/she is the SITE HEAD of Eli Lilly and Company, an Indiana corporation, and that he being authorized to do so, executed the foregoing on behalf of the company.

WITNESS my hand and Notarial Seal this the 30 day of Sept, 2025

Notary Public

My commission expires:

KIMBERLY F LORD  
Notary Public, North Carolina  
Cabarrus County  
My Commission Expires  
July 30, 2029

**GRANTEE:**

City of Concord, a municipal corporation

By: \_\_\_\_\_  
Lloyd Wm. Payne, Jr., City Manager

ATTEST:

\_\_\_\_\_  
Kim J. Deason, City Clerk  
[SEAL]

APPROVED AS TO FORM

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

**STATE OF NORTH CAROLINA  
COUNTY OF CABARRUS**

I, \_\_\_\_\_, a Notary Public of the aforesaid County and State, do hereby certify that Kim J. Deason personally appeared before me this day and acknowledged that she is the City Clerk of the City of Concord and that by authority duly given and as the act of the municipal corporation, the foregoing STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND MAINTENANCE AGREEMENT was approved by the Concord City Council at its meeting held on \_\_\_\_\_ and was signed in its name by its City Manager, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**Exhibit A**

**Lilly Concord Subdivision Plat showing the Easement Areas**

[see attached]

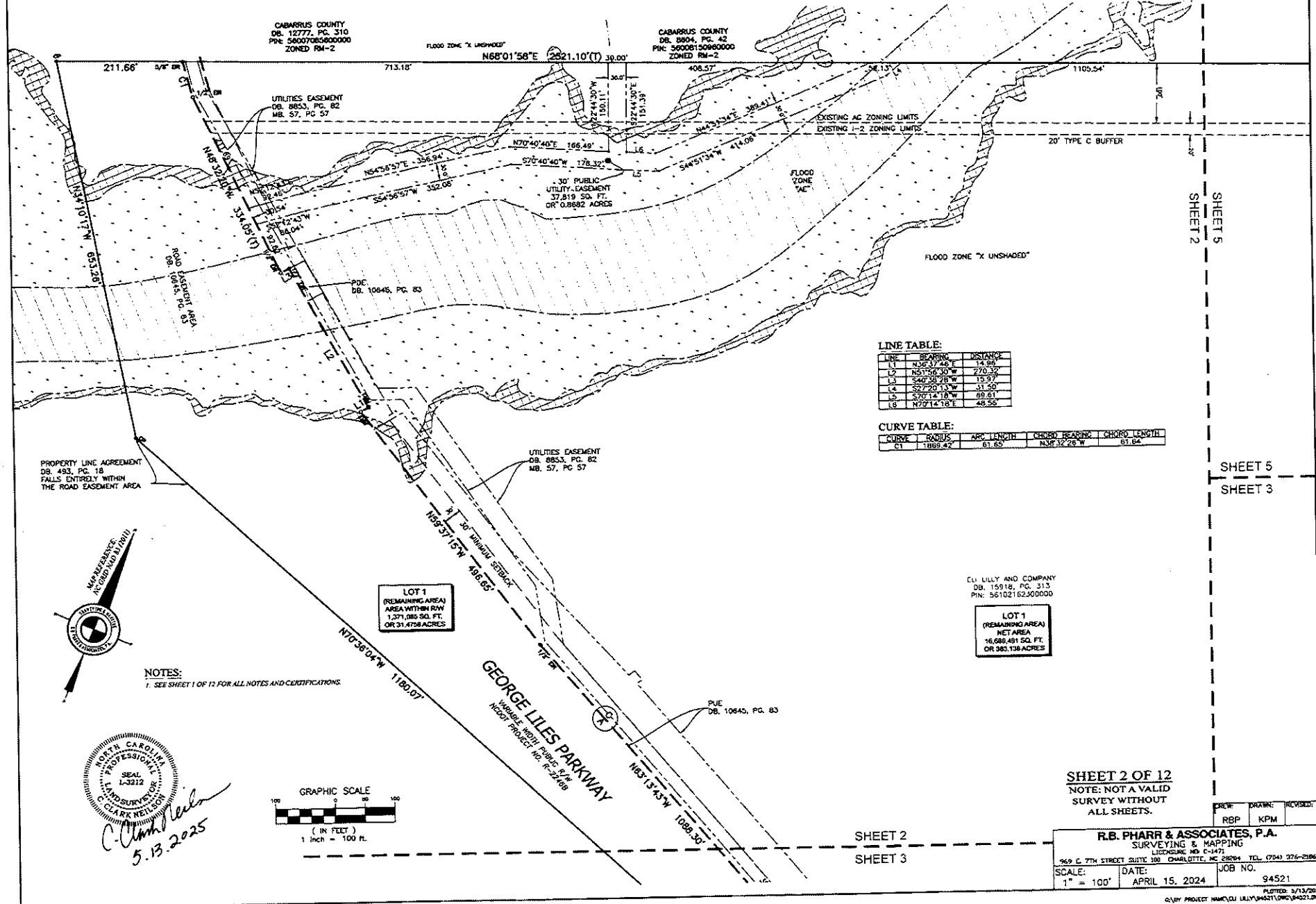


## LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

FILED Jun 06, 2025 02:48 pm  
BOOK 00105  
PAGE 0104 THRU 0104  
INSTRUMENT # 12379  
EXCISE TAX \$0.00

FILED  
CABARRUS  
COUNTY NC  
WAYNE NIXON  
REGISTER  
OF DEEDS



## LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

FILED Jun 06, 2025 02:46 pm  
BOOK 00105  
PAGE 0105 thru 0105  
INSTRUMENT # 12380  
EXCISE TAX \$0.00  
FILED  
CABARRUS  
COUNTY NC  
WAYNE NIXON  
REGISTER  
OF DEEDS

## NOTES:

1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.

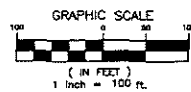
LOT 1  
(REMAINING AREA)  
AREA WITHIN R/W  
1,371,065 SQ. FT.  
OR 31.4758 ACRES

ELI LILLY AND COMPANY  
DB: 15918, PG. 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
18,888,491 SQ. FT.  
OR 383.136 ACRES



*Clark Nelson*  
5.13.2025



## SHEET 3 OF 12

NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

CREW: RBP KPM  
DRAWN: RBP  
REVIEW: KPM

R.B. PHARR & ASSOCIATES, P.A.

SURVEYING & MAPPING

LICENSE NO. C-1471

969 E 7TH STREET SUITE 106 CHARLOTTE, NC 28204 TEL: (704) 376-2186

SCALE:

DATE:

JOB NO.

1" = 100'

APRIL 15, 2024

94521

PLOTTED: 5/13/2025

01/17 PROJECT NUMBER: LILLY/MSH/15/0000/00000000

## LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

FILED Jun 06, 2025 02:46 pm  
BOOK 00105  
PAGE 0106 THRU 0106  
INSTRUMENT # 12381  
EXCISE TAX \$0.00  
FILED  
CABARRUS COUNTY NC  
WAYNE NIXON  
REGISTER  
OF DEEDS



## NOTES:

1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS

SHEET 5

SHEET 4

ELI LILLY AND COMPANY  
DB: 15918, PG. 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
18,889,491 SQ. FT.  
OR 365.136 ACRES

## LINE TABLE:

LINE	BEARING	DISTANCE
17	N34°55'33"W	27.42'

30' EASEMENT BOARD OF LIGHT AND WATER  
COMMISSIONERS & CONCORD TELEPHONE COMPANY  
DB: 300, PG. 48  
DB: 21, PG. 9

LOT 1  
(REMAINING AREA)  
AREA WITHIN ROW  
1,371,890 SQ. FT.  
OR 31.4728 ACRES

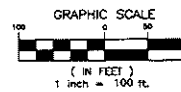
VARIABLE WIDTH  
ELECTRICAL EASEMENT #1  
478,117 SQ. FT.  
OR 10.8301 ACRES  
(TO BE PURCHASED BY CITY OF CONCORD)

PUE  
DB: 10645, PG. 83

N57°29'53"W  
104.89'(1)

S57°12'37"W 191.37'  
189.97'  
S57°12'37"W 683.80'(1)

CONCORD PARKWAY SOUTH  
U.S. HIGHWAY 29  
ASSUMED 120' PUBLIC R/W  
MB. 18, PG. 14



## SHEET 4 OF 12

NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

DRAWN BY: RBP  
CHECKED BY: KPM  
REVIEWED BY:

R.B. PHARR & ASSOCIATES, P.A.  
SURVEYING & MAPPING  
LICENSE NO. 0-147

969 E. 7TH STREET SUITE 100 CHARLOTTE, NC 28204 TEL: (704) 376-2186

SCALE: 1" = 100' DATE: APRIL 15, 2024 JOB NO. 94521

PLOTTED: 5/13/2025

©/BY PROJECT NAME/LILLY/04521/000/04521.DWG

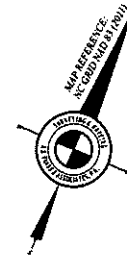
## LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

FILED Jun 06, 2025 02:46 pm	FILED
BOOK 00105	CABARRUS
PAGE 0107 Thru 0107	COUNTY NC
INSTRUMENT # 12382	REGISTER
EXCISE TAX \$0.00	OF DEEDS

## NOTES:

1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.



