



# Town of Carthage

Board of Commissioners  
Special Budget Presentation Meeting  
May 15, 2024 at 6:30 p.m.

McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

## AGENDA

### **CALL TO ORDER**

**INVOCATION** – Mayor Pro Tem John McDonald

**PLEDGE OF ALLEGIANCE** – Mayor Jimmy Chalflinch

### **APPROVAL OF AGENDA**

Members of the board may remove, add, or rearrange items on the agenda prior to commencing the meeting. Motions/votes are not required to approve the agenda but there must be unanimous consent before proceeding.

### **CONSENT AGENDA**

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners to remove an item from the consent agenda and place it on the regular agenda.

- Budget Amendment #12 – Retired Firefighter Death Benefit (pg. 1)
- Budget Amendment #13 – Receive Proceeds from Sale of Surplus Equipment (pg. 2)
- Budget Amendments #14 and #15 – Receive and Allocate the Extra Revenues from System Development Fees (pg. 3)
- Budget Transfers A & B – To transfer System Development Fee revenues from the Water and Sewer Funds to Our Water & Sewer Capital Reserve Fund as Directed (pg. 4)

### **PUBLIC COMMENT SESSION**

Members of the public may use this time to address the Board of Commissioners with any presentations, questions, or concerns. All public comments made as part of a public hearing should be withheld until the public hearing has begun and the floor is given to public comments. No public comment will be made outside of this public comment session or a public hearing unless otherwise permitted by the Board of Commissioners. To request to speak outside of the public comment session or public hearing please raise your hand and wait to be recognized by the presiding officer. The mayor or presiding officer may place time limits on speakers prior to the start of the public comment session.

### **REPORTS**

Manager's Report (Emily Yopp, (pg. 5-6)  
Departmental Reports (pg. 7-18 )

## **PUBLIC HEARINGS**

- a. **Public Hearing** – Joint Public Hearing of the Board of Commissioners and Planning Board for the Review and Adoption of a Downtown Revitalization and Parking Corridor Study Plan (Jennifer Hunt, pg. 19-49)
- b. **Public Hearing** – Request to Rezone 209 Dowd Street from CBD to R-10 Zoning (Ordinance #ORD.24.09; Petitioner Cheryl Williams, (Jennifer Hunt, pg. 50-58)
- c. **Public Hearing** – Request to Rezone 218 Westview Road from R-20 to HCD-CZ (Ordinance #ORD.24.08); Petitioner Michael Eder, (Jennifer Hunt, pg. 59-71)
- d. **Public Hearing** – Request to Stagger Terms for the newly appointed Historic Preservation Commission volunteers (Ordinance #ORD.24.07; Petitioner Town of Carthage, (Emily Yopp, pg. 72-84)

## **NEW BUSINESS**

- a. Rotary Club Request for Road Closure for Independence Day Parade (Resolution #RES.24.10) (David Norris/Kim Gibson, pg. 85-86)
- b. Recommendation for Award of PVC Pipe – Phase 2 Sewer Project, (Emily Yopp/Allen Smith), pg. 87-89)
- c. Request for Performance Agreement Extension by Grosvenor Land, LLC for Carriage Hill Subdivision (Emily Yopp, pg. 90-92)
- d. Resolution (RES.24.11) to Accept Town Maintained Streets, (Kim Gibson/Allen Smith, pg. 93-94)
- e. Request to Approve Audit Contract for the Town for FY 2022-2023, (Kesha Matthews, pg. 95-109)

## **FINAL COMMENTS**

The Board of Commissioners may take this opportunity to provide feedback, comments, commendations, and/or just general thoughts regarding various topics, issues, and ideas.

## **ADJOURNMENT**

# Town of Carthage

North Carolina

BOARD OF COMMISSIONERS



## MEETING AGENDA & BOARD MATERIALS

Regular Monthly Meeting

May 20, 2024

The McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

Town of Carthage  
Board of Commissioners



MEMORANDUM

Date: May 16, 2024  
 To: The Board of Commissioners  
 From: Kesha Matthews, Finance Officer  
 Subject: Budget Amendment #12

Budget Amendment #12

Several years ago, some retired firefighters who were qualified to receive a death benefit from the NC State Firemen’s Association Fund were removed from the premium roster in error and could no longer participate in the program. We were given money to pay this benefit, which is held in an assigned fund balance account. One of those retired firefighters recently passed away. The Town is responsible for paying the benefit to their designated beneficiary. This amendment is to allocate funds from the assigned fund balance account to pay these benefits.

			NUMBER 12		
2023/2024 BUDGET AMENDMENT					
GENERAL FUND					
MAY 2024					
Account Code			BUDGET	INCREASE (DECREASE)	NEW BUDGET
REVENUES:					
10-370-00	FUND BAL APPROP		6,000	2,000	8,000
EXPENDITURES:					
10-530-10	INSURANCE - VOL		11,800	2,000	13,800

Town of Carthage  
Board of Commissioners



MEMORANDUM

Date: May 16, 2024  
 To: The Board of Commissioners  
 From: Kesha Matthews, Finance Officer  
 Subject: Budget Amendment #13

Budget Amendment #13

At the January meeting, the Board approved the surplus and sale of several items. We listed and sold the items on GovDeals.com This amendment is to receive the proceeds from the sales.

					NUMBER 13	
2023/2024 BUDGET AMENDMENT						
GENERAL FUND						
MAY 2024						
Account Code			BUDGET	INCREASE (DECREASE)	NEW BUDGET	
REVENUES:						
10-375-00	SURPLUS PROP/EQUIP		0	15,618	15,618	
EXPENDITURES:						
10-420-98	CONTINGENCY/RESERVE		1,570	15,618	17,188	



MEMORANDUM

Date: May 16, 2024  
 To: The Board of Commissioners  
 From: Kesha Matthews, Finance Officer  
 Subject: Budget Amendment #14 and #15

Budget Amendment #14 and #15

In the FY 2023-24 budget, we included \$85,000 for Water System Development Fees and \$120,000 for Sewer System Development Fees, but we have received more than anticipated. This amendment is to receive and allocate the extra revenues to be transferred to the Capital Reserve Fund.

NUMBER 14					
2023/2024 BUDGET AMENDMENT WATER FUND MAY 2024					
Account Code		BUDGET	INCREASE (DECREASE)	NEW BUDGET	
REVENUES:					
30-390-00	WATER FUND BAL APPROP.	43,926	85,000	128,926	
30-377-00	WATER SYSTEM DEVEL. FEE	85,000	29,000	114,000	
EXPENDITURES:					
30-810-99	TRANSFER TO CAPITAL RESE	0	114,000	114,000	

NUMBER 15					
2023/2024 BUDGET AMENDMENT SEWER FUND MAY 2024					
Account Code		BUDGET	INCREASE (DECREASE)	NEW BUDGET	
REVENUES:					
31-390-00	SEWER FUND BAL APPROP.	16,616	120,000	136,616	
31-377-00	SEWER SYSTEM DEVEL. FEE	120,000	145,000	265,000	
EXPENDITURES:					
31-811-99	TRANSFER TO CAPITAL RESE	0	265,000	265,000	



## MEMORANDUM

Date: May 16, 2024  
To: The Board of Commissioners  
From: Kesha Matthews, Finance Officer  
Subject: Budget Transfers A and B

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The NC General Statutes grants governments the authority to implement System Development Fees for Public Water and Sewer Systems. With this authority, the Town of Carthage assesses System Development Fees to builders or developers. G.S 162A-211(d) says that system development fee revenues shall be accounted for by means of a capital reserve fund. Transfers A & B are to transfer SDF revenues from the water and sewer funds to our Water & Sewer Capital Reserve Fund as directed.

### **Budget Transfer A**

#### **2023/2024 TRANSFER OF FUNDS**

From the Water Fund to the Water & Sewer Capital Reserve Fund

#### **MAY 2024**

To transfer Water System Development Fees from the Water Fund to the Water & Sewer Capital Reserve Fund as per House Bill 436, system development fee revenue shall be accounted for by means of a capital reserve fund.

30-810-99 Transfer to Capital Reserve Fund	\$113,137.00
35-301-00 Transfer from Water Fund	\$113,137.00

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### **Budget Transfer B**

#### **2023/2024 TRANSFER OF FUNDS**

From the Sewer Fund to the Water & Sewer Capital Reserve Fund

#### **MAY 2024**

To transfer Sewer System Development Fees from the Sewer Fund to the Water & Sewer Capital Reserve Fund as per House Bill 436, system development fee revenue shall be accounted for by means of a capital reserve fund.

31-810-99 Transfer to Capital Reserve Fund	\$264,179.00
35-301-00 Transfer from Water Fund	\$264,179.00



## MANAGER'S REPORT

Date: May 20, 2024  
To: The Board of Commissioners  
From: Emily D. Yopp, Town Manager

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### 1. **New Town Hall**

The staff took a few hours on Professional Development Day last week to tour the new Town Hall at 208 Monroe Street and get a feel for the space and begin making a list of repairs and renovations that will be needed to make the building ready for use. Staff will compile the list of items and bring it to the Board for approval before publishing it for Requests for Proposals. The Board will be engaged in this process from beginning to end.

### 2. **Buggy Festival Recap**

The 2024 Buggy Festival was a success and the weather perfect. We haven't seen a crowd of that size in quite some time. The variety of vendors, food options and attractions was robust and received many compliments from attendees. The Buggy Factory was also open and serving quick take pizzas and drinks while showcasing all of the work that has gone into the building. The transformation of the "Buggy Building" is really quite stunning and I expect Carthage will truly enjoy having this wonderful establishment as part of the community. We are looking forward to the official "Opening Day"!

### 3. **SB 166 and Summary of May 13<sup>th</sup> Meeting**

As the Board is aware, Senate Bill 166 was initially a bill directed at regulations on backflow prevention devices and programs and totaled about two pages at its initial introduction. On May 1<sup>st</sup>, SB 166 had grown into a 70+ page bill with numerous General Statute changes regarding development to include:

- **RESIDENTIAL PLAN REVIEW FEE REIMBURSEMENT** – where a local government that does not review a plan within 20 business days shall be required to refund 10% of the total permit application fee.
- **CLARIFY PUBLIC SAFETY ISSUES FOR WITHHOLDING BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY** – Where the installation, placement, repair or replacement of landscaping and street lighting that may be required by the approval of the project do not have to be in place in order for the developer to receive the Certificate of Occupancy. If a developer were to fail to install the landscaping then the local government would have to rely on penalties and other code enforcement measures to motivate the developer to do this work as opposed to withholding the CO until finished.



- **LOCAL GOVERNMENT CURB AND GUTTER DESIGN STANDARDS** – Where a local government can no longer limit the style of curb and gutter within a subdivision so long as the design meets the standards adopted by the NC Department of Transportation’s standards.
- **And, last but not least, the complete removal of all extraterritorial boundaries (ETJ) for municipalities within Moore County only.**

Town staff, like many of the other municipalities in Moore County, were surprised by the bill and questioned how such a bill came about and the purpose of it. On May 13<sup>th</sup>, two representatives from each municipality were invited to a closed meeting with Senator Tom McInnis and Representatives Neal Jackson and Ben Moss. Mayor Chalflinch and I attended on behalf of Carthage and are pleased to have had an opportunity to speak with our fellow neighbors and legislators about the ETJ and efforts that Carthage has been engaging in to ensure fair development standards and productive communication between the Town and the ETJ residents.

SB 166 has since been placed on “hold” for more research before being brought back to the General Assembly floor for voting in a year. I am happy to address any questions or comments the Board of Commissioners or members of the public may have about SB 166, the purpose of an ETJ, development ordinances, procedures for equal representation, etc.?

Respectfully submitted,

Emily Yopp, Town Manager



## **April 2024 Code Enforcement Report**

### **Open Cases/Cases in Progress:**

1. Nonconforming Signs
  - A letter was sent out to all commercial property/business owners that currently have nonconforming signs to ensure that all property/business owners understand that their nonconforming sign cannot be reestablished. The letter was sent out on April 16<sup>th</sup>.
2. 202 W. Barrett Street
  - Minimum Housing – Still in process.
3. 16 Courthouse Square
  - Truck Trailer – Town abating the property. Town Manager will speak with the property owner to discuss the abatement of the trailers.
4. Kester Road Junk Vehicles / Junk Yard
  - Junk Vehicles / Junk Yard – Staff could not identify who the owner of the junk vehicles within 2023. Early 2024, the owner was identified and received a phone call with the Town Manager regarding the status of the junk yard. Owner claims that the junk yard is still within operation. Staff has consulted with Board of Commissioners on what measures should be taken.
5. 136 Union Church Road
  - Minimum Housing – Town staff sent email. Sent certified letters on April 29<sup>th</sup> to schedule a meeting with all property owners to discuss timeline.
6. 106 Sanford Street
  - Track Trailer used as storage – Obtained a permit for other unpermitted structures; however, has not abated the violation of the truck trailer as storage. Second violation letter sent on 5/16/2024.

7. 218 Westview Road

- Unpermitted Business / Incorrect Zoning – Rezoning will be heard by the Board of Commissioners on 5/20/2024.

8. 511 Vass-Carthage Road

- Outdoor Storage – Violation letter sent on 4/17/2024. Second inspection is scheduled for 5/15/2024.

**TOWN OF CARTHAGE  
CASH POSITION**

<b>FUND</b>		<b><u>APRIL 2024</u></b>	<b><u>MARCH 2024</u></b>	<b><u>FEBRUARY 2024</u></b>
#10	Cash on Hand			
	Petty Cash	\$300.00	\$300.00	\$300.00
	Crime Investigation	\$200.00	\$200.00	\$200.00
#10	General Fund			
	Central Depository (.05% Yield)	\$1,492,797.88	\$1,758,919.76	\$1,216,213.06
	CD Mature 03/20/2024 (0.02% Yield)	\$25,437.02	\$25,426.92	\$25,426.92
	NC Capital Trust (5.23% Yield)	\$934,920.23	\$930,919.16	\$926,796.70
#10	Firemens' Fraternal			
	Central Depository (.05% Yield)	\$14,368.00	\$14,368.00	\$16,368.00
#10	McConnell Marker			
	Central Depository (.05% Yield)	\$200.00	\$200.00	\$200.00
#10	Restricted Performance Bond			
	Central Depository (.05% Yield)	\$23,632.00	\$23,632.00	\$23,632.00
#10	Carriage Hills Surety			
	Central Depository (.05% Yield)	\$180,454.25	\$180,454.25	\$180,454.25
#10	Carriage Place Townhomes Surety			
	Central Depository (.05% Yield)	\$35,000.00	\$35,000.00	\$35,000.00
#10	Historical			
	Central Depository (.05% Yield)	\$1,685.14	\$1,685.14	\$1,685.14
#15	Powell Bill Fund			
	Central Depository (.05% Yield)	\$71,261.39	\$74,067.62	\$25,412.12
	NC Capital Trust (5.23% Yield)	\$92,706.02	\$92,309.28	\$91,900.50

		<u>APRIL 2024</u>	<u>MARCH 2024</u>	<u>FEBRUARY 2024</u>
#30	Water			
	Central Depository (.05% Yield)	\$407,306.55	\$430,941.09	\$415,475.79
	CD Mature 03/20/2024 (.02% Yield)	\$17,300.70	\$17,293.73	\$17,293.73
	NC Capital Trust (5.23% Yield)	\$336,506.70	\$335,066.59	\$333,582.79
#31	Sewer			
	Central Depository (.05% Yield)	\$1,589,346.03	\$1,530,273.17	\$1,042,487.52
	CD Mature 03/20/2024 (.20% Yield)	\$17,300.69	\$17,293.72	\$17,293.72
	NC Capital Trust (5.23% Yield)	\$96,615.11	\$96,201.64	\$95,775.62
#35	Capital Reserve Water & Sewer Improvements			
	Central Depository (.05% Yield)	\$508,992.09	\$508,992.09	\$508,992.09
#70	Cemetery			
	Central Depository (.05% Yield)	\$0.00	\$0.00	\$0.00
	NC Capital Trust (5.23% Yield)	\$29,044.69	\$28,920.39	\$28,792.32
	<b>TOTALS</b>	<b>\$5,875,374.49</b>	<b>\$6,102,464.55</b>	<b>\$5,003,282.27</b>