THE CABARRUS COUNTRY CLUB, INC.  
DB. 380, PG. 42  
PIN: 56103323360000  
ZONED—RE

N69°20'22"E  
33.93'

N69°45'44"E 340.95'

N82°41'38"E 526.42'

N61°13'38"E 496.88'

N49°5'

3/4" OF  
WITH H&L

EXISTING AG ZONING LIMITS  
EXISTING L-2 ZONING LIMITS

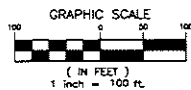
20' TYPE C BUFFER

SHEET 5  
SHEET 2

SHEET 6  
SHEET 5

SHEET 5  
SHEET 3

SHEET 5  
SHEET 4



ELI LILLY AND COMPANY  
DB. 15918, PG. 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
18,889.491 SQ. FT.  
OR 383.106 ACRES



## SHEET 5 OF 12

NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

DATE	DRAWN	REVISED
RBP	KPM	

**R.B. PHARR & ASSOCIATES, P.A.**  
SURVEYING & MAPPING  
1609 E. 7TH STREET SUITE 100 CHARLOTTE, NC 28204 TEL: (704) 376-2186  
SCALE: 1" = 100' DATE: APRIL 15, 2024 JOB NO. 94521

PLOTTED: 5/13/2025  
C:\PROJECT\NAME\LILLY\15918\DWG\15918-313.DWG



ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

SEAL  
L-3212  
NORTH CAROLINA  
PROFESSIONAL LAND SURVEYOR  
C. CLARK

SHEET 9  
SHEET 6

LINE TABLE			CURVE TABLE		
LINE	BEARING	DISTANCE	CURVE	POINTS	ARC LENGTH
C38	N 62° 52' 30" W	19.54	C38	43.50	43.50
C39	N 62° 00' 30" W	100.31	C39	50.16	44.57
C40	N 62° 00' 30" W	13.59	C40	50.16	44.57
C41	S 88° 53' 30" W	106.51	C41	584.93	54.17
C42	S 70° 03' W	106.51	C42	70.03	45.24
C43	S 70° 03' W	13.55	C43	18.00	14.23
C44	S 70° 03' W	13.55	C44	18.00	14.23
C45	S 70° 03' W	13.55	C45	18.00	14.23
C46	S 70° 03' W	13.55	C46	18.00	14.23
C47	S 70° 03' W	13.55	C47	18.00	14.23
C48	S 70° 03' W	13.55	C48	18.00	14.23
C49	S 70° 03' W	13.55	C49	18.00	14.23
C50	S 70° 03' W	13.55	C50	18.00	14.23
C51	S 70° 03' W	13.55	C51	18.00	14.23
C52	S 70° 03' W	13.55	C52	18.00	14.23
C53	S 70° 03' W	13.55	C53	18.00	14.23
C54	S 70° 03' W	13.55	C54	18.00	14.23
C55	S 70° 03' W	13.55	C55	18.00	14.23
C56	S 70° 03' W	13.55	C56	18.00	14.23
C57	S 70° 03' W	13.55	C57	18.00	14.23
C58	S 70° 03' W	13.55	C58	18.00	14.23
C59	S 70° 03' W	13.55	C59	18.00	14.23
C60	S 70° 03' W	13.55	C60	18.00	14.23
C61	S 70° 03' W	13.55	C61	18.00	14.23
C62	S 70° 03' W	13.55	C62	18.00	14.23
C63	S 70° 03' W	13.55	C63	18.00	14.23
C64	S 70° 03' W	13.55	C64	18.00	14.23
C65	S 70° 03' W	13.55	C65	18.00	14.23
C66	S 70° 03' W	13.55	C66	18.00	14.23
C67	S 70° 03' W	13.55	C67	18.00	14.23
C68	S 70° 03' W	13.55	C68	18.00	14.23
C69	S 70° 03' W	13.55	C69	18.00	14.23
C70	S 70° 03' W	13.55	C70	18.00	14.23
C71	S 70° 03' W	13.55	C71	18.00	14.23
C72	S 70° 03' W	13.55	C72	18.00	14.23
C73	S 70° 03' W	13.55	C73	18.00	14.23
C74	S 70° 03' W	13.55	C74	18.00	14.23
C75	S 70° 03' W	13.55	C75	18.00	14.23
C76	S 70° 03' W	13.55	C76	18.00	14.23
C77	S 70° 03' W	13.55	C77	18.00	14.23
C78	S 70° 03' W	13.55	C78	18.00	14.23
C79	S 70° 03' W	13.55	C79	18.00	14.23
C80	S 70° 03' W	13.55	C80	18.00	14.23
C81	S 70° 03' W	13.55	C81	18.00	14.23
C82	S 70° 03' W	13.55	C82	18.00	14.23
C83	S 70° 03' W	13.55	C83	18.00	14.23
C84	S 70° 03' W	13.55	C84	18.00	14.23
C85	S 70° 03' W	13.55	C85	18.00	14.23
C86	S 70° 03' W	13.55	C86	18.00	14.23
C87	S 70° 03' W	13.55	C87	18.00	14.23
C88	S 70° 03' W	13.55	C88	18.00	14.23
C89	S 70° 03' W	13.55	C89	18.00	14.23
C90	S 70° 03' W	13.55	C90	18.00	14.23
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C93	S 70° 03' W	13.55	C93	18.00	14.23
C94	S 70° 03' W	13.55	C94	18.00	14.23
C95	S 70° 03' W	13.55	C95	18.00	14.23
C96	S 70° 03' W	13.55	C96	18.00	14.23
C97	S 70° 03' W	13.55	C97	18.00	14.23
C98	S 70° 03' W	13.55	C98	18.00	14.23
C99	S 70° 03' W	13.55	C99	18.00	14.23
C100	S 70° 03' W	13.55	C100	18.00	14.23

GRAPHIC SCALE  
( IN FEET )  
1 inch = 100 ft

**SHEET 6 OF 12**  
**NOTE: NOT A VALID**  
**SURVEY WITHOUT**  
**ALL SHEETS.**

R.B. PHARR &amp; ASSOCIATES, P.A.

LICENSE NO. C-1471  
969 E. 7TH STREET SUITE 100 CHARLOTTE, NC 28204 TEL. (704) 376-2186  
SCALE: DATE: JOB NO.

DATE: APRIL 15, 2024  
JOB NO. 94521

PL077002 5/13/2023

FILED Jun 06, 2025 02:46 pm	FILED
BOOK 00105	CABARRUS
PAGE 0109 THRU 0109	COUNTY NC
INSTRUMENT # 12364	WAYNE NIXON
EXCISE TAX \$0.00	REGISTER
	OF DEEDS

SHEET 7

ELI LILLY AND COMPANY  
DB: 15918, PG: 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
16,609,491 SQ. FT.  
OR 383.138 ACRES

SHEET 7

~~SHEET~~  
~~SHEET~~

SCM  
MAINTENAN  
414.  
OR 9  
SEE SHEET 8 FOR

LINE TABLE:

LINE	BEARING	DISTANCE
L41	N18°46'19"W	27.04
L42	N18°44'05"W	10.62
L46	N58°59'56"W	415.28
L47	H40°59'38"E	51.04
L48	N14°27'50"E	30.26
L49	N80°27'24"E	1.54
L50	N77°27'02"E	34.55
L51	N80°40'12"E	37.83
L52	S07°18'43"E	33.39
L53	S81°51'58"E	38.43
L54	S08°08'02"E	94.92
L55	S58°59'58"E	439.71
L56	S34°23'03"E	73.88
L57	S18°42'30"E	10.61


**CURVE TABLE:**

CURS	BAQUIS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C25	295.00	223.54	N44°07'09" W	218.23
C26	210.00	232.89	N34°05'42" W	220.90
C27	15.00	25.65	N08°10'10" W	22.64
C28	50.50	73.38	N27°43'43" E	23.17
C29	120.00	120.30	N00°00'00" W	165.75
C30	120.00	86.22	N26°05'34" W	79.76
C31	58.97	168.51	S42°32'46" E	148.79
C32	5.00	3.37	S76°19'05" E	3.31
C33	240.00	236.77	S37°33'57" E	227.78
C34	240.00	56.67	S09°41'41" E	59.89
C35	251.50	56.08	S09°21'54" E	58.82

LOT 1  
(REMAINING AREA)  
AREA WITHIN ROW  
1,371,085 SQ. FT.  
OR 31.4758 ACRES

VARIABLE WIDTH  
ELECTRICAL EASEMENT #1  
476,117 SQ. FT.  
OR 10.9301 ACRES  
PURCHASED BY CITY OF CONCORD

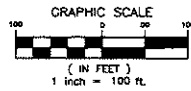
VARIABLE WIDTH MULTI-USE  
PATH EASEMENT  
142.447 SQ. FT.  
OR 3.2701 ACRES



VARIABLE V  
ELECTRICAL EAS  
478,117 SC  
OR 10.9301  
(TO BE PURCHASED BY C

**NOTES:**

1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.



CONCORD PARKWAY SOUTH  
U.S. HIGHWAY 29

ASSUMED 120' PUBLIC R/W  
MB. 18, PG. 14

**SHEET 7 OF 12**

NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

**R.B. PHARR & ASSOCIATES, P.A.**  
SURVEYING & MAPPING

LICENSURE NO: C-1471  
969 E. 7TH STREET SUITE 100 CHARLOTTE, NC 28204 TEL. (704) 376-2106  
SCALE: DATE: JOB NO.

SCALE: 1" = 100'	DATE: APRIL 15, 2024	JOB NO. 94521
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C:\BY PROJECT NAME\ELI LILLY\94521\DWG\94521.DWG
 PLOTED: 5/13/2002



FILED Jun 06, 2025 02:46 pm  
BOOK 00105  
PAGE 0111 THRU 0111  
INSTRUMENT # 12396  
EXCISE TAX \$0.00

**NOTES:**  
1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.

THE CASABRUS COUNTRY CLUB, INC.  
DB. 380, PG. 42  
PIN: 56103323360000

SHEET 10  
SHEET 9

SHEET 9  
SHEET 8

GRAPHIC SCALE  
 ( IN FEET )  
 1 inch = 100 ft.