Carthage Police Department | Citation / Warning (NC)s: 215 Results |

Citation/Warning Type	Citation Date/Time	Agency Case Number	Race	Gender
Written Warning	2024-04-29 16:29	24-002133	B - Black or African American	F - Female
Written Warning	2024-04-29 21:38	24-002140	W - White	F - Female
Citation	2024-04-29 07:39	24-002129	W - White	M - Male
Citation	2024-04-29 07:39	24-002129	W - White	M - Male
Written Warning	2024-04-25 14:57	24-002078	W - White	M - Male
Written Warning	2024-04-24 13:14	24-002055	W - White	F - Female
Written Warning	2024-04-24 23:33	24-002066	W - White	M - Male
Written Warning	2024-04-24 03:12	24-002047	W - White	F - Female
Written Warning	2024-04-21 23:00		B - Black or African American	M - Male
Written Warning	2024-04-18 13:33	24-001944	W - White	F - Female
Written Warning	2024-04-17 21:04	24-001932	W - White	M - Male
Written Warning	2024-04-14 20:45	24-001878	W - White	M - Male
Written Warning	2024-04-14 09:36	24-001870	W - White	F - Female
Written Warning	2024-04-13 14:17	24-001855	B - Black or African American	F - Female
Written Warning	2024-02-26 09:55	24-000968	W - White	F - Female
Written Warning	2024-04-13 17:15	24-001858	W - White	M - Male
Written Warning	2024-04-13 20:27	24-001863	W - White	M - Male
Written Warning	2024-04-13 19:03	24-001860	W - White	M - Male
Written Warning	2024-04-13 19:56	24-001862	B - Black or African American	F - Female
Written Warning	2024-04-10 15:33	24-001802	W - White	M - Male
Citation	2024-04-08 10:17		W - White	F - Female
Written Warning	2024-04-07 16:06	24-001748	W - White	M - Male
Citation	2024-04-03 16:10		W - White	F - Female
Written Warning	2024-03-30 20:21	24-001605	W - White	M - Male
Written Warning	2024-03-31 03:34	24-001613	W - White	M - Male

Carthage Police Department | Incident (NC)s: 33 Results | 2024-04-01 - 2024-04-30

Incident Number	Reference #	Primary Offense
I20240408-52	24-0011768	90Z - All Other Offenses : Warrant Service
I20240402-12	24-001651	90Z - All Other Offenses : Warrant Service
I20240404-06	24-001671	90D - Driving Under the Influence
I20240403-19	24-001675	90Z - All Other Offenses : Found in bathroom at Sheetz.
I20240404-11	24-001687	23H - All Other Larceny
I20240407-01	24-001741	13B - Simple Assault
I20240408-24	24-001760	35B - Drug Equipment Violations
I20240410-09	24-001805	90Z - All Other Offenses : Warrant Service
I20240411-06	24-001812	90Z - All Other Offenses : Property Damage
I20240414-01	24-001874	90Z - All Other Offenses : Obtaining Information
I20240415-11	24-001893	23C - Shoplifting
I20240416-14	24-001902	90Z-54 - Lost Or Stolen Item : Lost or Stolen Credit Card
I20240418-07	24-001925	90Z - All Other Offenses : Warrant Service
I20240418-01	24-001934	35B - Drug Equipment Violations
I20240418-03	24-001937	90Z - All Other Offenses : Emergency Commitment
I20240419-15	24-001969	290 - Destruction/Damage/Vandalism of Property
I20240420-02	24-001970	90Z - All Other Offenses : Harassing Phone Call
I20240420-10	24-001977	90Z - All Other Offenses : Communicating Threats
I20240420-12	24-001979	90Z-09 - Resist Arrest : Resisting Public Officer
I20240420-18	24-001980	13B - Simple Assault
I20240422-26	24-002024	90Z - All Other Offenses : Warrant Service
I20240423-06	24-002034	220 - Burglary/Breaking & Entering
I20240423-18	24-002037	90Z-03 - Missing Person : Missing Person
I20240423-32	24-002039	23F - Theft From Motor Vehicle

Carthage Police Department | Incident (NC)s: 33 Results | 2024-04-01 - 2024-04-30

<b>Incident Number</b>	<b>Reference #</b>	<b>Primary Offense</b>
I20240424-46	24-002063	90Z-45 - UNAUTH Use Of VEH : Unauthorized Use of a Motor Vehicle



Carthage Police Department | Warrants: 159 Results |

Incident	Warrant Type	Arrest Date	U C R / N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
I20240430-01	Felony Warrant	2024-04-30T06:09:00.000Z	240 - Motor Vehicle Theft	W - White	F - Female	125 - Moore	2024-04-30 00:44
I20240422-26	Capias Warrant	2024-04-22T23:10:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2022-07-24 00:00
I20240420-18	Misdemeanor Warrant	2024-04-21T16:13:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2024-04-20 00:00
I20240420-12	Misdemeanor Warrant	2024-04-20T22:50:00.000Z	90Z-09 - Resist Arrest	W - White	F - Female	125 - Moore	2024-04-20 19:00
I20240420-12	Misdemeanor Warrant	2024-04-20T22:50:00.000Z	90Z-24 - Trespassing	W - White	F - Female	125 - Moore	2024-04-20 18:00
I20240418-07	Misdemeanor Warrant	2024-04-17T20:56:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2024-04-16 00:00
I20240415-11	Misdemeanor Warrant	2024-04-15T23:15:00.000Z	23C - Shoplifting,90Z-09 - Resist Arrest	W - White	F - Female	125 - Moore	2024-04-15 00:00
I20240410-09	Misdemeanor Warrant	2024-04-11T01:56:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2024-04-10 00:00
I20240408-52	Capias Warrant	2024-04-08T23:58:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2020-09-08 00:00
I20240408-52	Capias Warrant	2024-04-08T23:58:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2020-09-08 00:00
I20240408-24	Citation Issued	2024-04-08T14:43:00.000Z	35B - Drug Equipment Violations	W - White	F - Female	125 - Moore	2024-04-08 10:17
I20240407-01	Misdemeanor Warrant	2024-04-07T06:29:00.000Z	13B - Simple Assault	W - White	M - Male	125 - Moore	2024-04-07 01:59
I20240407-01	Misdemeanor Warrant	2024-04-07T06:29:00.000Z	13B - Simple Assault	W - White	M - Male	125 - Moore	2024-04-07 01:59

Carthage Police Department | Warrants: 159 Results |

Incident	Warrant Type	Arrest Date	U C R / N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
I20240404-06	Citation Issued	2024-04-03T20:41:00.000Z	90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2024-04-03 00:00
I20240402-12	Misdemeanor Warrant	2024-04-02T23:53:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2024-01-02 00:00
I20240330-11	Misdemeanor Warrant	2024-03-30T17:14:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2024-03-27 00:00
I20240329-07	Felony Warrant	2024-03-29T15:26:00.000Z	90Z - All Other Offenses	W - White	F - Female	105 - Lee	2024-03-19 00:00
I20240329-01	Misdemeanor Warrant	2024-03-29T02:35:00.000Z	13B - Simple Assault	W - White	M - Male	125 - Moore	2024-03-28 00:00
I20240328-01	Misdemeanor Warrant	2024-03-28T03:38:00.000Z	90Z - All Other Offenses	B - Black or African American	F - Female	125 - Moore	2024-03-22 00:00
I20240328-01	Misdemeanor Warrant	2024-03-28T03:38:00.000Z	90Z - All Other Offenses	B - Black or African American	F - Female	125 - Moore	2024-03-22 00:00
I20240321-11	Citation Issued	2024-03-21T16:00:00.000Z	35B - Drug Equipment Violations	W - White	M - Male	125 - Moore	2024-03-21 12:16
I20240326-04	Misdemeanor Warrant	2024-03-25T20:40:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2024-02-21 00:00
I20240324-02	Summons	2024-03-24T15:26:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2024-03-19 00:00
I20240321-19	Citation Issued	2024-03-22T02:03:00.000Z	35B - Drug Equipment Violations	W - White	M - Male	125 - Moore	2024-03-21 21:46
I20240322-01	Felony Warrant	2024-03-22T04:28:00.000Z	90Z - All Other Offenses	I - American Indian or Alaska	M - Male	125 - Moore	2023-06-14 00:00

Incident	Warrant Type	Arrest Date	U C R/N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
				Native			

# Carthage Fire Department

Carthage, NC

This report was generated on 5/7/2024 8:48:25 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		58	
FIRE		55	
<b>TOTAL</b>		<b>113</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$120,000.00</b>		<b>\$30,000.00</b>	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type		Total	
Aid Given		11	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
<b>34</b>		<b>30.09</b>	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Carthage Fire & Rescue	0:06:49	0:10:51	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:39</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Carthage Fire & Rescue	0:02:18	0:05:54	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:02:38</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Carthage Fire Department		37:39	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



# Town of Carthage Public Works Department

## MONTHLY REPORT APRIL 2024

### Water Service

Locates	Work Orders	Cut-Offs / Tags	Meters Installed	Water Main/ Service Repairs	Water Taps
159	42	48	5	0	2

### Sewer Service

Service Renewals	Lift Station Repairs	Force Main Repairs	Mowed Outfall Lines	Town Sewer Backups	Sewer Taps
0	1	0	1	0	1

### Building & Grounds

Leaf & Limb Total Rounds	Trash Runs	Complete Mowed Rounds	Building Repairs
2	0	3	0

### Streets

Cleaned Out Catch Basin	Cleaned Streets With Blower
1	0

### Construction Projects

- 1.
- 2.
- 3.

**Additional Notes** LIFT STATION REPAIR WAS MACK'S LIFT STATION.. CLEAN AND NEW FLOATS AND JUNCTION BOX FOR FLOATS AND NEW FLOAT TREE



## MEMORANDUM

Date: May 20, 2024  
To: The Board of Commissioners  
From: Jennifer Hunt, Town Planner  
Subject: Joint Meeting for the Downtown Revitalization Plan & Parking Corridor Study Findings

---

**I. SUMMARY OF APPLICATION REQUEST:**

The Town of Carthage embarked on a study for the Downtown Carthage community to assess the true nature of the area and study the access via walking, driving, or biking. The Town of Carthage also sought to assess the true nature of parking for cars that is available and occupied. Although there is a perceived lack of parking options available, the data collected over the last 6 months shows otherwise. The parking downtown has over 350 spaces and is never utilized over 75% even during peak hours between 10 A.M. and 2 P.M. on Monday through Friday, during court hours.

The Planning Board and Board of Commissioners will use the attached Parking Corridor Study, see Attachment 1, to make the decision and decide which option for parking around the circle is most sufficient for the Downtown Revitalization Plan. The three options for parking around the circle where the old courthouse is located are included in Attachment 2. The three options are no parking around the circle, hybrid parking around the circle or parking around the circle. The hybrid parking option provides 13 parking spaces, with 3 handicap spaces. The full parking option provides 23 parking spaces, with 3 handicap spaces as well. The no parking option provides a pedestrian stage area and many outdoor pavilion areas for people to possibly sit or relax in the downtown area. The Planning Board and Board of Commissioners will also choose which streetscape design to move forward with in the Downtown Revitalization Plan as presented in Attachment 2.

The consultant, Kimley Horn, will present the Parking Corridor Study and the data that was collected. Koontz Jones Design will present the Downtown Revitalization Study options that were created using two community input meetings from November 2023 and March 2024. Both community input meetings were joint meetings with both consultants present to gather as much information and feedback from the community members as possible.

**PLANNING BOARD MOTION** (1<sup>st</sup> Required Motion)

**I move to:**

**OPTION 1**

Recommend approving the no parking option for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Recommend approving the hybrid parking option for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Recommend approving the parking option for the Downtown Revitalization Plan as written and presented.

**PLANNING BOARD MOTION** (2<sup>nd</sup> Required Motion)

**I move to:**

**OPTION 1**

Recommend approving Option A Streetscape for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Recommend approving Option B Streetscape for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Recommend approving Option C Streetscape for the Downtown Revitalization Plan as written and presented.

**BOARD OF COMMISSIONERS MOTION** (1<sup>st</sup> Required Motion)

**I move to:**

**OPTION 1**

Approve the no parking option for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Approve the hybrid parking option for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Approve the parking option for the Downtown Revitalization Plan as written and presented.

**BOARD OF COMMISSIONERS MOTION** (2<sup>nd</sup> Required Motion)

**I move to:**

**OPTION 1**

Approve Option A Streetscape for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Approve Option B Streetscape for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Approve Option C Streetscape for the Downtown Revitalization Plan as written and presented.





# Downtown Carthage

## *Parking and Mobility Study*

May 2024





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# Introduction

## Plan Purpose

The Downtown Carthage Parking and Mobility Study is a community-driven planning process to identify parking challenges in Downtown Carthage and develop recommendations that make it easier to get to and around the downtown area.

The study includes technical analysis, community engagement, and coordination with key stakeholders to develop recommendations for parking and mobility improvements for Downtown Carthage.

Developed alongside the Downtown Carthage Master Plan, the Downtown Carthage Parking and Mobility Study will help create a blueprint for safe and convenient mobility for everyone who lives, works, plays, and shops in Downtown.

This study focuses on providing safe and convenient mobility in Downtown Carthage so people can:



Park Smoothly



Get Around Safely

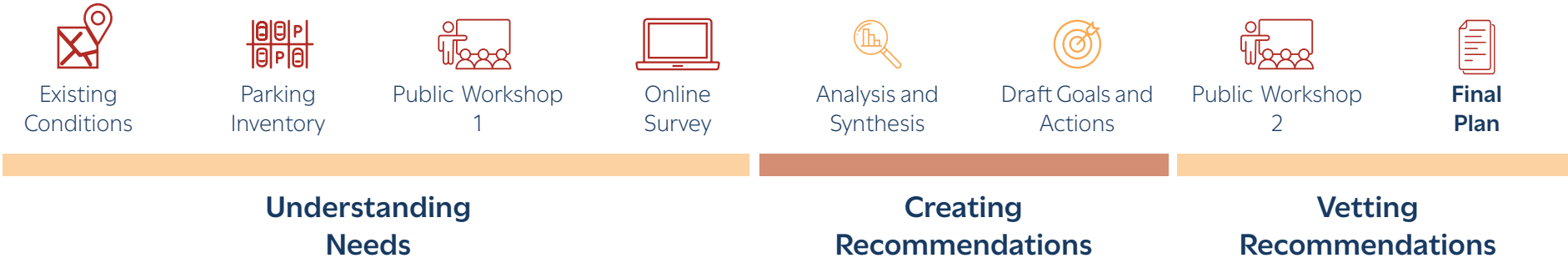


Navigate Easily



# Plan Process

The Downtown Carthage Parking and Mobility Study was created through a multiple phase process. From the start, the project team started out doing research, analyzing data, and listening to the public’s comments and concerns to understand the mobility needs and challenges residents, visitors, and business owners face. That understanding then shaped the overarching goals for the plan to address, which more detailed implementation actions and other recommendations were crafted around. We then took those recommendations back to the public to make sure we got them right.



# Existing Conditions

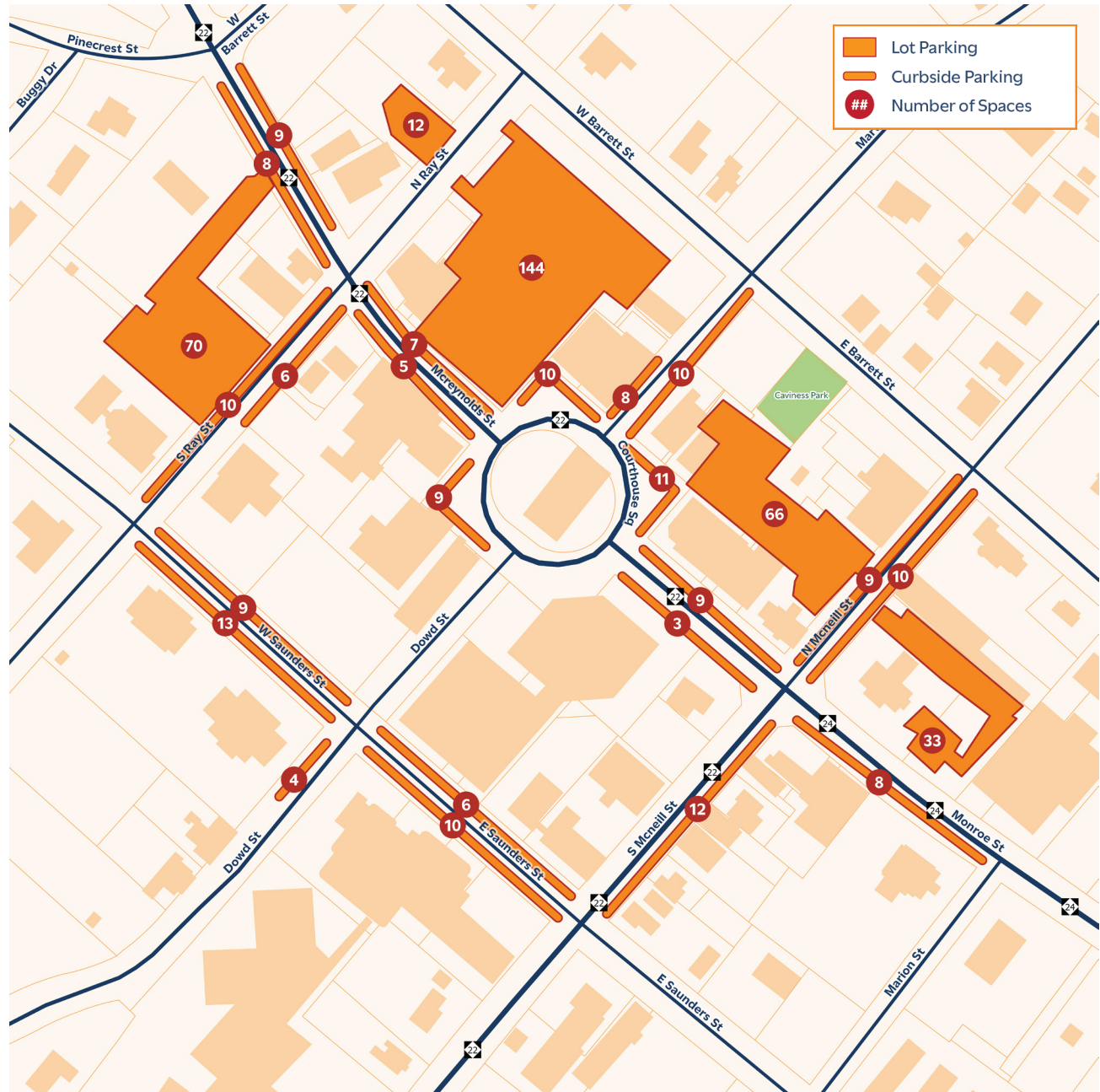
## Parking Inventory

There are several large parking lots open to the public between Barrett Street and McCreynolds Street, as well as one large lot off Ray Street next to the McDonald Building. Other public parking was primarily on-street parking, mostly surrounding Courthouse Square and along McCreynolds Street, Monroe Street, Saunders Street, Ray Street, and McNeil Street.

In total, Downtown Carthage has about **325 public parking spaces in off-street parking lots** and **179 delineated curbside parking spaces**.

While several other large lots exist around Downtown Carthage, they are largely restricted to Moore County employees.

Cars also often park along other roadways where spaces are not clearly delineated but parking is not explicitly disallowed. Other streets such as Dowd Street south of Courthouse Square used to have curbside parking but are closed for construction at the time of this study.



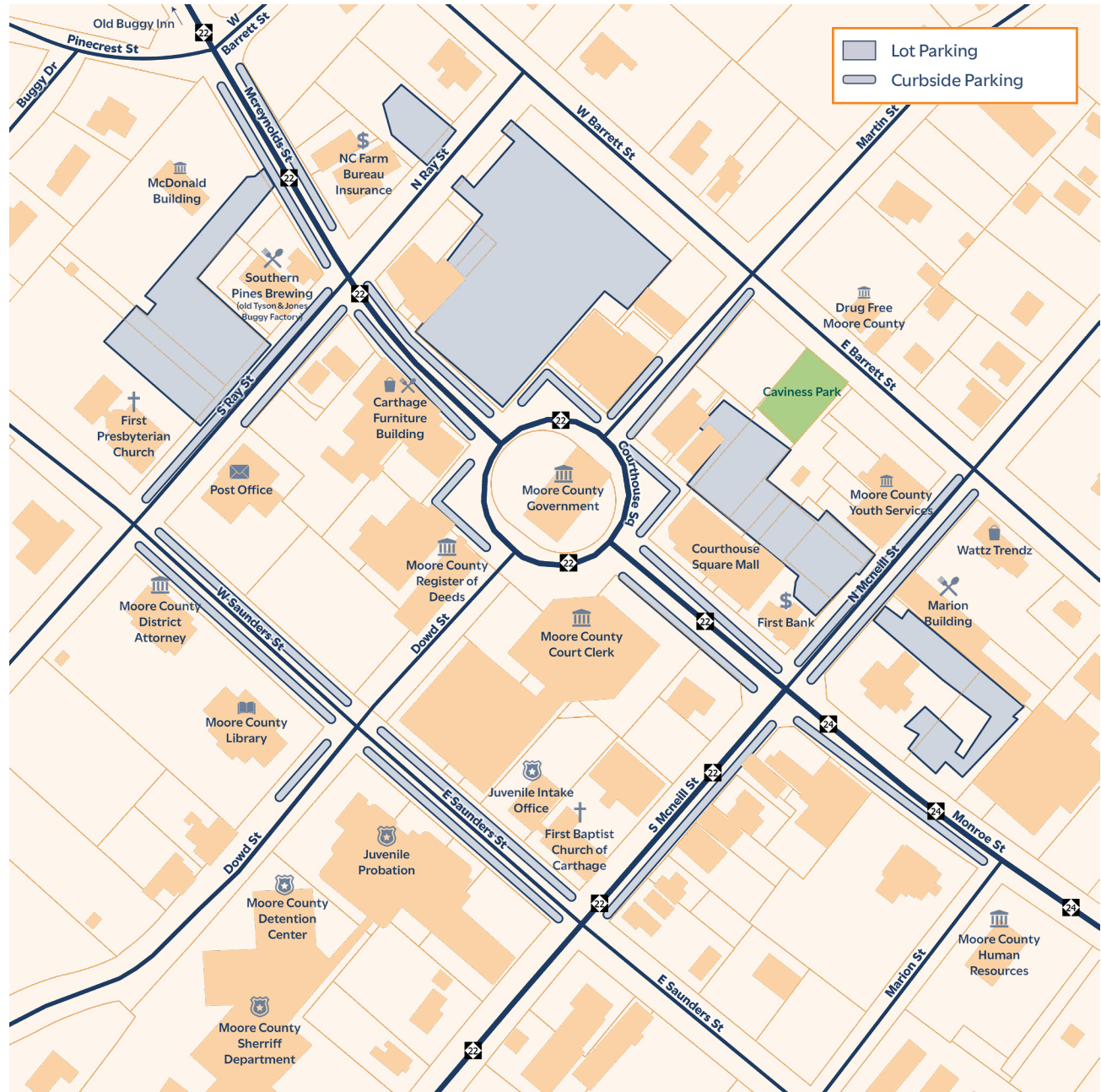
# Existing Conditions

## Key Destinations

As the county seat, many of the destinations in Carthage are related to Moore County government services, such as the Moore County Courts, the Register of Deeds, the District Attorney, and the county Sheriff Department.

Downtown Carthage is also home to other regional destinations for errands like the Post Office and the County Library, as well as area banks.

Some of Downtown Carthage's most vibrant destinations are shopping and restaurant around Courthouse Square and nearby along McReynolds Street such as the Carthage Furniture Building and the new Southern Pines Brewing in the old Tyson & Jones Buggy Factory. There is also a cluster of shops and restaurants along McNeil Street.



# Existing Conditions

## Bike and Pedestrian Facilities

### Sidewalks and Crosswalks

The southern side of Downtown has fairly good sidewalk coverage, with Courthouse Square itself, Monroe Street, McCreynolds Street, McNeil Street, Saunders Street, and parts of Ray Street and Dowd Street having sidewalks.

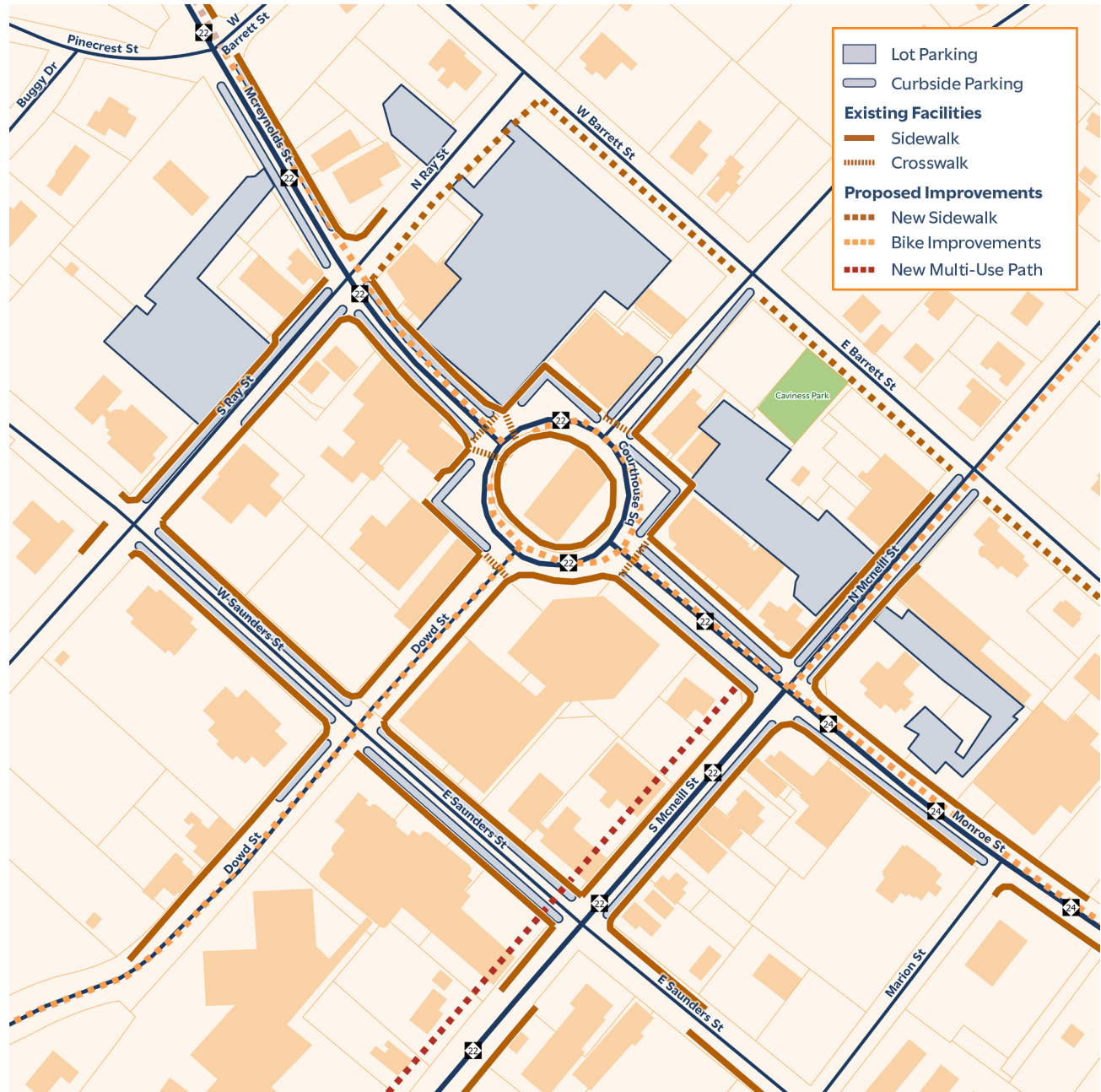
The northern side of Downtown largely lacks sidewalks in comparison, likely corresponding with the lower density and more residential areas along Barrett Street. Town plans propose new sidewalks along N. Ray Street and Barrett Street.

Only intersections surrounding Courthouse Square currently have marked crosswalks, all of which are unsignalized.

### Bike Routes and Multi-Use Paths

Monroe Street from Courthouse Square east is currently being upgraded to a 3-lane section with bike/ped improvements as part of NCDOT project U-3628. Dowd Street and McCreynolds Street are bike routes shown as needing improvement in the Moore County CTP.

A multi-use path is proposed starting alongside McNeil Street before cutting towards Pickney Academy further south.





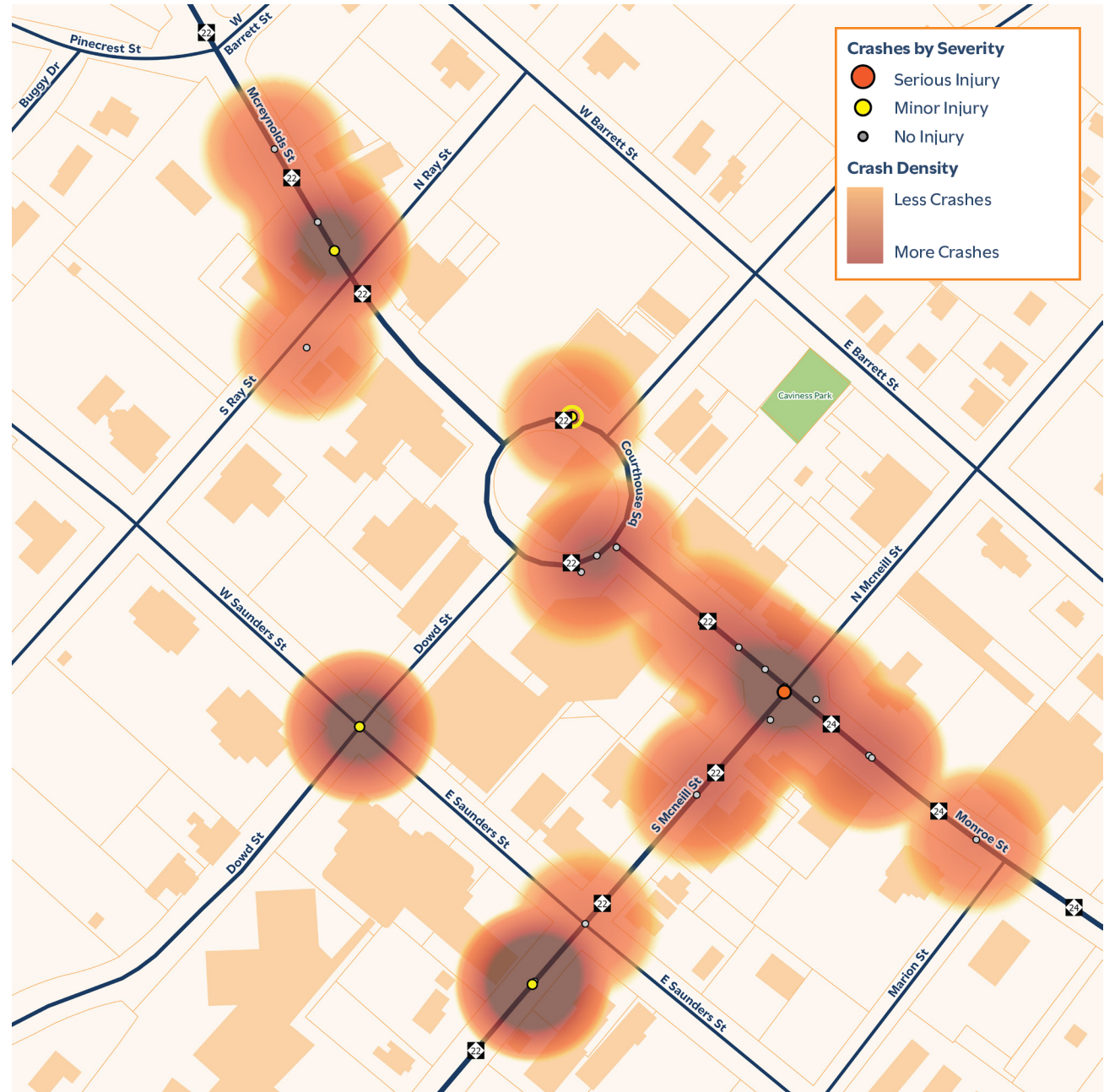
# Existing Conditions

## Crash Density

The majority of recorded crashes in Downtown Carthage from 2015 to 2019 occurred along NC 22 and NC 24 (McCreynolds Street and Monroe Street) and occurred mostly at or near intersections. Some additional crashes occurred along S Mcneil St/NC 22.