**SHEET 9 OF 12**  
**NOTE: NOT A VALID**  
**SURVEY WITHOUT**  
**ALL SHEETS.**

**R.B. PHARR & ASSOCIATES, P.A.**  
SURVEYING & MAPPING

969 E. 7TH STREET SUITE 100 CHARLOTTE, NC 28204	JOB NO.
SCALE:	DATE:
1" = 100'	APRIL 15, 2024

1704

## LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

FILED Jun 06, 2025 02:46 pm	FILED
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PAGE 0112 THRU 0112	COUNTY NC
INSTRUMENT # 12387	WAYNE NIXON
EXCISE TAX \$0.00	REGISTER
	OF DEEDS



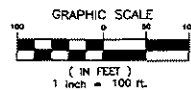
NOTES:  
1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.



*Clark Neilson*  
5.13.2025

THE CABARRUS COUNTRY CLUB, INC.  
DB. 380, PC. 42  
PINE 56103323300000  
ZONED-RE

MONUMENT "BUFFALO 2"  
NC 680 1440 83 (2011)  
PUBLISHED AND USED  
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**SHEET 10 OF 12**  
NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

ELI LILLY AND COMPANY  
DB. 15918, PC. 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
18,685,491 SQ. FT.  
OR 363.138 ACRES

CREW		DATE	REVISION
RBP	KPM		
R.B. PHARR & ASSOCIATES, P.A. SURVEYING & MAPPING LICENSE NO. C-1471 969 E. 7TH STREET, SUITE 300, CHARLOTTE, NC 28204 TEL: (704) 376-2386			
SCALE: 1" = 100'	DATE: APRIL 15, 2024	JOB NO. 94521	

PLOTTED: 5/13/2025  
DRAWN PROJECT NAME: ELI LILLY CONCORD SUBDIVISION

## LILLY CONCORD SUBDIVISION PLAT

FILED Jun 06, 2025 02:48 pm FILED  
BOOK 00105 CABARRUS  
PAGE 0113 TOWN 0113 COUNTY NC  
INSTRUMENT # 12308 WAYNE NIXON  
EXCISE TAX \$0.00 REGISTER  
OF DEEDS

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000



ELI LILLY AND COMPANY  
DB. 15918, PG. 313  
PIN: 56102162300000

LOT 1  
(REMAINING AREA)  
NET AREA  
16,628.491 SQ. FT.  
OR 383.138 ACRES

## CURVE TABLE:

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C16	208.70	81.71	S53°23'15"W	81.18
C17	43.27	11.43	S49°18'29"W	11.42
C18	176.20	69.85	S53°23'15"W	69.40
C19	75.27	18.04	S49°18'29"W	18.99

## LINE TABLE:

LINE	BEARING	DISTANCE
L25	N0°18'02"W	51.31
L26	S27°30'47"W	92.27
L28	N05°40'55"E	89.12
L29	S63°42'42"W	136.31
L31	S66°53'55"W	165.17

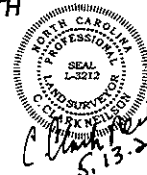
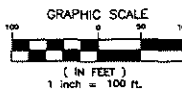
VAR. WID. EASEMENT  
12,300 SQ. FT.  
OR 0.2845 ACRES  
(TO BE GRANTED BY ELI LILLY)

VAR. WID. MULTI-USE  
PATH EASEMENT  
142,447 SQ. FT.  
OR 3.2701 ACRES

VAR. WID. ELECTRICAL EASEMENT #1  
476,117 SQ. FT.  
OR 10.9301 ACRES  
(TO BE PURCHASED BY CITY OF CONCORD)

LOT 1  
(REMAINING AREA)  
AREA WITHIN R/W  
1,371,985 SQ. FT.  
OR 31.4758 ACRES

CONCORD PARKWAY SOUTH  
U.S. HIGHWAY 29  
ASSUMED 120' PUBLIC R/W  
MB. 18, PG. 14



## NOTES:

SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.

SHEET 11 OF 12  
NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

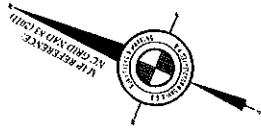
R.B. PHARR & ASSOCIATES, P.A.  
SURVEYING & MAPPING

265 E. 7TH STREET, SUITE 100, CHARLOTTE, NC 28204 TEL: (704) 376-2186  
SCALE: 1" = 100' DATE: APRIL 15, 2024 JOB NO. 94521

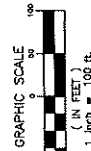
PLATTED: 5/13/2025  
C:\BY PROJECT NAME\ELI LILLY\56021\040\04521.DWG

# LILLY CONCORD SUBDIVISION PLAT

ELI LILLY AND COMPANY (OWNER)  
1420 CONCORD PARKWAY SOUTH  
CITY OF CONCORD, TOWNSHIP NO. 2, CABARRUS COUNTY, NORTH CAROLINA  
DEED REFERENCE: 15918-313  
PIN: 56102162300000

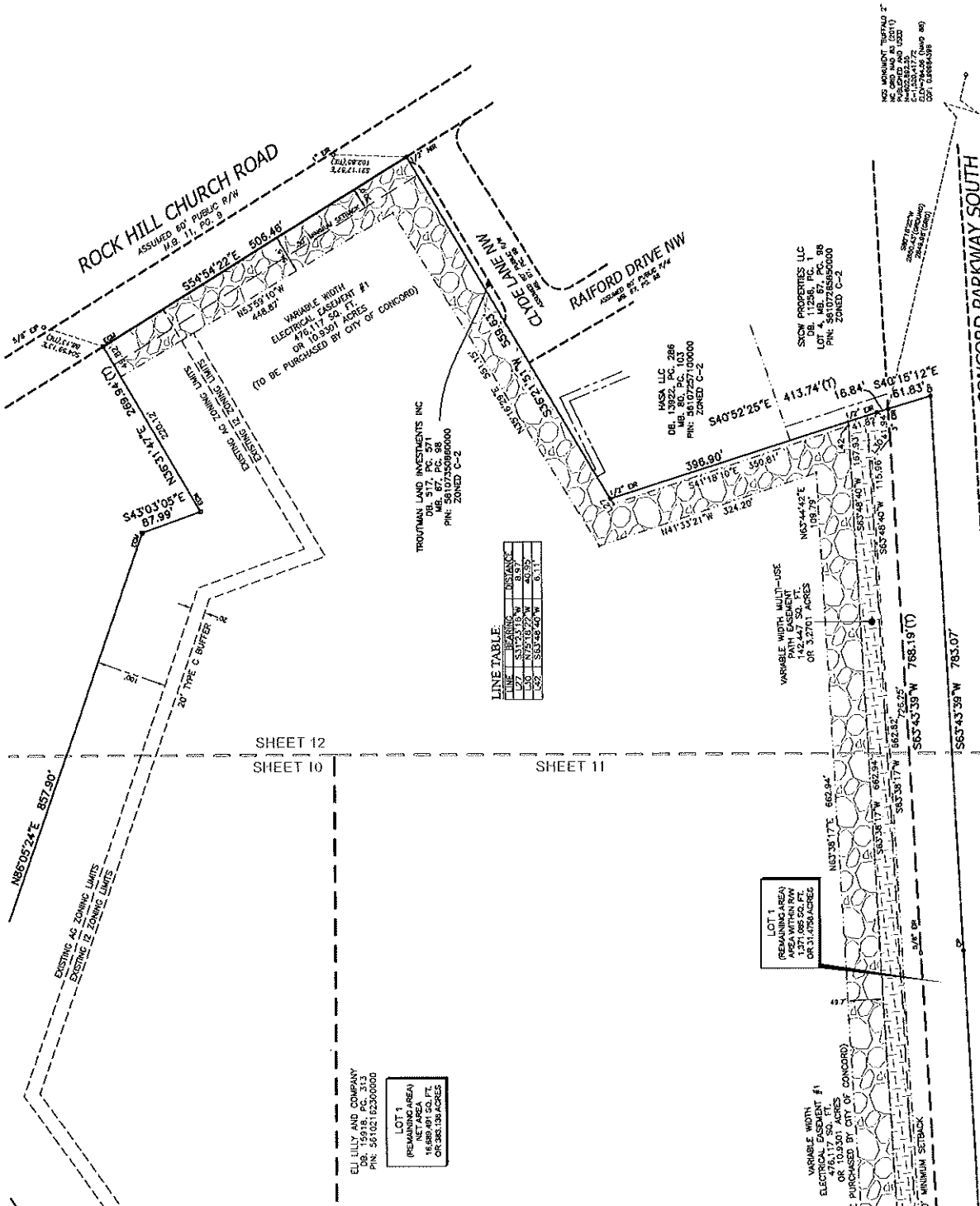


NOTES:  
1. SEE SHEET 1 OF 12 FOR ALL NOTES AND CERTIFICATIONS.



SHEET 12 OF 12  
NOTE: NOT A VALID  
SURVEY WITHOUT  
ALL SHEETS.

DATE:	APRIL 15, 2024
JOB NO.:	94521
SCALE:	1" = 100'
OWNER:	R.B. PHARR & ASSOCIATES, P.A.
SURVEYOR:	STATE OF NORTH CAROLINA
DEED REFERENCE:	15918-313
TOWNSHIP:	NO. 2
COUNTY:	CABARRUS
STATE:	NORTH CAROLINA



LOT 1  
(REMAINING AREA)  
16,888.81 SQ. FT.  
OR 31.4756 ACRES

LOT 1  
(REMAINING AREA)  
1,371.085 SQ. FT.  
OR 31.4756 ACRES

**Exhibit B**

**Wet Pond Inspection and Maintenance Plans**

[see attached]





## Wet Detention Basin Inspection and Maintenance Plan (BMP-1, Wet Pond)

Grantor agrees to keep a maintenance record on this SCM. This maintenance record will be kept in a log in a known set location. Any deficient SCM elements noted in the inspection will be corrected, repaired or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the SCM.

The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.

**This system (*check one*):**

☐ does ☒ does not incorporate a vegetated filter at the outlet.

**This system (*check one*):**

☐ does ☒ does not incorporate pretreatment other than a forebay.

Important maintenance procedures:

- Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks).
- No portion of the wet detention pond should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf.
- Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin.
- If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical.
- Once a year, a dam safety expert should inspect the embankment.

After the wet detention pond is established, it should be inspected **once a month and within 24 hours after every storm event greater than 1.0 inches**. Records of inspection and maintenance should be kept in a known set location and must be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

SCM element:	Potential problem:	How I will remediate the problem:
The entire SCM	Trash/debris is present.	Remove the trash/debris.
The perimeter of the wet detention basin	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application.
	Vegetation is too short or too long.	Maintain vegetation at a height of approximately six inches.

SCM element:	Potential problem:	How I will remediate the problem:
<b>The inlet device: pipe or swale</b>	The pipe is clogged.	Unclog the pipe. Dispose of the sediment off-site.
	The pipe is cracked or otherwise damaged.	Replace the pipe.
	Erosion is occurring in the swale.	Regrade the swale if necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion.
<b>The forebay</b>	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The vegetated shelf</b>	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The main treatment area</b>	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).

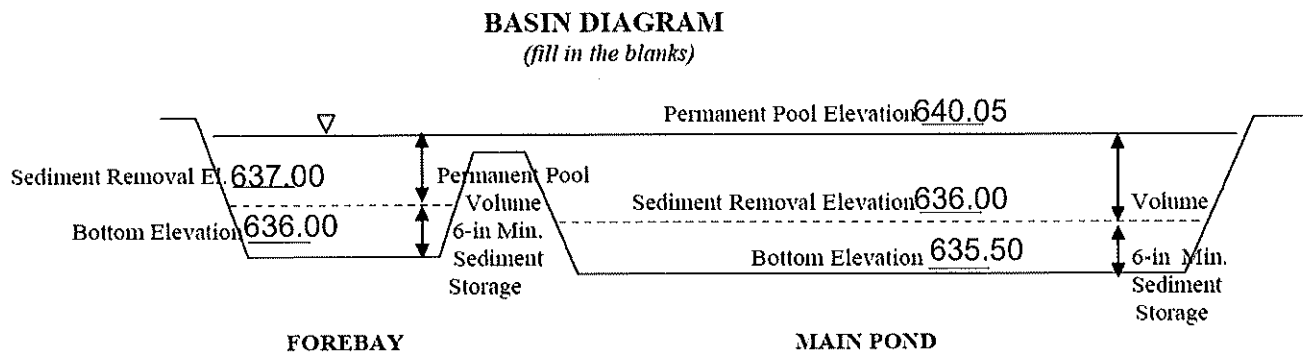
SCM element:	Potential problem:	How I will remediate the problem:
<b>The embankment</b>	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Use traps to remove muskrats and consult a professional to remove beavers.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
	An annual inspection by an appropriate professional shows that the embankment needs repair.	Make all needed repairs.
<b>The outlet device</b>	Clogging has occurred.	Clean out the outlet device. Dispose of the sediment off-site.
	The outlet device is damaged	Repair or replace the outlet device.
<b>The receiving water</b>	Erosion or other signs of damage have occurred at the outlet.	Contact the local NC Division of Water Quality Regional Office, or the 401 Oversight Unit at 919-733-1786.

The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.

**Elevations used are approved design or equivalent as-built elevations.( Indicate which is being indicated in this document.)**

When the permanent pool depth reads 4.05 feet in the main pond, the sediment shall be removed.

When the permanent pool depth reads 3.05 feet in the forebay, the sediment shall be removed.





## Wet Detention Basin Inspection and Maintenance Plan (BMP-2, Wet Pond)

Grantor agrees to keep a maintenance record on this SCM. This maintenance record will be kept in a log in a known set location. Any deficient SCM elements noted in the inspection will be corrected, repaired or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the SCM.

The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.

**This system (check one):**

☐ does ☒ does not incorporate a vegetated filter at the outlet.

**This system (check one):**

☐ does ☒ does not incorporate pretreatment other than a forebay.

Important maintenance procedures:

- Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks).
- No portion of the wet detention pond should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf.
- Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin.
- If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical.
- Once a year, a dam safety expert should inspect the embankment.

After the wet detention pond is established, it should be inspected **once a month and within 24 hours after every storm event greater than 1.0 inches**. Records of inspection and maintenance should be kept in a known set location and must be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

SCM element:	Potential problem:	How I will remediate the problem:
The entire SCM	Trash/debris is present.	Remove the trash/debris.
The perimeter of the wet detention basin	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application.
	Vegetation is too short or too long.	Maintain vegetation at a height of approximately six inches.

SCM element:	Potential problem:	How I will remediate the problem:
<b>The inlet device: pipe or swale</b>	The pipe is clogged.	Unclog the pipe. Dispose of the sediment off-site.
	The pipe is cracked or otherwise damaged.	Replace the pipe.
	Erosion is occurring in the swale.	Regrade the swale if necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion.
<b>The forebay</b>	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The vegetated shelf</b>	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The main treatment area</b>	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).

SCM element:	Potential problem:	How I will remediate the problem:
<b>The embankment</b>	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Use traps to remove muskrats and consult a professional to remove beavers.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
	An annual inspection by an appropriate professional shows that the embankment needs repair.	Make all needed repairs.
<b>The outlet device</b>	Clogging has occurred.	Clean out the outlet device. Dispose of the sediment off-site.
	The outlet device is damaged	Repair or replace the outlet device.
<b>The receiving water</b>	Erosion or other signs of damage have occurred at the outlet.	Contact the local NC Division of Water Quality Regional Office, or the 401 Oversight Unit at 919-733-1786.

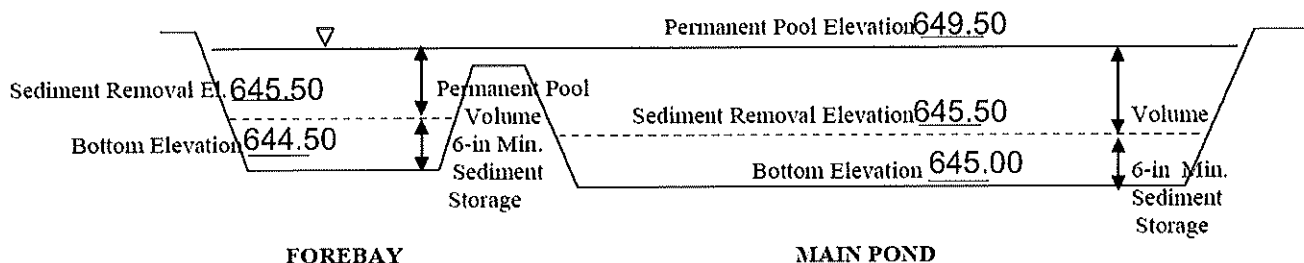
The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.

Elevations used are approved design or equivalent as-built elevations.( Indicate which is being indicated in this document.)

When the permanent pool depth reads 4.00 feet in the main pond, the sediment shall be removed.

When the permanent pool depth reads 4.00 feet in the forebay, the sediment shall be removed.

### BASIN DIAGRAM (fill in the blanks)





## Wet Detention Basin Inspection and Maintenance Plan (BMP-3, Wet Pond)

Grantor agrees to keep a maintenance record on this SCM. This maintenance record will be kept in a log in a known set location. Any deficient SCM elements noted in the inspection will be corrected, repaired or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the SCM.

The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.

**This system (check one):**

☐ does ☒ does not incorporate a vegetated filter at the outlet.

**This system (check one):**

☐ does ☒ does not incorporate pretreatment other than a forebay.

Important maintenance procedures:

- Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks).
- No portion of the wet detention pond should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf.
- Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin.
- If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical.
- Once a year, a dam safety expert should inspect the embankment.

After the wet detention pond is established, it should be inspected **once a month and within 24 hours after every storm event greater than 1.0 inches**. Records of inspection and maintenance should be kept in a known set location and must be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

SCM element:	Potential problem:	How I will remediate the problem:
The entire SCM	Trash/debris is present.	Remove the trash/debris.
The perimeter of the wet detention basin	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application.
	Vegetation is too short or too long.	Maintain vegetation at a height of approximately six inches.

SCM element:	Potential problem:	How I will remediate the problem:
<b>The inlet device: pipe or swale</b>	The pipe is clogged.	Unclog the pipe. Dispose of the sediment off-site.
	The pipe is cracked or otherwise damaged.	Replace the pipe.
	Erosion is occurring in the swale.	Regrade the swale if necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion.
<b>The forebay</b>	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The vegetated shelf</b>	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
<b>The main treatment area</b>	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).