While several crashes within the area caused injuries, only one recorded crash caused serious injuries and zero recorded were fatal. Only one crash within Downtown explicitly involved a pedestrian, in the northwest quadrant of Courthouse Square.

While the lack of severe or fatal crashes is a good sign overall, it does not necessarily imply a safe or pleasant driving or walking experience. With significant crashes happening at intersections that lack dedicated crosswalks or pedestrian signals, people crossing the street are exposed to fairly unsafe conditions.

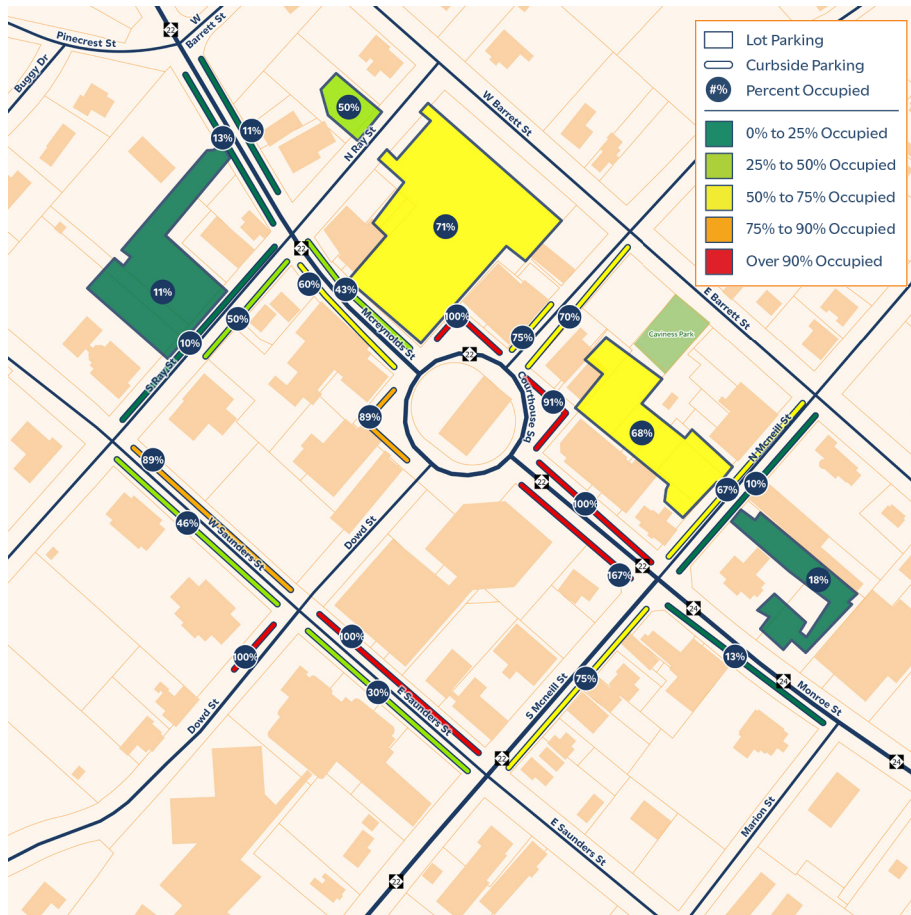


# Parking Occupancy

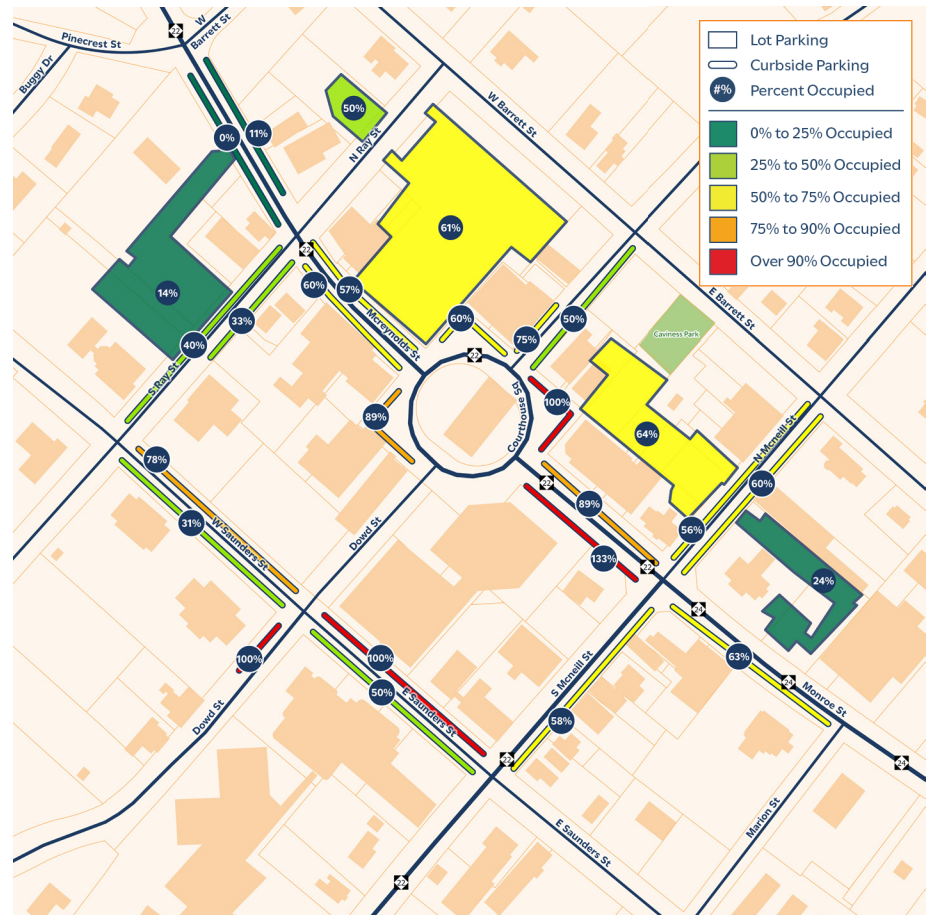
To better understand daily parking needs in Downtown Carthage, we did an inventory of available public on-street and surface lot parking, recording how many spaces were occupied at different points throughout the day. **The maps below show what percent of parking spaces were full in each parking lot or section of street parking at the time of day indicated.**

Counts were taken hourly Thursday morning, Thursday mid-day, Thursday afternoon, and Saturday mid-day. The percentages used in the maps below are based on the most full a lot or section of curbside parking was during the indicated time frame.

## Weekday Morning (8am-11am)



## Weekday Mid-Day (11am-2pm)

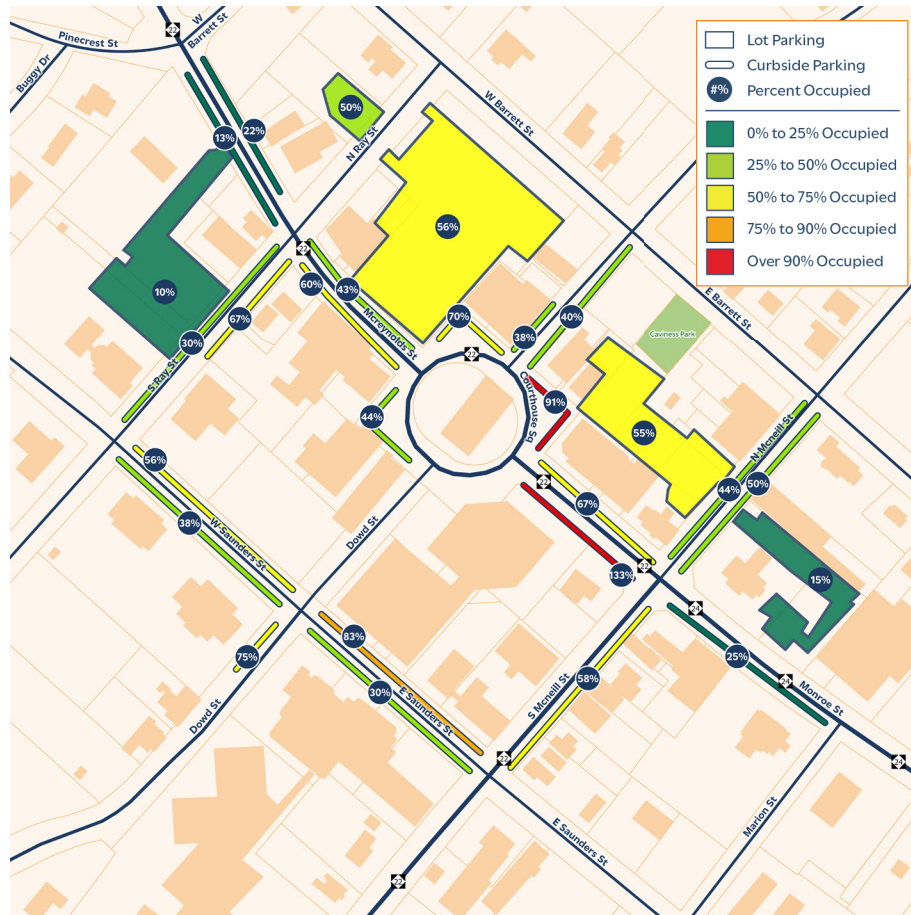


# Parking Occupancy

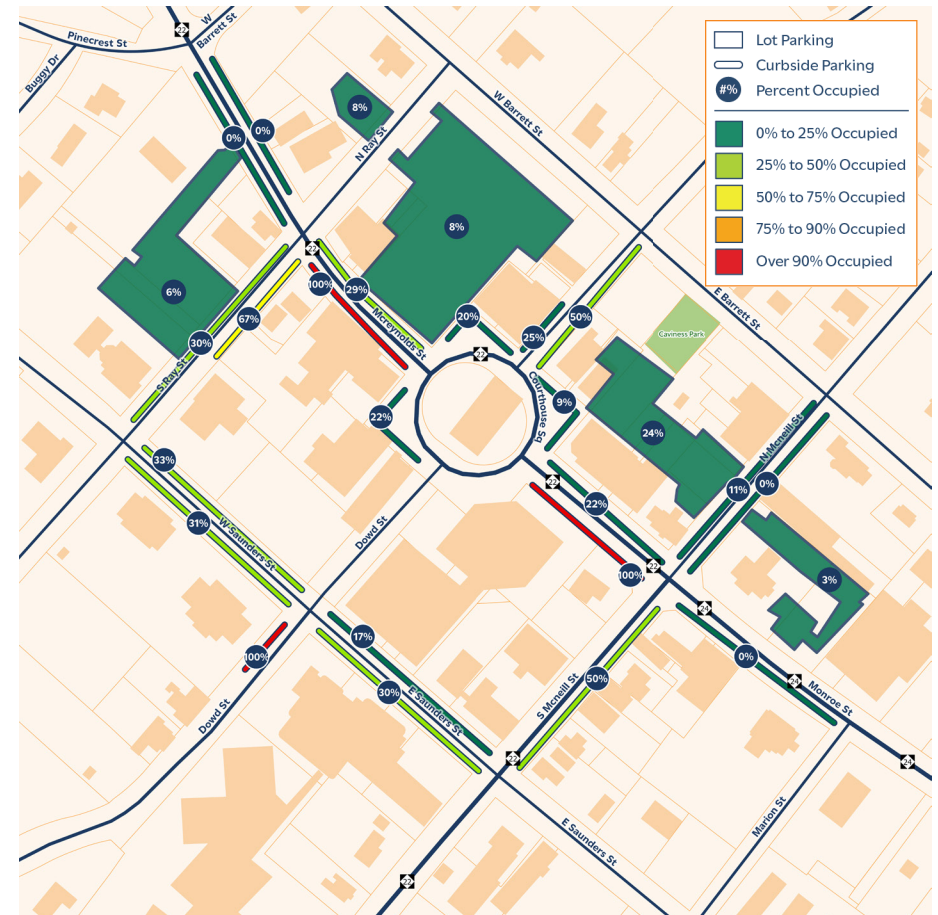
Notably, **at no point did any of the parking lots reach or exceed 75% occupancy**. This implies that there is enough parking capacity to meet needs, but that visitors may either be choosing to park closer to their destination or not know of the full amount of lot parking available.

Curbside parking was the most strained surrounding Courthouse Square along Monroe Street and McReynolds Street, with at least one section of parking above 90% capacity at all times inventoried. Parking around Courthouse Square was most occupied weekday mornings and decreased throughout the day. Parking along Saunders Street also saw high occupancy weekday mornings and mid-day.

## Weekday Afternoon (2pm-5pm)



## Saturday Mid-day (10am-1pm)



# Public Input

## Engagement



### Public Workshops

11/16/23 & 3/14/24



### Online Survey

11/27/23 - 12/22/23



**250+ people**  
engaged

Public engagement has been a key part of the development of the Downtown Carthage Parking and Mobility Plan. Two interactive public workshops were held at the McDonald Building in Downtown Carthage to understand needs and vet strategies, and an online survey (including additional questions for business owners) was open for about a month in November and December in 2023.

Between the two public workshops and the online survey, over 250 people were engaged through the process, helping understand the current parking situation in Downtown, community needs as well as what solutions residents, visitors, and business owners were open to.

## Public Workshops

### Workshop 1 (11/16/23) - Understanding Needs

At the first public workshop, the project team presented the results of the existing conditions analysis and parking inventory.

Attendees were asked to participate in a mapping activity to show destinations and places they had challenges either with parking or with walking from their parking spots.

Attendees were also able to fill out a short interactive survey using stickers to mark the times they usually had the biggest parking challenges, where they usually park, what they saw as the overall biggest challenge, and whether they felt unsafe trying to get to their parking destinations.

### Workshop 2 (3/14/24) - Vetting Strategies

At the second public workshop, the results of the initial survey and initial recommendations for pedestrian safety, parking, wayfinding, and strategies to address other problems, were presented to the public for additional feedback. The survey results can be found on the next spread and the recommendations are presented later in this document.