SCM element:	Potential problem:	How I will remediate the problem:
<b>The embankment</b>	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Use traps to remove muskrats and consult a professional to remove beavers.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
	An annual inspection by an appropriate professional shows that the embankment needs repair.	Make all needed repairs.
<b>The outlet device</b>	Clogging has occurred.	Clean out the outlet device. Dispose of the sediment off-site.
	The outlet device is damaged	Repair or replace the outlet device.
<b>The receiving water</b>	Erosion or other signs of damage have occurred at the outlet.	Contact the local NC Division of Water Quality Regional Office, or the 401 Oversight Unit at 919-733-1786.

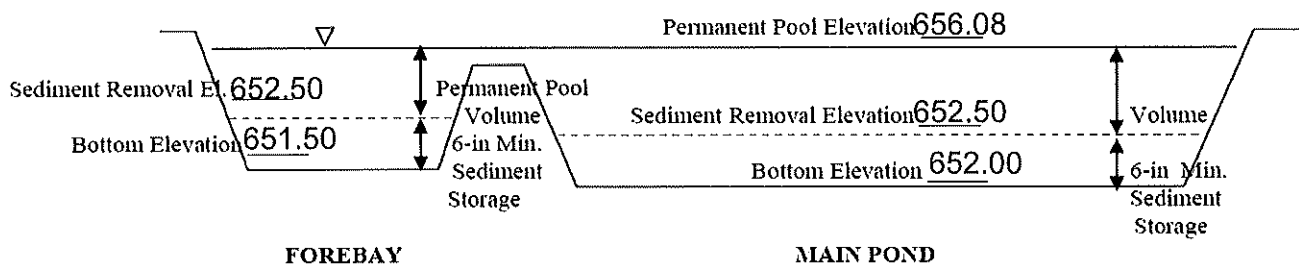
The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.

**Elevations used are approved design or equivalent as-built elevations.( Indicate which is being indicated in this document.)**

When the permanent pool depth reads 3.58 feet in the main pond, the sediment shall be removed.

When the permanent pool depth reads 3.58 feet in the forebay, the sediment shall be removed.

### BASIN DIAGRAM (fill in the blanks)



NORTH CAROLINA  
CABARRUS COUNTY

**STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND  
MAINTENANCE AGREEMENT**

THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by Concord Fortune LLC, a Delaware limited liability company, whose principal address is 19762 Macarthur Blvd, Suite 300, Irvine, CA 92612 (hereinafter "Grantor"), with, to, and for the benefit of the City of Concord, a municipal corporation of the State of North Carolina, whose address is P.O. Box 308, Concord North Carolina 28026-0308, (hereinafter "Grantee" or "City").

**W I T N E S S E T H:**

**WHEREAS**, THE CITY COUNCIL ACCEPTED THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ON \_\_\_\_\_.

**WHEREAS**, Grantor is the owner in fee simple of certain real property situated in the City of Concord, County of Cabarrus, North Carolina and more particularly described as follows: Fortune Avenue NW, Concord, NC, Cabarrus County Property Identification Number (PIN): 5601-74-4513. It being the land conveyed to Grantor by deed recorded in Books and Pages 16416/34, 16416/39 and 16416/48 in the Office of the Register of Deeds for Cabarrus County (hereinafter referred to as the "Property"); and

**WHEREAS**, Grantor desires to develop or redevelop all or portions of the Property; and

**WHEREAS**, the Property is located within the planning jurisdiction of the City of Concord, and is subject to certain requirements set forth in the City of Concord Code of Ordinances Chapter 60, the Concord Development Ordinance, (hereafter "CCDO"), and the Concord Technical Standards Manual (hereafter "Concord Manual"); and

**WHEREAS**, conditions for development and/or redevelopment of the Property includes (i) the construction, operation and maintenance of an engineered stormwater control structure, namely a Sand Filter, as provided in the CCDO and the Concord Manual (the "Stormwater Control Measure" or "SCM"), (ii) Grantor's dedication of a non-exclusive access easement to the City, as described in this Agreement, for inspection and maintenance of the Stormwater Control Measure; and (iii) the assumption by Grantor of certain specified maintenance and repair responsibilities; and

**WHEREAS**, this Agreement and the easements created herein are established in accordance with the requirements of N.C.G.S. Sec 143-211 *et. seq.*, Article 4 of the CCDO and Article I of the Concord Manual; and

**WHEREAS**, Grantor has full authority to execute this Agreement so as to bind the Property and all current and future owners and/or assigns.

**NOW, THEREFORE**, for valuable consideration, including the benefits Grantor may derive there from, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby dedicates, bargains, grants and conveys unto Grantee, and its successors and assigns, a perpetual, and irrevocable right and non-exclusive easement in gross (of the nature and character and to the extent hereinafter set forth) in, on, over, under, through and across those portions of the Property shown on the attached **Exhibit "A"** titled **"New Easement Survey Property of: Concord Fortune LLC" (Sheet 3 of 3 only) and labeled "New Stormwater Control Measure Access and Maintenance Easement 0.619 AC."** for the purpose of inspection and maintenance of the Stormwater Control Measure (hereinafter referred to as "SCM Easement"). Within the SCM Easement Grantor shall conduct best management practices as more fully set forth herein and in the CCDO and Concord Manual. Also within the SCM Easement, Grantor shall construct, maintain, repair and reconstruct the Stormwater Control Measure or SCM, which include (i) the SCM and any other stormwater quantity and/or quality control devices and/or structures, described on the plans approved by the City of Concord and filed at the A.M. Brown Operations Center, 850 Warren Coleman Blvd., Concord, NC 28025; and (ii) access to the aforesaid SCM as shown on the attached **Exhibit "A"** titled **"New Easement Survey Property of: Concord Fortune LLC" (Sheet 3 of 3 only) and labeled "New Stormwater Control Measure Access and Maintenance Easement 0.619 AC."** and access from **Fortune Ave. NW 80' Public Right of Way MP. 50 PG. 44**, for the purpose of permitting City access, inspection and, in accordance with the terms of paragraph 4 of this Agreement, maintenance and repair of the SCM, as more fully set forth herein and in the CCDO and Concord Manual. Except as set forth herein, nothing contained in this Agreement shall be deemed to be a gift or dedication of any portion of Grantor's Property to the general public or for any public use or purpose whatsoever, and further except as specifically provided herein for the benefit of the City, no rights, privileges or immunities of Grantor shall inure to the benefit of any third-party, nor shall any third-party be deemed to be a beneficiary of any of the provisions contained herein.

The additional terms, conditions, and restrictions of this Agreement are:

1. The requirements pertaining to the SCM Easements are more fully set forth in the current adopted and published editions of the following four (4) documents: (i) Article 4 of the CCDO, (ii) Article I, Section 1 of the Concord Manual, (iii) the Sand Filter Inspection and Maintenance Plan attached as **Exhibit "B"** and (iv) as provided in the North Carolina Department of Environmental Quality (DEQ) Stormwater Design Manual (the "NCDEQ Manual"), all of which are incorporated herein by reference as if set forth in their entireties below. Grantor agrees to abide by all applicable codes including, but not limited to, those set forth above. All provisions required by the CCDO Section 4.4.6.B.1 are incorporated herein by reference, and Grantor agrees to abide by said provisions. Grantor further agrees that Grantor shall perform the following, all at its sole cost and expense:

- a. All components of the SCM and related improvements within the SCM Easements are to be kept in good working order.

b. The components of the SCM and related improvements within the SCM Easements shall be maintained by Grantor as described in **Exhibit "B"**, the Sand Filter Inspection and Maintenance Plan.

2. Upon completion of the construction of the SCM, Grantor's N.C. registered professional engineer shall certify in writing to the Concord Director of Water Services that the SCM and all components are constructed and initially functioning as designed. Annual inspection reports (hereinafter referred to as "Annual Report(s)") are required each year and shall be made by Grantor on the written schedule provided to Grantor in advance by the City. The Annual Report(s) shall describe the condition and functionality of the SCM and shall describe any maintenance performed thereon during the preceding year. The Annual Report(s) shall be submitted with the signature and seal of Grantor's N.C. registered professional engineer conducting the inspection. If necessary, the City will provide a letter describing the maintenance necessary to keep the SCM and all components and structures related to the SCM functioning as designed and with reasonable timeframes in which to complete the maintenance. If the Annual Report(s) recommends maintenance actions, the repairs shall be made within a reasonable time as defined by the City.

Grantor and Grantee understand, acknowledge and agree that the attached Inspection and Maintenance Plan describes the specific actions needed to maintain the SCM.

3. Grantor represents and warrants that Grantor is financially responsible for construction, maintenance, repair and replacement of the SCM, its appurtenances and vegetation, including impoundment(s), if any. Grantor agrees to perform or cause to be performed the maintenance as outlined in the attached Inspection and Maintenance Plan and as provided in the NCDEQ Manual. Grantor and any subsequent transferee of Grantor or succeeding owner of the Property shall give the City written notice of the transfer of a fee or possessory interest in the Property listing the transferee's name, address of the Property, transferee's mailing address and other contact information. Grantor and any subsequent transferee of Grantor or succeeding owner of the Property shall not be responsible for errors or omissions in the information about the transferee provided to the City caused by acts or omissions of the transferee. The transferee shall give the City written notice of the acceptance and any future transfer of an interest in the Property listing the transferee's name, address of the Property; transferee's mailing address and other contact information. Upon the conveyance of the Property by Grantor to any transferee acquiring the Property by means of a conveyance document containing the language set forth in paragraph 9 below, Grantor is released from any further covenants or other obligations set forth in this Agreement.

4. If Grantor fails to comply with these requirements, or any other obligations imposed herein, in the City of Concord Code of Ordinances, CCDO, the Concord Manual or approved Inspection and Maintenance Plan, the City of Concord may perform (but is not obligated to perform) such work as Grantor is responsible for and recover the costs thereof from Grantor.

5. This Agreement gives Grantee the following affirmative rights:

Grantee, its officers, employees, and agents may, but is not obligated, to enter the SCM Easements whenever reasonably necessary for the purpose of inspecting same to determine compliance herewith, to maintain same and make repairs or replacements to the SCM, their appurtenances and condition(s) as may be necessary or convenient thereto in the event Grantor defaults in its obligations and to recover from Grantor the cost thereof, and in addition to other rights and remedies available to it, to enforce by proceedings at law or in equity the rights, covenants, duties, and other obligations herein imposed in this Agreement.

6. Grantor shall neither obstruct nor hinder the passage of vehicular traffic and pedestrians within the paved portion of the access easement granted herein by Grantor to Grantee.

7. Grantor shall, in all other respects, remain the fee owner of the Property and areas subject to the SCM Easements, and may make all lawful uses of the Property not inconsistent with this Agreement and the Easements granted herein.

8. Grantee neither waives nor forfeits the right to act to ensure compliance with the terms, conditions and purposes of the SCM Easements and this Agreement by a prior failure to act.

9. Grantor agrees:

a. That a reference to the deed book and page number of this document in a form substantially similar to the following statement, with the appropriate Deed Book and Page for this Agreement inserted in the relevant blanks, in at least a 12 point bold face font on the first page of the document: **"Notice: The Property is subject to a Stormwater Control Measure (SCM), Access Easement and Maintenance Agreement enforced by the City of Concord and State of North Carolina recorded in the Cabarrus County Registry at DB\_\_\_\_\_PG\_\_\_\_\_."** shall be inserted by Grantor in any subsequent deed or other legal instrument by which Grantor may be divested of either the fee simple title to or possessory interests in the subject Property. The designation Grantor and Grantee shall include the parties, their heirs, successors and assigns; and

b. That the following statement, with the appropriate date, Deed Book and Page for this Agreement inserted in the relevant blanks, shall be inserted in any deed or other document of conveyance:

"Title to the property hereinabove described is subject to the following exceptions:

That certain Stormwater Control Measure (SCM), Access Easement and Maintenance Agreement dated \_\_\_\_\_, 2025 with and for the benefit of the City of Concord, recorded in Book \_\_\_\_\_, Page \_\_\_\_\_ in the Cabarrus County Registry, North Carolina, creating obligations of payment and performance on the part of Grantor which Grantee hereby assumes and agrees to perform and pay as part of the consideration of this conveyance and except further that this conveyance is made subject to any and all enforceable restrictions and easements of record (if applicable)."

In the event that such conveyance is other than by deed, the above terms of "grantor/grantee" may be substituted by equivalent terms such as "landlord/tenant."

TO HAVE AND TO HOLD the aforesaid rights, privileges, and easements herein granted to Grantee, its successors and assigns forever and Grantor does covenant that Grantor is seized of said premises in fee and has the right to convey the same, that except as set forth below the same are free from encumbrances and that Grantor will warrant and defend the said title to the same against claims of all persons whosoever.

Title to the Property hereinabove described is subject to all enforceable deeds of trust, liens, easements, covenants and restrictions of record.

The covenants agreed hereto and the conditions imposed herein shall be binding upon Grantor and their agents, personal representatives, heirs and assigns and all other successors in interest to Grantor and shall continue as a servitude running in perpetuity with the above-described land.

THE CONCORD CITY COUNCIL APPROVED THIS AGREEMENT AND SCM ACCESS EASEMENTS AND ACCEPTED THE SCM ACCESS EASEMENTS AT THEIR MEETING OF \_\_\_\_\_, 2025 AS ATTESTED TO BELOW BY THE CITY CLERK. CONCORD CITY COUNCIL APPROVAL OF THIS AGREEMENT AND EASEMENT IS A CONDITION PRECEDENT TO ACCEPTANCE BY THE CITY.

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed day and year first above written.

**GRANTOR:**

Concord Fortune LLC, a Delaware limited liability company

By: CIP Real Estate, LLC, a Delaware limited liability company, its sole member

Signature: [Signature]  
Name: Robert Y. Strom  
Title: Chairman of the Board

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

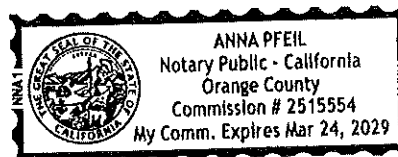
State of California )  
County of Orange ) ss

On October 22, 2025, before me, Anna Pfeil, Notary Public, personally appeared Robert Y. Strom, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]  
Signature



(Affix Seal)

**GRANTEE:**

City of Concord, a municipal corporation

By: \_\_\_\_\_  
Lloyd Wm. Payne, Jr., City Manager

ATTEST:

\_\_\_\_\_  
Kim J. Deason, City Clerk  
[SEAL]

APPROVED AS TO FORM

\_\_\_\_\_  
VaLerie Kolczynski, City Attorney

**STATE OF NORTH CAROLINA  
COUNTY OF CABARRUS**

I, \_\_\_\_\_, a Notary Public of the aforesaid County and State, do hereby certify that Kim J. Deason personally appeared before me this day and acknowledged that she is the City Clerk of the City of Concord and that by authority duly given and as the act of the municipal corporation, the foregoing STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT was approved by the Concord City Council at its meeting held on \_\_\_\_\_ and was signed in its name by its City Manager, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_



October 8, 2025

North Carolina Department of Environmental Quality  
NC Division of Water Resources-Water Quality Permitting Section  
Wastewater Branch-PERCS Unit  
Michael Montebello, Municipal Permitting Unit Supervisor  
1617 Mail Service Center  
Raleigh, NC 27699-1617  
Email: [michael.montebello@ncdenr.gov](mailto:michael.montebello@ncdenr.gov)

**Subject: July - September 2025 – Quarterly Report  
City of Concord Wastewater Collection System Extension  
Cabarrus County, North Carolina**

Dear Mr. Montebello:

Enclosed is the quarterly report with City of Concord issued Authorization to Construct permits listed in compliance with the North Carolina General Statutes Title 15A NCAC 2T and as delegated by North Carolina Department of Environment and Natural Resources, Division of Water Quality, Pretreatment, Emergency Response, and Collection Systems Unit.

Digitally submitted are the following documents: Quarterly Permit Report Form DQR 01-05, FTSE-01/14 Flow Form, corresponding Flow Acceptance response from WSACC, and the Authorization to Construct permits. Should you prefer a paper copy, please advise.

The City of Concord has reviewed and approved the engineering plans and will be the retail service provider for the customer(s) served by the proposed wastewater collection system. The City of Concord will observe the construction of the proposed system and will require the project to meet the North Carolina General Statutes Title 15A NCAC 2T requirements and the Standard Specifications for Wastewater Collection and Water Distribution for Cabarrus County.

If there are any questions regarding the information presented in this letter, please either contact Sherri Moore, the Engineering Coordinator, (704) 920-5415, or me at (704) 920-5401.

Sincerely,  
City of Concord

**Jacklyn Beth Deal** Digitally signed by Jacklyn Beth Deal  
Date: 2025.10.20 17:39:34 -04'00'

Jacklyn Beth Deal, PE  
Director of Engineering

Cc: File



## IDENTITY THEFT PREVENTION PROGRAM INCIDENT REPORT

### CITY OF CONCORD

It is the policy of the City of concord to provide an Identity Theft Prevention Program for customers and coworkers. The purpose of this report is to provide continued evaluation for the effectiveness of current policies and procedures in compliance with the FACTact. This document will be used to drive recommendations for changes to the program due to evolving risk and methods of theft.

This document will also be used to report incidents that have taken place since the last reporting period.

Recommendations: None

Incidents: November 2024 - October 2025

Date	Coworker	Incident	City Response	Mitigation
none				
			.	

**Tax Report for Fiscal Year 2025-2026****FINAL REPORT****September****Property Tax Receipts**

2025 BUDGET YEAR	3,880,497.58
2024	43,179.56
2023	1,092.59
2022	55.26
2021	0.71
2020	6.20
2019	3.10
2018	-
2017	26.12
2016	14.80
Prior Years	15.58
Interest	2,931.70
Refunds	
	<hr/>
	3,927,823.20

**Vehicle Tax Receipts- County**

2025 BUDGET YEAR	563,514.57
2024	54.99
2023	
2022	
2021	
2020	
2019	
Prior Years	
Penalty & Interest	8,442.76
Refunds	
	<hr/>
	572,012.32

**Fire District Tax - County**

2025 BUDGET YEAR	28,778.58
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Less: Collection Fee from County

<b>Net Ad Valorem Collections</b>	<hr/>
	4,528,614.10

423:Vehicle Tag Fee-Transportation Impr Fund	38,194.30
100:Vehicle Tag Fee	155,061.40
630:Vehicle Tag Fee-Transportation Fund	38,194.30
Less Collection Fee - Transit	
<b>Net Vehicle Tag Collection</b>	<hr/>
	231,450.00

Privilege License	-
Prepaid Privilege Licenses	
Privilege License interest	
<b>Total Privilege License</b>	<hr/>
	-

Oakwood Cemetery current	1,275.00
Oakwood Cemetery endowment	-
Rutherford Cemetery current	6,500.02
Rutherford Cemetery endowment	1,499.98
West Concord Cemetery current	1,800.00
West Concord Cemetery endowment	-
<b>Total Cemetery Collections</b>	<hr/>
	11,075.00