# Public Input

## Mapping Activity

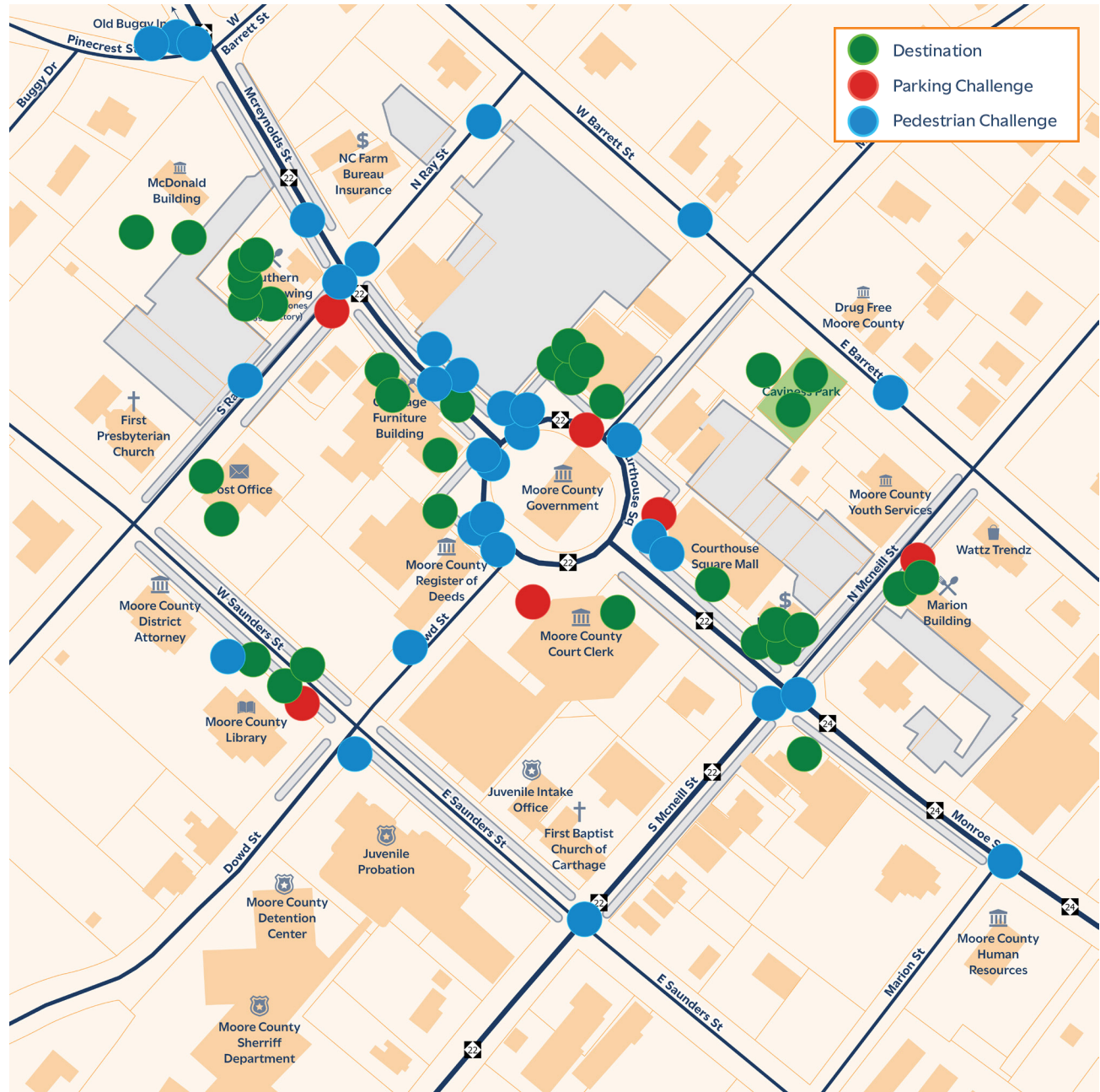
Building on initial existing conditions data, the project team wanted to get additional information from the public to better understand where people are going in Downtown Carthage and what challenges they're facing getting there.

As part of the first public workshop on November 16th, 2023, attendees were asked to place color-coded stickers on a map, marking:

- **Destinations**- Places they like or need to go in Downtown Carthage in green,
- **Parking Challenges**- Places in Downtown Carthage where they've experienced issues finding parking in red,
- **Pedestrian Challenges**- Places in Downtown Carthage where they've found it hard to walk or roll in blue.

The map to the right shows the results of the mapping activity.

There were significantly fewer dots placed for parking challenges than for pedestrian challenges or destinations.



# Public Input

## Public Survey

To better understand what parking and mobility challenges residents, business owners, and visitors experience in Downtown, the project team prepared an online survey. Survey respondents were asked questions about:

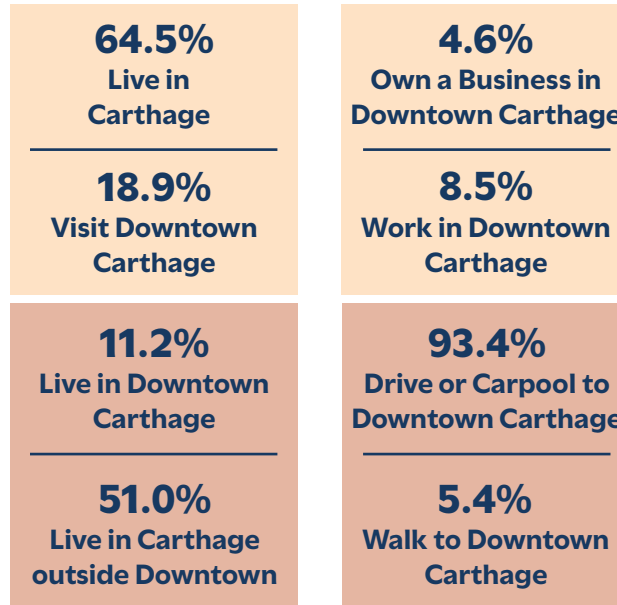
- their relation to Downtown Carthage,
- what they go to Downtown Carthage for,
- where they park and how long it takes,
- whether they feel safe walking from parking to their destination, and
- what they saw as the biggest challenges when parking Downtown.

Business owners were asked a couple of additional questions about:

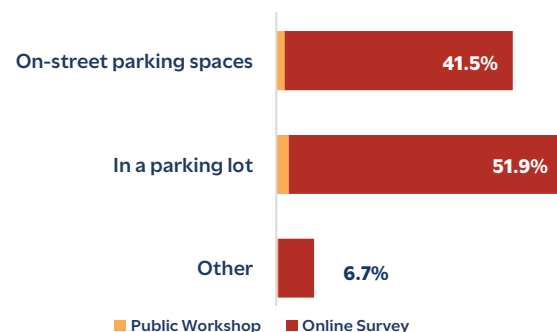
- their top priorities for businesses surrounding parking and mobility,
- times of highest parking demand around their business, and
- what parking demand management solutions they're most open to.

The online survey was available from November 27th to December 22nd. A shortened version of the survey was also available at the first public workshop on November 16th.

### Of Online Survey Respondents:

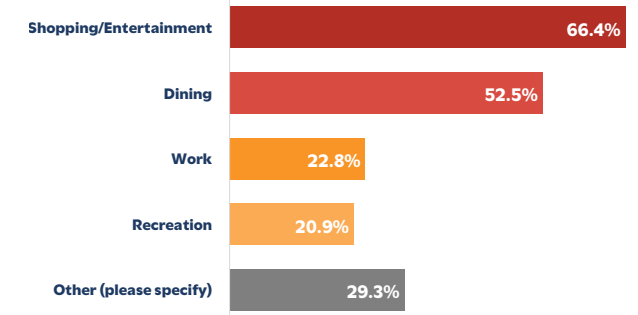


### Where do you usually park when you come Downtown?



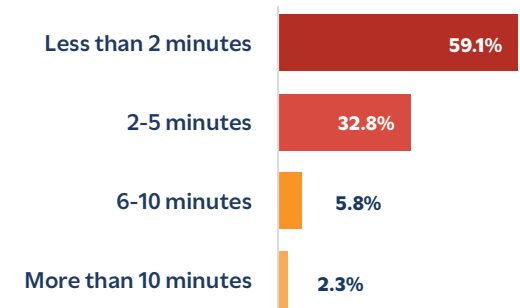
More respondents park in a lot rather than on-street. However, spaces in lots make up more of the Town's spaces and are still underutilized.

### Why are you typically going to Downtown Carthage?



Out of the online survey respondents, most came to Downtown Carthage for **shopping, entertainment, or dining**. Running other errands and visiting friends and family were some of the most common responses under "Other".

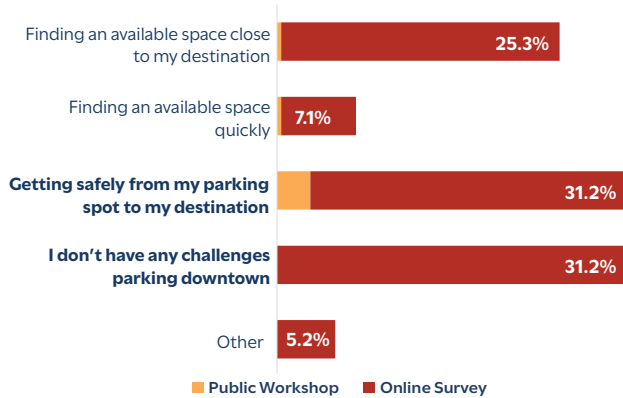
### How long does it typically take to find a parking space Downtown?



Overall, **finding parking quickly was not a large issue**. Over 90% of respondents typically find parking in less than five minutes.

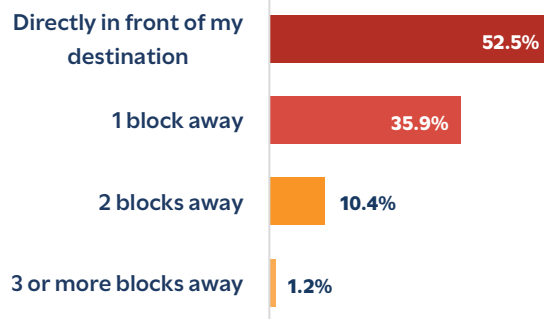
# Public Input

## What do you consider the biggest challenge when parking Downtown?



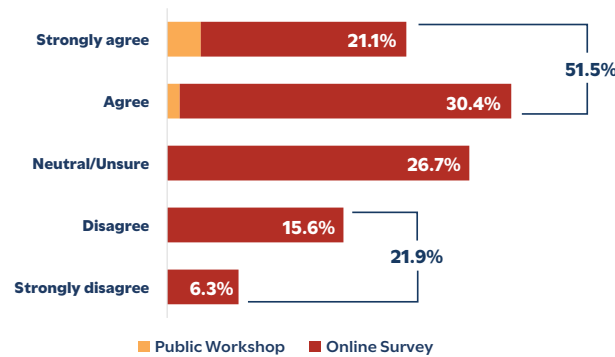
At both the workshop and through the online survey, people's biggest challenge was being able to **get between their parking space and their destination safely**. Others found finding a space near their destination challenging.

## How close to your destination/work do you typically park?



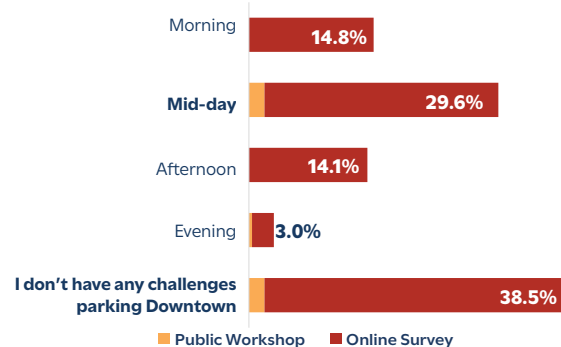
Most respondents park right outside their destination, but over a third already walk about a block from parking to their destination.

## Agree or Disagree: "I feel unsafe crossing the street when trying to get from my parking spot to my destination."



**Over half** of respondents across both the workshop and online survey **agreed that they felt unsafe** trying to get from their parking spot to their destination, several specifically citing crossing the street as a challenge.

## When is it most challenging to find parking Downtown?



Most respondents didn't have any challenges finding parking, but a sizeable amount of people said mid-day is when they had most challenges.

## Amongst Business Owners:

**6 out of 9 business owners** said their biggest Downtown parking priority was **safe pedestrian crossings and sidewalks** so that people can easily get to their business from wherever they park.

Two business owners said nearby parking for customers and one said nearby parking for employees.

**Weekday mornings and weekday mid-day** were tied for times of highest parking demand near businesses, followed by weekday evenings.

**5 out of 9 business owners** said **improving pedestrian safety** on sidewalks and at crosswalks was the **most favorable parking management solution** of the options listed.

Paid parking and time limits for parking each got two votes, though comments noted the challenges with time limits for people who are doing business with the courts, which can take longer than a time limit would allow.

One comment noted that building the Carthage bypass could help by removing traffic just passing through from Downtown streets.

# What We Heard

## *Pedestrian Safety is the Top Priority*

The largest challenge people repeatedly mentioned was **pedestrian safety**- safely getting between their parking space and their destination. There are few marked pedestrian crossings in Downtown, and in places with crossings drivers often speed through the area, rarely waiting for people to cross. With just under half of respondents parking at least one block away from their destination, crossing streets is a need for many of Downtown's patrons.

Pedestrian safety was not only important to visitors and residents- Two thirds of Downtown business owners responding to the survey also considered safe pedestrian crossings and sidewalks their top priority, and difficulty crossing the street was also one of the biggest complaints from Moore County workers.

During the first workshop, most pedestrian safety challenge spots marked were along Mcrynolds Street and Monroe Street. Ray Street and Barrett Street were also marked in areas with no sidewalks. Workshop participants called out a couple locations around Courthouse Square as needing pedestrian signals.

## *Parking Demand Peaks Weekday Mornings and Mid-Days*

While many do not experience parking challenges, those that do primarily experienced them on **weekdays in the morning and mid-day**. Businesses also saw the highest parking demand on weekday mornings and mid-days, with some seeing high demand weekday evenings.

On-street parking around Courthouse Square and along Saunders Street near the Libtary seemed to see the highest occupancy rates during these times, while all lots stayed below 75% occupied.

## *Amidst Downtown Construction, Construction Workers Parking Add to Challenges*

The public, Town staff, and county staff at the Moore County Library noted that **construction workers frequently have taken up significant amounts of on-street parking** that otherwise would have been open to business patrons and other visitors. While current construction projects are temporary, having a policy in place may help considering the potential for continued Downtown revitalization to bring additional projects.

## *Underutilized Lots Can Potentially Help With On-Street Parking Turnover*

While many people already park in parking lots, there is still a sizable amount that prefers parking on-street in front of their destination. At the same time, our parking inventory showed that lots were frequently underutilized at times where on-street spaces were near capacity. This implies room to **direct additional parking to lots to free up on-street spaces for short term parking**.

Business owners noted parking turnover is important for businesses but that time limits may not be the best solution since many people will need parking for more than a couple hours, especially workers and others doing business with the courts. Comments from the public during the second workshop also mentioned this.

Separating short-term parking from long-term parking potentially could help with parking turnover, allowing the larger surface lots to have no time limit and to be more oriented towards longer visits or courthouse business.



# What We Heard

## *Wayfinding Signage Could Help Direct Visitors to Parking and Destinations*

At the second workshop, comments reiterated the need for **clear signage** to help people find recommended **parking** and to direct visitors to **destinations** around Downtown.



# Recommendations

## Goals and Actions

Based on what we heard from the public and business owners through the workshop and survey, as well as feedback on needs and current conditions from Town and County staff, the project team developed a series of **goals for improving mobility and parking** in Downtown Carthage and **corresponding actions to accomplish those goals**.

### Plan Goals



## Pedestrian Safety

*Improve the safety, comfort, and convenience of walking around Downtown Carthage, especially when crossing streets and walking between parking and destinations.*



## Parking Demand Management

*Create better balance and utilization between on-street and off-street parking Downtown.*



## Signage and Wayfinding

*Create wayfinding for Downtown Carthage that clearly and safely directs people to parking and destinations.*

### Pedestrian Safety Actions



#### Action 1A | Near-Term

Implement high visibility crosswalks at intersections throughout Downtown

- Piano Key style with perpendicular markings for visibility and longevity
- Where applicable, use as opportunity to improve ADA accessibility (ex. SE corner of McNeill Street and Monroe Street)



#### Action 1B | Near-Term

Coordinate with NCDOT to install pedestrian walk signals

- Around Courthouse Square
- NC 27/McNeill Street
- Ray Street/NC 27



#### Action 1C | Long-Term

Proceed with plans to install sidewalks along N. Ray Street and Barrett Street



#### Action 1D | Long-Term

Consider curb extensions at key intersections and in on-street no-parking zones to extend pedestrian space

- Concrete or planters allow unused space mid-block to become part of the pedestrian streetscape; potentially helpful for streets lined with restaurants and businesses.
- Concrete curb extensions at corners can shorten crossing distances at intersections and improve visibility.

# Recommendations

## Parking Demand Management Actions



### Action 2A

Encourage courthouse visitors, via signage and guidance from courthouse employees, to use off-street lots rather than curbside parking

- Lots would act as long-term parking, while curbside parking should be mostly for shorter durations and accessibility spaces
- Consider working with Moore County to implement permit parking or assigned spaces for county employees in county lots



### Action 2B

Assign Parking Director duties to someone within Planning Department

- Would oversee any demand management programs and enforcement



### Action 2C

Dedicate additional man hours in either Planning or Police Department to parking enforcement at reasonable intervals during times of peak demand (Weekdays 8am-2pm)

- Enforcement should include fines for violations



### Action 2D

Evaluate the potential for implementing a parking management system and/or app to help with management and enforcement

- May be worth investing in license plate recognition (LPR) technology to reduce time, effort, and manpower needed for enforcement
- Must have way to match plates to parking to use LPR for enforcement



### Action 2E

Make the most in-demand curbside parking spaces along NC-27 paid parking during times of peak demand (Weekdays 8am-2pm)



### Action 2F

Create construction parking requirements to manage where construction workers park during project durations

## Signage and Wayfinding Actions



### Action 3A

Provide clear, visible, and visually consistent signage indicating time limits and parking restrictions throughout Downtown, especially at curbside parking spaces and county lots.



### Action 3B

Create an easy-to-understand wayfinding system and branding for the Town

- Signage directing courthouse visitors and other longer-term visitors to park in off-street lots.
- Signage to direct people walking from parking to key destinations.



### Action 3C

Place "Crosswalk Ahead"/"Crosswalk Here"/"Yield to Pedestrians" signs leading up to and at intersections with crossings

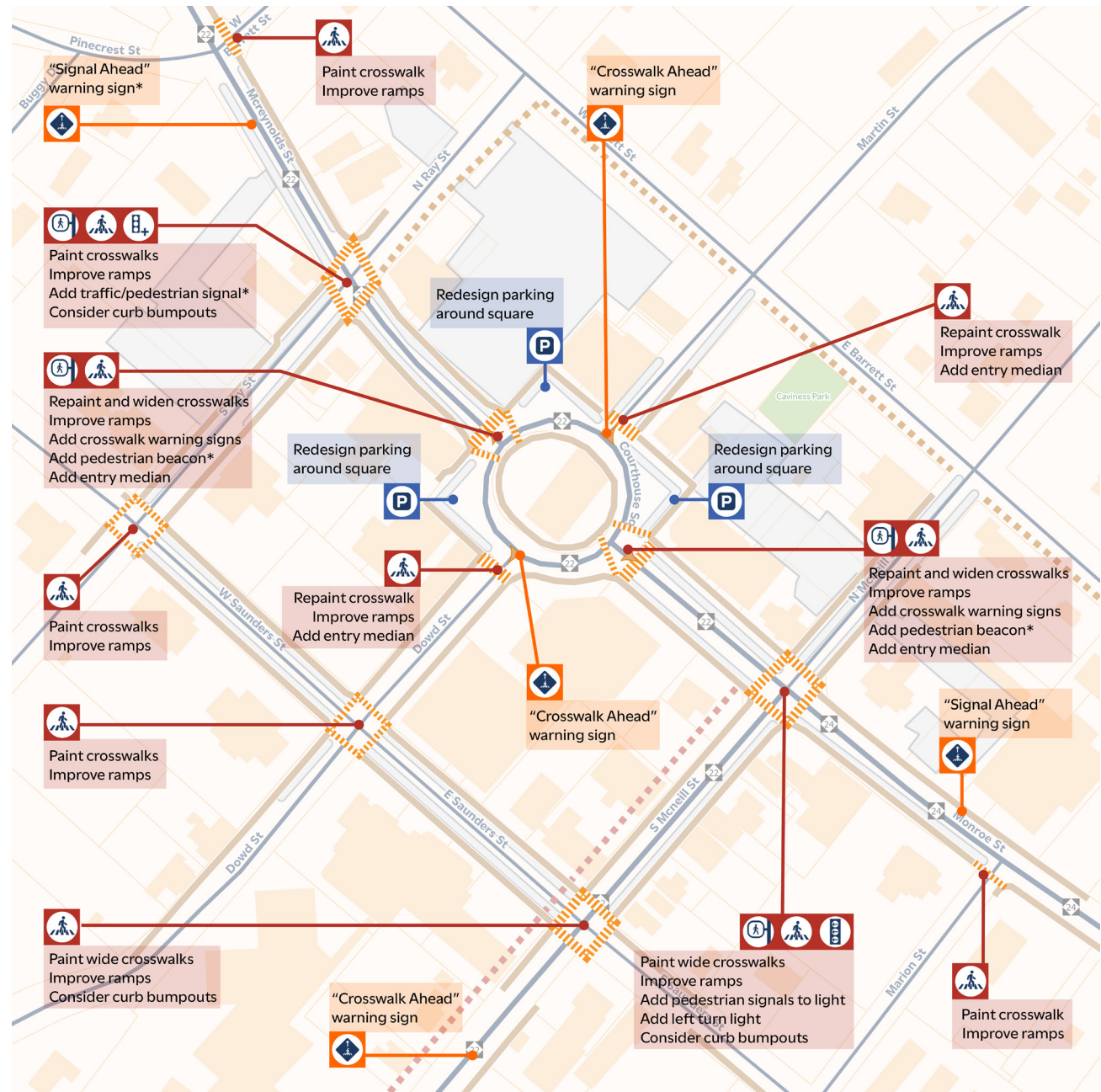
# Recommendations

## Infrastructure and Safety

In addition to the actions presented previously, this plan includes location-specific recommendations to **help improve pedestrian safety and comfort** across Downtown Carthage. These recommendations are shown in the map to the right and largely consist of the following:

- Adding and improving pedestrian crossings and signals at intersections across Downtown
- Adding warning signs ahead of pedestrian crossings to alert drivers to upcoming pedestrian zones
- Redesigning the parking around Courthouse Square to make the travelway clearer and discourage speeding

Locations with crossing improvements should also be evaluated for lighting improvements to make sure people crossing are clearly visible to drivers and provide a pleasant pedestrian experience.

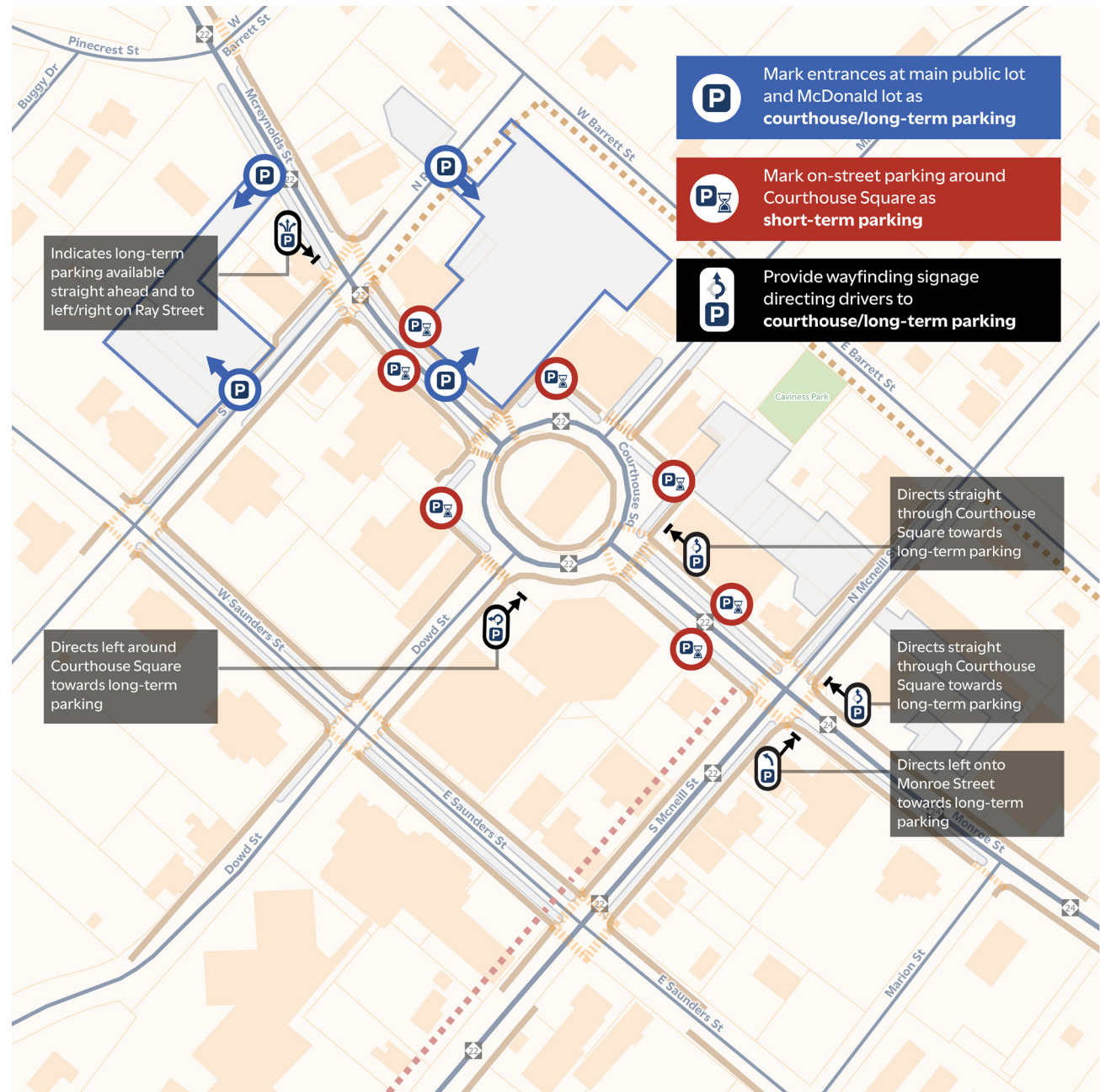


# Recommendations

## Wayfinding

In addition to the actions presented previously, this plan includes location-specific recommendations to **help improve parking wayfinding** across Downtown Carthage and **help manage different types of parking demands**. These recommendations are shown in the map to the right and largely consist of the following:

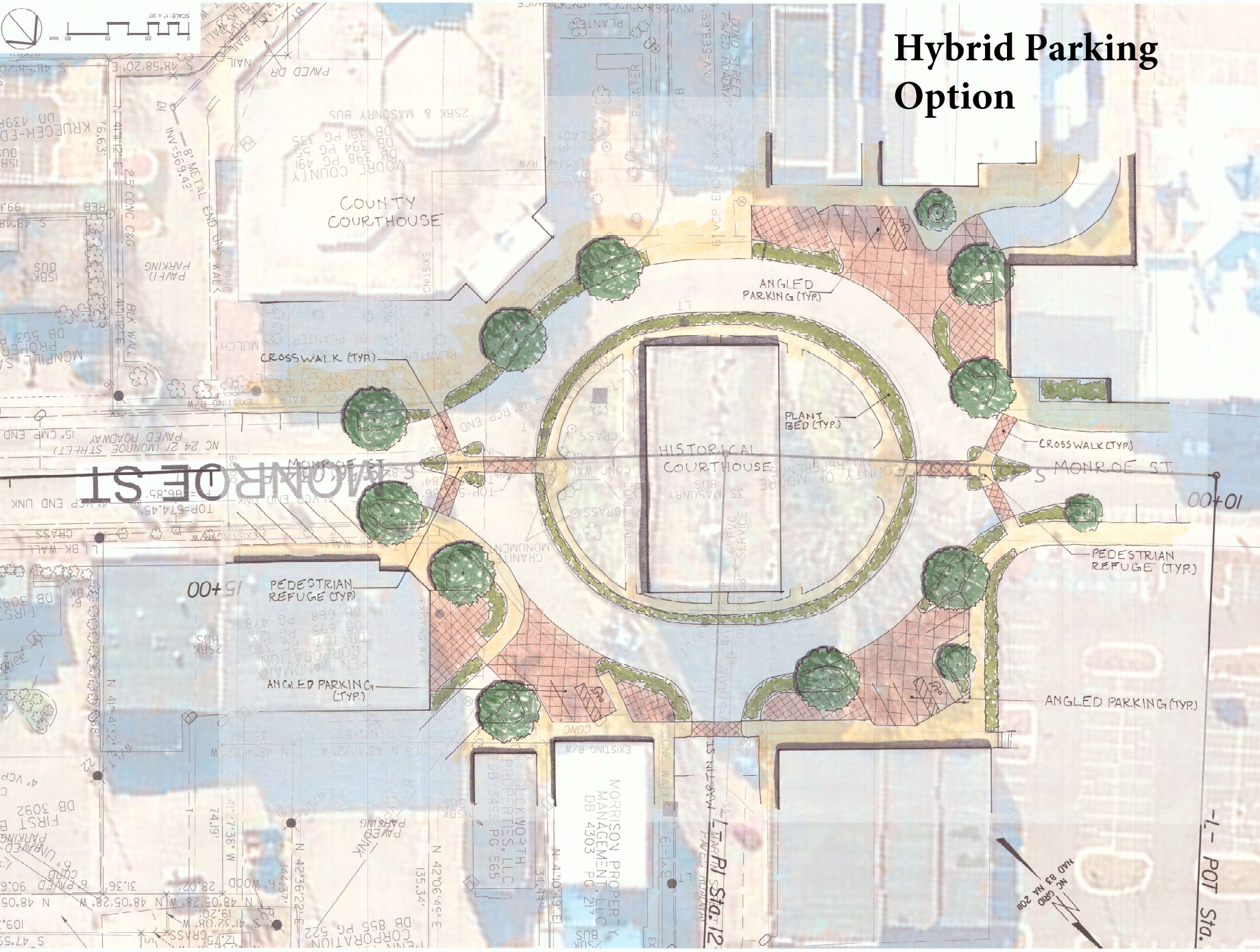
- Adding signs marking entrances to long-term parking (including for courthouse visitors) in off-street lots
- Adding wayfinding signs directing drivers towards long-term parking lots from major intersections
- Adding signs alongside short-term on-street parking clearly indicating shorter time duration and directing long-term parking elsewhere