<b>Total Collections</b>	<hr/>
	\$ 4,771,139.10

<b>Current Year</b>	
<b>Original Scroll</b>	
Levy	
Penalty	
Adjustments	
Public Service	
Levy	
Penalty	
Discoveries/Annex	16,795.16
Discoveries/Annex prior yr billed in current Yr	12,896.04
Discovery Penalty	3,982.01
<b>Total Amount Invoiced - Monthly</b>	<u>33,673.21</u>
<b>Total Amount Invoiced - YTD</b>	96,843,695.82

<b>Current Year</b>	
<b>Less Abatements (Releases)</b>	
Real	9,215.03
Personal	
Discovery	
Penalty - all	
<b>Total Abatements</b>	<u>9,215.03</u>

<b>Adjusted Amount Invoiced - monthly</b>	24,458.18
<b>Adjusted Amount Invoiced - YTD</b>	96,781,782.86

Current Levy Collected	3,880,497.58
Levy Collected from previous years	44,393.92
Penalties & Interest Collected	2,931.70
Current Month Write Off - Debit/Credit	-
<b>Total Monthly Collected</b>	<u>3,927,823.20</u>
<b>Total Collected - YTD</b>	17,482,207.51

<b>Total Collected - net current levy -YTD</b>	17,347,539.56
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Percentage of Collected -current levy	17.92%
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Amount Uncollected - current year levy	79,434,243.30
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Percentage of Uncollected - current levy	82.08%
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100.00%

**CITY OF CONCORD**

**Summary of Releases, Refunds and Discoveries for the Month of September 2025**

**RELEASES**

CITY OF CONCORD	\$	<b>9,215.03</b>
CONCORD DOWNTOWN	\$	-

**REFUNDS**

CITY OF CONCORD	\$	<b>459.06</b>
CONCORD DOWNTOWN	\$	-

**DISCOVERIES**

**CITY OF CONCORD**

TaxYear	Real	Personal	Total	Rate	Calculated	Penalties
2019	0	0	0	0.0048	0.00	0.00
2020	0	1,000	1,000	0.0048	4.80	2.88
2021	0	1,000	1,000	0.0048	4.80	2.40
2022	0	1,000	1,000	0.0048	4.80	1.92
2023	0	1,000	1,000	0.0048	4.80	1.44
2024	0	3,065,914	3,065,914	0.0042	12,876.84	2,575.37
2025	610,840	3,388,008	3,998,848	0.0042	16,795.16	1,398.00
<b>Total</b>	<b>610,840</b>	<b>6,457,922</b>	<b>7,068,762</b>		<b>\$ 29,691.20</b>	<b>\$ 3,982.01</b>

**DOWNTOWN**

TaxYear	Real	Personal	Total	Rate	Calculated	Penalties
2019	0	0	0	0.0023	0.00	0.00
2020	0	0	0	0.0023	0.00	0.00
2021	0	0	0	0.0023	0.00	0.00
2022	0	0	0	0.0023	0.00	0.00
2023	0	0	0	0.0023	0.00	0.00
2024	0	0	0	0.0016	0.00	0.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$ -</b>	<b>\$ -</b>

City of Concord  
Portfolio Holdings  
Monthly Investments to Council  
Report Format: By Transaction  
Group By: Security Type  
Average By: Cost Value  
Portfolio / Report Group: All Portfolios  
As of 9/30/2025

Description	CUSIP/Ticker	Face Amount/Shares	Cost Value	Maturity Date	YTM @ Cost	% of Portfolio	Settlement Date	Cost Price	Days To Maturity
<b>Commercial Paper</b>									
CP PURE GROVE FDG 0 10/14/2025	74625TXE1	5,000,000.00	4,843,638.90	10/14/2025	4.470	1.10	1/27/2025	96.872778	14
Nordea Bank 0 11/6/2025	65558JY68	5,000,000.00	4,894,165.28	11/6/2025	4.301	1.11	5/9/2025	97.883306	37
TOYOTA CREDIT PR 0 11/14/2025	8923A0YE7	5,000,000.00	4,877,525.00	11/14/2025	4.367	1.10	4/21/2025	97.5505	45
NORDDEUTSCHE LANDESBK NY 0 1/2/2026	65558NA24	5,000,000.00	4,873,416.67	1/2/2026	4.453	1.10	6/6/2025	97.468333	94
NATIXIS NY BRANCH CP 0 2/13/2026	63873KBD8	5,000,000.00	4,842,986.11	2/13/2026	4.388	1.10	5/23/2025	96.859722	136
TORONTO DOMINION 0 3/20/2026	89119CL8	5,000,000.00	4,839,991.67	3/20/2026	4.360	1.10	6/20/2025	96.799833	171
MUFG BANK LTD 0 4/2/2026	62479MD26	5,000,000.00	4,856,650.00	4/2/2026	4.355	1.10	8/1/2025	97.133	184
CREDIT AGRICOLE CIB 0 4/10/2026	22533UDA8	5,000,000.00	4,887,125.00	4/10/2026	3.959	1.11	9/12/2025	97.7425	192
TOYOTA MTR CR 0 5/15/2026	89233HEF7	5,000,000.00	4,847,940.28	5/15/2026	4.198	1.10	8/19/2025	96.958806	227
Sub Total / Average Commercial Paper		45,000,000.00	43,763,438.91		4.316	9.91		97.25366	122
<b>FFCB Bond</b>									
FFCB 1.21 12/22/2025-22	3133ENHU7	5,000,000.00	5,000,000.00	12/22/2025	1.210	1.13	12/22/2021	100	83
FFCB 4.625 3/5/2026	3133EP4K8	5,000,000.00	4,999,610.20	3/5/2026	4.628	1.13	3/22/2024	99.992204	156
FFCB 0.625 6/16/2026-21	3133EMKV3	5,000,000.00	5,000,000.00	6/16/2026	0.625	1.13	12/17/2020	100	259
FFCB 4.75 9/1/2026	3133EPUW3	5,000,000.00	4,971,300.00	9/1/2026	4.961	1.13	9/22/2023	99.426	336
FFCB 0.94 9/28/2026-22	3133EM6E7	5,000,000.00	5,000,000.00	9/28/2026	0.940	1.13	9/28/2021	100	363
FFCB 4 2/23/2027	3133ETJF5	5,000,000.00	4,997,113.80	2/23/2027	4.037	1.13	5/23/2025	99.942276	511
FFCB 1.55 3/30/2027-23	3133ELUN2	5,000,000.00	5,000,000.00	3/30/2027	1.550	1.13	3/30/2020	100	546
FFCB 4.48 4/6/2027-26	3133ERR78	5,000,000.00	4,995,500.00	4/6/2027	4.525	1.13	1/10/2025	99.91	553
FFCB 3.66 9/15/2027-26	3133ETXQ5	5,000,000.00	5,000,000.00	9/15/2027	3.660	1.13	9/15/2025	100	715
FFCB 1.4 3/10/2028-22	3133EMSW3	5,000,000.00	5,000,000.00	3/10/2028	1.400	1.13	3/10/2021	100	892
FFCB 1.5 3/23/2028-22	3133EMUB6	5,000,000.00	5,000,000.00	3/23/2028	1.500	1.13	3/23/2021	100	905
FFCB 4.14 6/16/2028-27	3133ETLE5	5,000,000.00	5,000,000.00	6/16/2028	4.140	1.13	6/16/2025	100	990
FFCB 1.04 1/25/2029-22	3133EMNL2	5,000,000.00	4,986,250.00	1/25/2029	1.076	1.13	2/16/2021	99.725	1,213
FFCB 1.55 3/15/2029-22	3133EMSX1	5,000,000.00	4,960,000.00	3/15/2029	1.658	1.12	3/24/2021	99.2	1,262
FFCB 4.21 8/27/2029-26	3133ETVD6	5,000,000.00	5,000,000.00	8/27/2029	4.210	1.13	8/27/2025	100	1,427
FFCB 4.52 4/9/2030-26	3133ETCF2	5,000,000.00	5,000,000.00	4/9/2030	4.520	1.13	4/9/2025	100	1,652
FFCB 4.37 4/16/2030-27	3133ETDA2	5,000,000.00	5,000,000.00	4/16/2030	4.370	1.13	4/22/2025	100	1,659
FFCB 4.57 9/10/2031-26	3133ETXB8	5,000,000.00	5,000,000.00	9/10/2031	4.570	1.13	9/10/2025	100	2,171
Sub Total / Average FFCB Bond		90,000,000.00	89,909,774.00		2.977	20.36		99.900236	872
<b>FHLB Bond</b>									
FHLB 0.5 10/20/2025-21	3130AKNK8	5,000,000.00	4,999,000.00	10/20/2025	0.504	1.13	1/20/2021	99.98	20
FHLB Step 12/30/2025-21	3130AKLH7	5,000,000.00	5,000,000.00	12/30/2025	0.636	1.13	12/30/2020	100	91
FHLB Step 1/29/2026-21	3130AKRA6	5,000,000.00	5,000,000.00	1/29/2026	1.002	1.13	1/29/2021	100	121
FHLB 0.53 2/17/2026-21	3130AKWS1	5,000,000.00	4,995,000.00	2/17/2026	0.550	1.13	2/17/2021	99.9	140
FHLB 0.8 3/10/2026-21	3130ALFS8	5,000,000.00	5,000,000.00	3/10/2026	0.800	1.13	3/10/2021	100	161
FHLB Step 4/29/2026-21	3130ALZA5	5,000,000.00	5,000,000.00	4/29/2026	1.432	1.13	4/29/2021	100	211
FHLB 1 5/26/2026-23	3130AMME9	5,000,000.00	4,769,250.00	5/26/2026	4.356	1.08	12/20/2024	95.385	238
FHLB 4.4 11/13/2026-25	3130G3PG2	5,000,000.00	5,000,000.00	11/13/2026	4.400	1.13	11/18/2024	100	409
FHLB 4.375 1/8/2027-26	3130B4GP0	5,000,000.00	5,000,000.00	1/8/2027	4.375	1.13	1/8/2025	100	465
FHLB 4.35 2/12/2027-26	3130B4YH8	5,000,000.00	4,993,750.00	2/12/2027	4.416	1.13	2/14/2025	99.875	500
FHLB 0.825 8/17/2027-21	3130AJXH7	5,000,000.00	4,986,250.00	8/17/2027	0.866	1.13	8/28/2020	99.725	686
FHLB 4.125 7/10/2028-26	3130B6YJ9	5,000,000.00	5,000,000.00	7/10/2028	4.125	1.13	7/10/2025	100	1,014
FHLB 4.45 12/4/2028-26	3130B3XH1	5,000,000.00	5,000,000.00	12/4/2028	4.450	1.13	12/4/2024	100	1,161
FHLB 2.32 11/1/2029-22	3130AHEU3	5,000,000.00	5,000,000.00	11/1/2029	2.320	1.13	11/1/2019	100	1,493
FHLB 3.75 9/23/2030-27	3130B7SM7	5,000,000.00	5,000,000.00	9/23/2030	3.750	1.13	9/24/2025	100	1,819