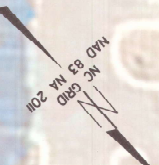
# Hybrid Parking Option

bu15-501\psh\den-U-3628.nc24-27-den-4.dgn

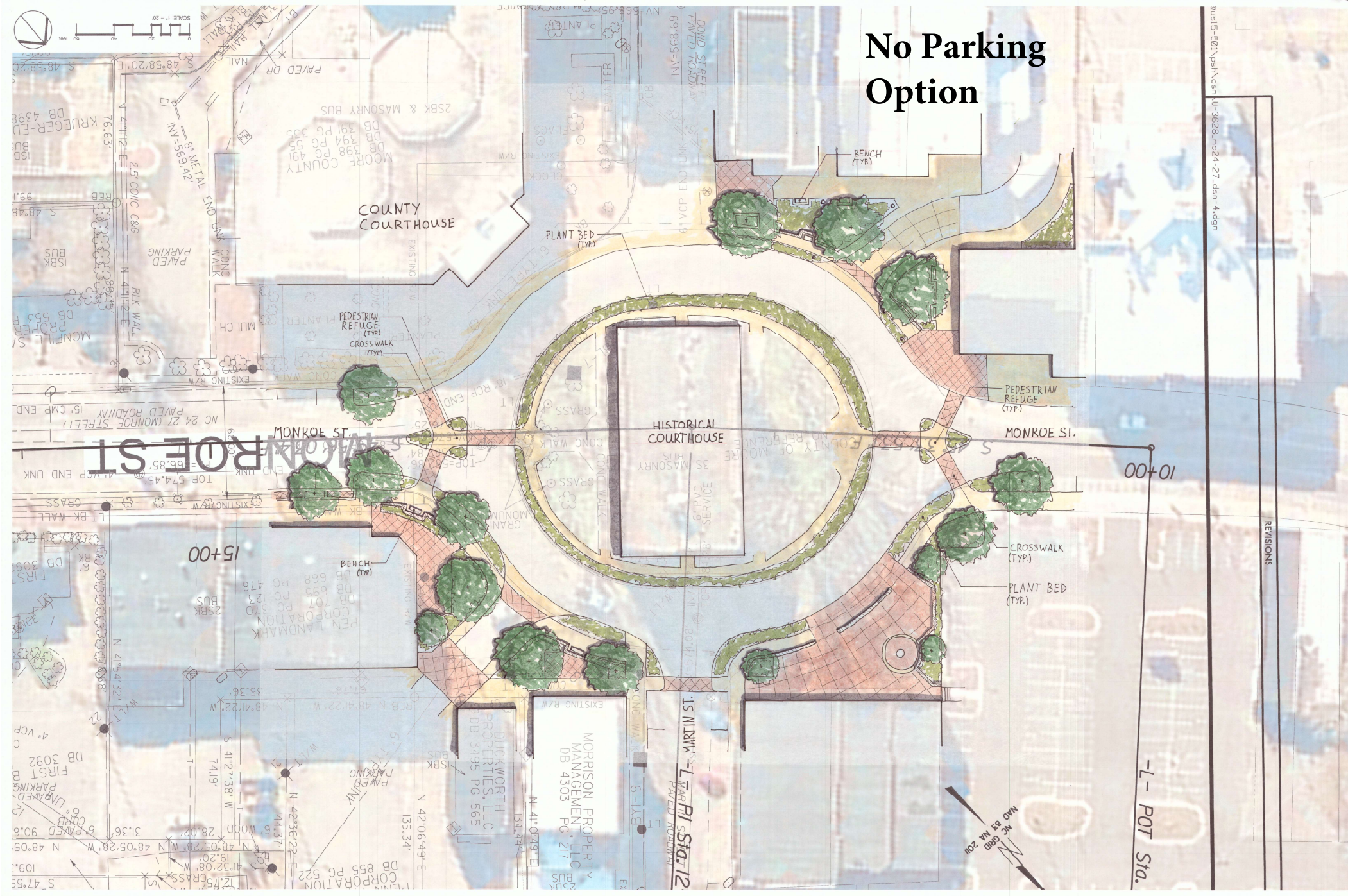


REVISIONS

-1- POT Sta.



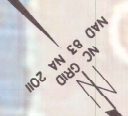
# No Parking Option



Jul15-5011.psk\dsn\U-3628.nc24-27.dsn-4.dgn

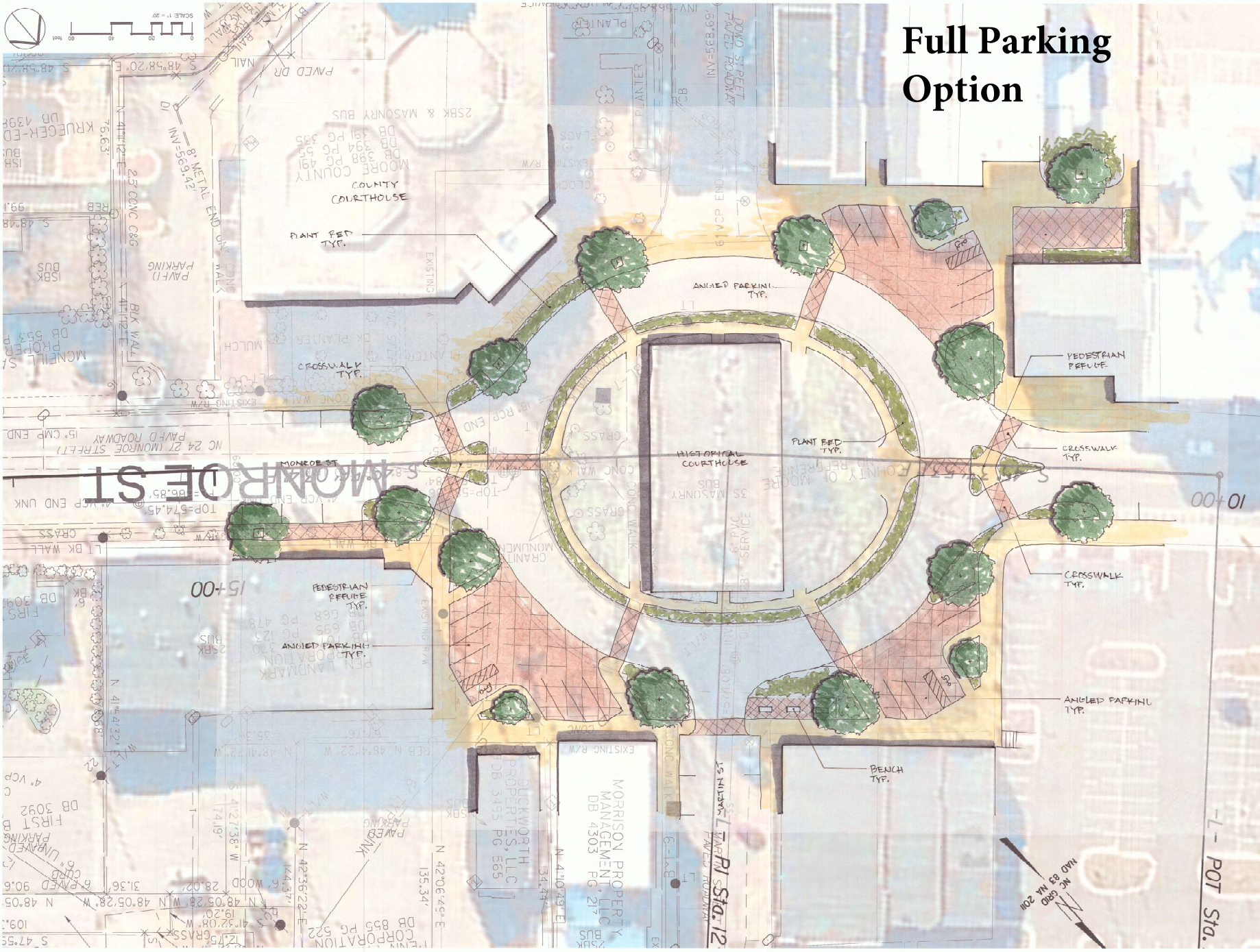
REVISIONS

-L- POT Sta.





# Full Parking Option



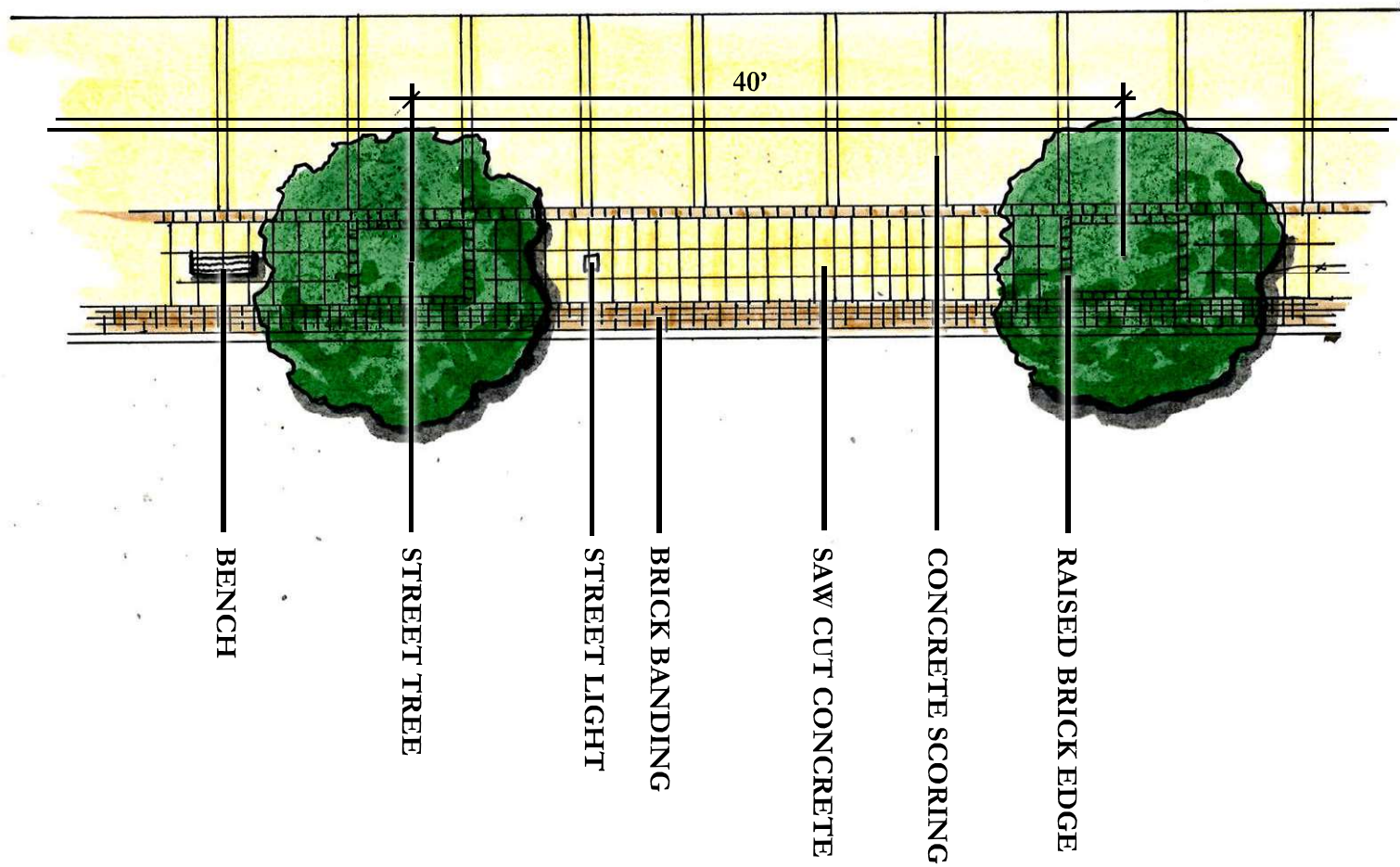
3119-501\psa\den-U-3628-nc24-27.dsn-4.cgn

REVISIONS

-L- POT Std.

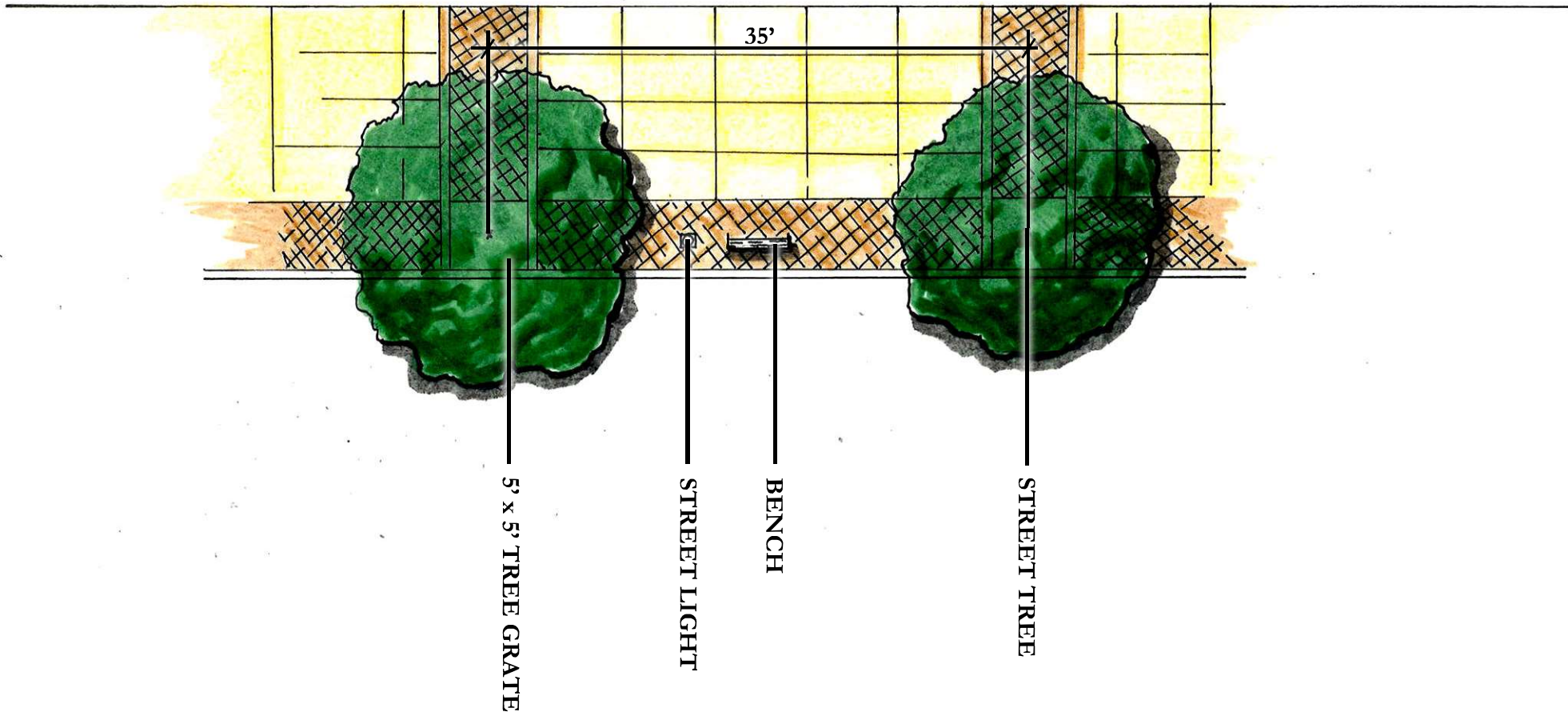
# STREETSCAPE - OPTION A

SCALE: 1" = 10'