Sub Total / Average FHLB Bond		75,000,000.00	74,743,250.00		2.527	16.93		99.670806	570
FHLMC Bond									
FHLMC 0.8 7/14/2026-21	3134GV5T1	5,000,000.00	5,000,000.00	7/14/2026	0.800	1.13	7/14/2020	100	287
FHLMC 3.75 8/28/2026-25	3134HAHZ9	5,000,000.00	4,966,150.00	8/28/2026	4.095	1.12	8/30/2024	99.323	332
FHLMC 4.25 2/22/2027-24	3134H1SN4	5,000,000.00	4,952,500.00	2/22/2027	4.593	1.12	2/22/2024	99.05	510
FHLMC 2.67 3/25/2027-24	3134GXNM2	5,000,000.00	4,745,882.69	3/25/2027	4.500	1.07	3/25/2024	94.917654	541
FHLMC 4.1 5/20/2027-25	3134GAD91	5,000,000.00	4,977,705.00	5/20/2027	4.290	1.13	11/20/2024	99.5541	597
FHLMC 3.5 7/1/2027-25	3134HAPH0	5,000,000.00	4,972,500.00	7/1/2027	3.713	1.13	9/27/2024	99.45	639
FHLMC 3.375 9/23/2027-25	3134HALQ4	5,000,000.00	4,964,770.00	9/23/2027	3.624	1.12	9/23/2024	99.2954	723
FHLMC 3.625 10/15/2027-25	3134HASE4	5,000,000.00	4,962,500.00	10/15/2027	3.892	1.12	10/15/2024	99.25	745
FHLMC 4.65 11/12/2027-25	3134HAZQ9	5,000,000.00	5,000,000.00	11/12/2027	4.650	1.13	11/14/2024	100	773
FHLMC 4 12/9/2027-25	3134GAL35	5,000,000.00	4,967,900.00	12/9/2027	4.230	1.13	12/9/2024	99.358	800
FHLMC 4.4 12/16/2027-25	3134HAP80	5,000,000.00	4,991,250.00	12/16/2027	4.463	1.13	12/20/2024	99.825	807
FHLMC 4.4 1/26/2028-26	3134HBYN5	5,000,000.00	5,000,000.00	1/26/2028	4.400	1.13	7/15/2025	100	848
FHLMC 4.3 2/4/2028-27	3134HA5M1	5,000,000.00	5,000,000.00	2/4/2028	4.300	1.13	2/4/2025	100	857
FHLMC 4.13 2/25/2028-26	3134HBJ85	5,000,000.00	4,998,000.00	2/25/2028	4.147	1.13	8/25/2025	99.96	878
FHLMC 4.125 3/3/2028-26	3134HBBJ9	5,000,000.00	4,981,850.00	3/3/2028	4.255	1.13	3/4/2025	99.637	885
FHLMC 4.23 3/27/2028	3134HBFL01	5,000,000.00	5,000,000.00	3/27/2028	4.230	1.13	3/28/2025	100	909
FHLMC 4 4/10/2028-26	3134HBGA3	5,000,000.00	4,987,500.00	4/10/2028	4.089	1.13	4/11/2025	99.75	923
FHLMC 3.875 6/23/2028-26	3134HBVV9	5,000,000.00	4,986,000.00	6/23/2028	3.975	1.13	6/25/2025	99.72	997
FHLMC 4.2 7/21/2028-26	3134HBZU8	5,000,000.00	5,000,000.00	7/21/2028	4.200	1.13	7/21/2025	100	1,025
FHLMC Step 8/20/2029-25	3134HAGE7	5,000,000.00	5,000,000.00	8/20/2029	4.286	1.13	8/20/2024	100	1,420
Sub Total / Average FHLMC Bond		100,000,000.00	99,454,507.69		4.035	22.52		99.466331	776
FNMA Bond									
FNMA 0.5 11/7/2025	3135G06G3	1,295,000.00	1,169,555.72	11/7/2025	4.152	0.26	1/5/2023	90.313183	38
FNMA 0.5 11/7/2025	3135G06G3	830,000.00	743,924.04	11/7/2025	4.682	0.17	3/7/2023	89.629402	38
FNMA 0.5 11/7/2025	3135G06G3	885,000.00	815,301.29	11/7/2025	3.719	0.18	4/5/2023	92.12444	38
FNMA 0.57 12/29/2025-21	3135GABS9	5,000,000.00	4,563,350.00	12/29/2025	4.967	1.03	11/17/2023	91.267	90
FNMA 2.125 4/24/2026	3135G0K36	545,000.00	519,466.75	4/24/2026	3.805	0.12	5/3/2023	95.315	206
FNMA 0.75 7/30/2026-20	3136G4D91	1,000,000.00	888,980.00	7/30/2026	5.116	0.20	10/27/2023	88.898	303
FNMA 0.73 10/29/2026-21	3136G46F5	5,000,000.00	5,000,000.00	10/29/2026	0.730	1.13	10/29/2020	100	394
FNMA 4.25 4/9/2027-25	3135GAQU8	5,000,000.00	4,951,479.86	4/9/2027	4.600	1.12	4/9/2024	99.029597	556
FNMA 0.8 11/4/2027-22	3135GA2L4	5,000,000.00	5,000,000.00	11/4/2027	0.800	1.13	11/4/2020	100	765
FNMA 4.32 3/10/2028-25	3136GACR8	5,000,000.00	5,000,000.00	3/10/2028	4.320	1.13	3/10/2025	100	892
FNMA 4.6 5/5/2028-25	3136GAGT0	4,750,000.00	4,750,000.00	5/5/2028	4.600	1.08	5/9/2025	100	948
FNMA 4 7/14/2028-26	3136GAK40	5,000,000.00	4,993,000.00	7/14/2028	4.050	1.13	7/14/2025	99.86	1,018
FNMA 3.95 8/14/2028-26	3136GANR6	5,000,000.00	5,000,000.00	8/14/2028	3.950	1.13	8/14/2025	100	1,049
FNMA 4 9/12/2028-26	3136GASR1	5,000,000.00	5,000,000.00	9/12/2028	4.000	1.13	9/12/2025	100	1,078
FNMA 3.5 9/18/2028-26	3136GAT25	5,000,000.00	4,985,900.00	9/18/2028	3.600	1.13	9/18/2025	99.718	1,084
FNMA 4 4/10/2030-26	3136GAENS	5,000,000.00	4,999,750.00	4/10/2030	4.001	1.13	4/10/2025	99.995	1,653
FNMA 4.45 8/7/2030-26	3136GALN76	5,000,000.00	5,000,000.00	8/7/2030	4.450	1.13	8/8/2025	100	1,772
FNMA 3.875 9/18/2030-26	3136GATA7	5,000,000.00	5,000,000.00	9/18/2030	3.875	1.13	9/18/2025	100	1,814
Sub Total / Average FNMA Bond		69,305,000.00	68,380,707.66		3.714	15.49		98.763467	961
Local Government Investment Pool									
NC CLASS LGIP	NCCLASS	27,461,953.50	27,461,953.50	N/A	4.201	6.22	5/24/2024	100	1
NCCMT LGIP	NCCMT481	6,028,646.02	6,028,646.02	N/A	4.170	1.37	12/31/2005	100	1
Sub Total / Average Local Government Investment Pool		33,490,599.52	33,490,599.52		4.195	7.58		100	1
Money Market									
PINNACLE BANK MM	PINNACLE	22,069,617.26	22,069,617.26	N/A	4.150	5.00	3/31/2019	100	1
Sub Total / Average Money Market		22,069,617.26	22,069,617.26		4.150	5.00		100	1
Treasury Note									
T-Note 0.25 10/31/2025	91282CAT8	5,000,000.00	4,845,689.50	10/31/2025	4.194	1.10	1/10/2025	96.91379	31
T-Note 2.25 11/15/2025	912828M56	5,000,000.00	4,925,075.95	11/15/2025	4.250	1.12	2/7/2025	98.501519	46
Sub Total / Average Treasury Note		10,000,000.00	9,770,765.45		4.222	2.21		97.714105	39
Total / Average		444,865,216.78	441,582,660.49		3.565	100		99.289533	611