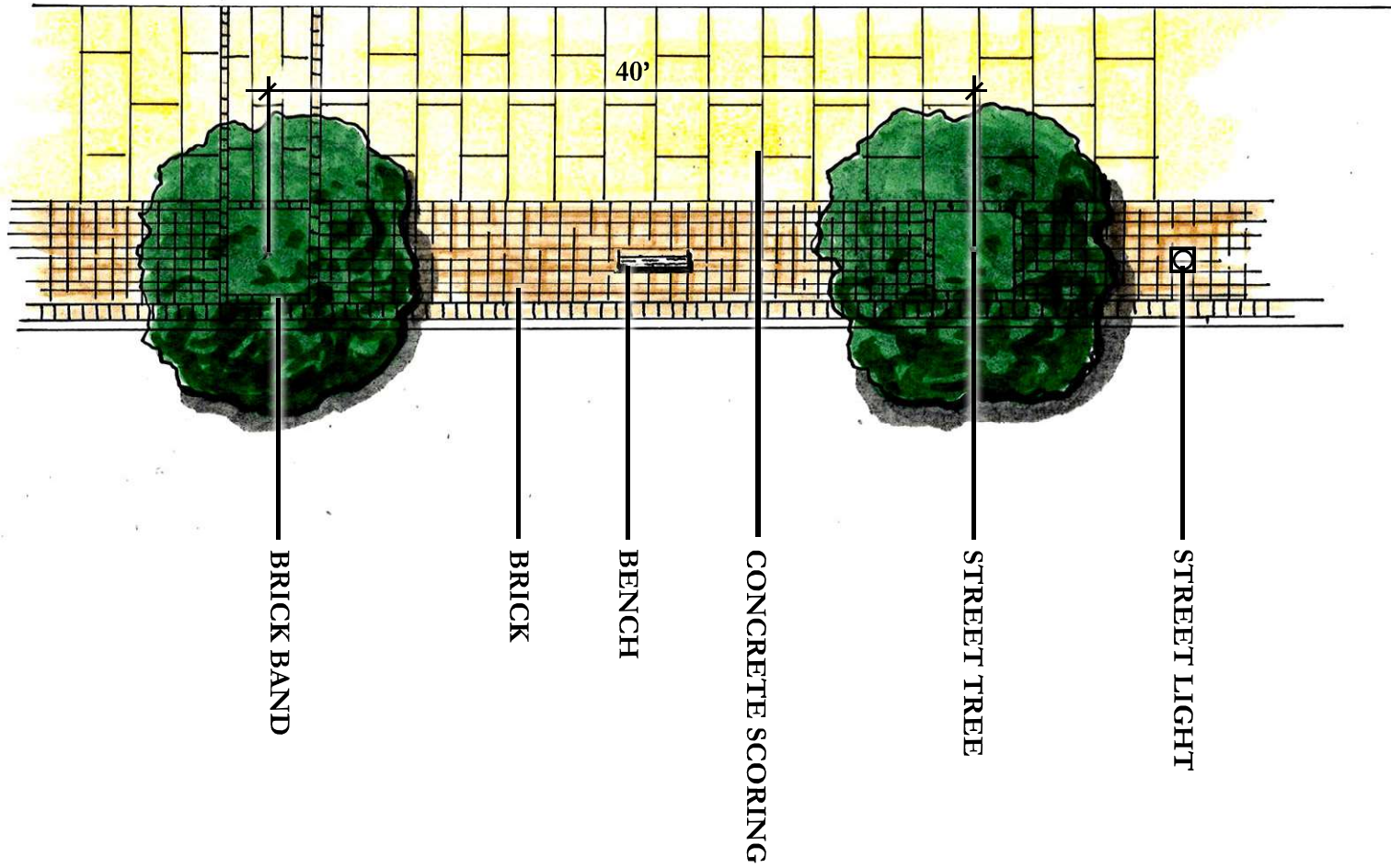
# STREETSCAPE - OPTION B

SCALE: 1" = 10'



# STREETSCAPE - OPTION C

SCALE: 1" = 10'





## MEMORANDUM

Date: May 20, 2024

To: The Board of Commissioners

From: Jennifer Hunt, Town Planner

Subject: R-02-24: Rezoning request from CBD (Central Business District) to R-10 (Residential) for land located at 209 Dowd Street, PARID 00002668; Petitioner: Cheryl Williams, Property Owner

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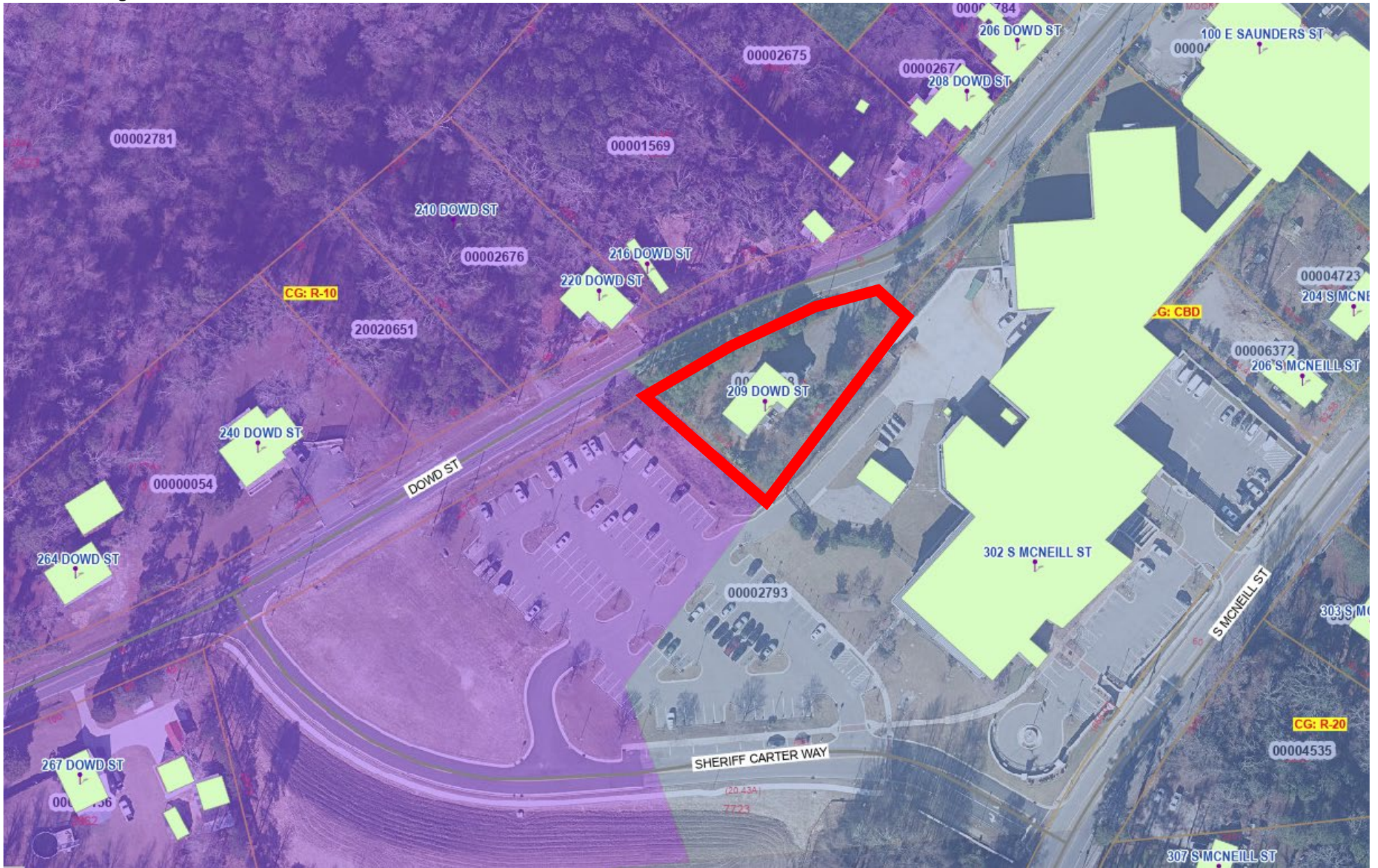
### I. SUMMARY OF APPLICATION REQUEST:

The applicant and owner, Cheryl Williams, is requesting to rezone her property located at 209 Dowd Street, from Central Business District (CBD) to Residential (R-10). She was currently zoned residential before and would like to use this property as a single-family home. Currently single-family home use is not permitted in the CBD. She does not wish to operate as a business any longer but be able to live in the home. This property is surrounded by R-10 zoning on the west and CBD on the east. It is aligned with the surrounding zoning districts. It is located off Dowd Street just south of E Saunders Street past Sheriff Carter Way.

### II. PROJECT INFORMATION:

1. PARID: 00002668  
PIN: 857818409213
2. Applicant & Owner: Cheryl Williams
3. Owner: Williams & Hess, LTD
4. Long-Range Plan Designation:  
This future area of this land appears to be downtown and town residential, per the adopted 2040 Land Use Plan.
5. Current Zoning:  
The current zoning is CBD, Central Business District. The desired zoning district is R-10, Residential.

Figure 1: Site Location outlined in red.



### III. APPLICATION REVIEW:

When reviewing an application for conditional zoning, the Board of Commissioners shall consider and be guided by Article 5. Below is highlighted Section 100.42 and Section 100.44 as set forth in UDO:

#### **Section 100.42 Types of Amendments:**

*Amendments may be to the text of the ordinance or take the form of map amendments, often known as rezoning. The Town of Carthage recognizes three types of amendments.*

- 1. Text Amendments. This type of amendment is used when a party chooses to modify the actual text of the ordinance. This is a legislative decision by the Board of Commissioners.*
- 2. Map Amendments. This type of amendment is used when a party chooses to change a zoning district from one type to another. Often known as a straight rezoning, it recognizes that the change in district allows for all uses allowed within a given zoning district. It cannot be conditioned in any way. This is a legislative decision by the Board of Commissioners.*
- 3. Conditional Zoning. Conditional Zoning is an amendment process that is both a map amendment and a text amendment. It is a legislative decision by the Board of Commissioners, but it allows for the placement of conditions and/or limits on the approval.*

#### **Section 100.44 (5) Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners:**

*The Board of Commissioners may choose to make their decision to approve or deny at the same meeting or a subsequent meeting. The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition. The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.*

- 1. Approve the amendment and describe its consistency with the adopted Land Use Plan.*
- 2. Reject the zoning amendment and describe its inconsistency with the adopted Land Use Plan.*
- 3. Approve the amendment and deem it a modification of the adopted Land Use Plan. The Board shall describe why the action taken is reasonable and in the public interest. In certain circumstances, it may be beneficial for the Planning Board to convene with the Board of Commissioners during the public hearing prior to making their recommendation. Once the hearing is conducted, the Planning Board may then reconvene to make their recommendation the same day or at a subsequent Planning Board meeting for transmittal to the Board of Commissioners.*

#### **C. Staff Comments:**

The applicant and owner, Cheryl Williams, met with staff and is requesting to rezone her property located at 209 Dowd Street, from Central Business District (CBD) to Residential (R-10). She was currently zoned residential before and would like to use this property as a single-family home. Currently single-family home use is not permitted in the CBD. She does not wish to operate as a business any longer but be able to live in the home. This property is surrounded by R-10 zoning on the west and CBD on the east. It is aligned with the surrounding zoning districts. It is located off Dowd Street just south of E Saunders Street past Sheriff Carter Way. It is aligned with the current and future land use plan.

### IV. PLANNING BOARD RECOMMENDATIONS:

- a. The Planning Board recommends approving the proposed rezoning. All ayes.

**V. BOARD OF COMMISSIONERS ACTION:**

**FIRST:** Open and Conduct the Public Hearing. Ask for comments. Please have each person come forward to the podium and state their name and address.

The Board of Commissioners (BOC) shall conduct a public hearing regarding the petition per Article 5, Section 100.42 of the Town of Carthage Unified Development Ordinance (UDO).

**SECOND:** Close the Public Hearing!!! \*\*\* Once the public hearing is CLOSED, there are no more public comments allowed! You may discuss your comments with each other (the BOC) after the public hearing is closed, for comments, from the public.

**THIRD:** Adopt 1<sup>st</sup> motion- **LUP CONSISTENCY MOTION**

**FOURTH:** Adopt 2<sup>nd</sup> motion- **PETITION MOTION**

The Board of Commissioners shall set a date for public hearing of any petition for amendment per UDO Section 100.42 and 100.44. The Board of Commissioners shall conduct a public hearing regarding the petition. The Planning Board recommendation and Statement of Consistency shall be provided to the Board of Commissioners.

The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition **(two motions required)**. The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.

**LUP CONSISTENCY MOTION** (1<sup>st</sup> Required Motion)

**I move to:**

**OPTION 1**

Approve R-02-24 and describe its consistency with the adopted Land Use Plan.

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**or**

**OPTION 2**

Reject R-02-24 and describe its inconsistency with the adopted Land Use Plan

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**or**

**OPTION 3**

Approve R-02-24 and deem it a modification of the adopted Land Use Plan. The Board believes this action taken is reasonable and in the public interest because.....

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**VI. PETITION MOTION** (2<sup>ND</sup> Required Motion)

**And, therefore, I move to:**

**OPTION 1**

Approve R-02-24 as written and presented.

**or**

**OPTION 2**

Approve R-02-24 conditionally with the following modifications.....

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**OPTION 3**

Deny R-02-24 for the following reasons.....

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# Town of Carthage

## Land Use Plan Consistency Statement

STATEMENT OF LAND USE PLAN CONSISTENCY  
FOR PROPOSED REZONING FOR 209 DOWD STREET, PARCEL ID #00002668 FROM  
CENTRAL BUSINESS DISTRICT (CBD) TO RESIDENTIAL-10 (R-10)

WHEREAS, amendments to the Town of Carthage Unified Development Ordinance have been proposed, which amendments are identified as follows:

NOW THEREFORE, the Board of Commissioners of the Town of Carthage resolves as follows:

Section 1. The Board of Commissioners concludes that the above-described amendment(s) are/are not consistent with the Town of Carthage 2040 Land Use Plan, as amended based on the following:

- Goal 1: Preserve and celebrated small-town community roots.
- Goal 2: Coordinated, intentional, and well-planned growth and development.
- Goal 3: Protection of open space and critical natural features.
- Goal 4: Ample employment opportunities and support for business development.
- Goal 5: Vibrant commercial areas that provide a variety of goods, services, entertainment options, and amenities.
- Goal 6: A well-connected multi-modal transportation system.
- Goal 7: High-quality parks and recreational facilities that are accessible to all.
- Goal 8: Protected and preserve historic and cultural resources.
- Goal 9: Adequate supply and high quality of housing.
- Goal 10: Informed, engaged, and active residents that represent a variety of neighborhoods and citizen groups.
- Goal 11: Regulations that are consistent with the Town's vision.
- Goal 12: Cultural, educational, recreational, and other amenities that contribute to the quality of life of Carthage's citizens.

The applicant and owner, Cheryl Williams, is requesting to rezone her property located at 209 Dowd Street, from Central Business District (CBD) to Residential (R-10). Currently single-family home use is not permitted in the CBD. The property is surrounded by R-10 zoning on the west and CBD on the east. It is aligned with the surrounding zoning districts. It is located off Dowd Street just south of E Saunders Street past Sheriff Carter Way.

Section 2. Please state the Board of Commissioner's reasonings/findings for the approval or disapproval of this consistency statement based on the above selected goals.

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Section 2. The Board of Commissioners concludes that the above-described amendment(s) are reasonable and in the public interest as they do/do not fulfill a direct objective of the Land Use Plan.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



# Town of Carthage

## Ordinance No. ORD.24.09

Amending the Town of Carthage Official Zoning Map and Text for Parcel (PARID) 00002668, address 209 Dowd Street, from CBD(Central Business District) to R-10 (Residential) as It Pertains to the Unified Development Ordinance in Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments - Board of Commissioners"

**WHEREAS**, the Board of Commissioners of the Town of Carthage adopted Zoning Ordinance is for the purpose of regulating planning and development in the Town of Carthage and the extraterritorial area over which it has jurisdiction; and

**WHEREAS**, said Ordinance may be amended as circumstances of the community and property change; and

**WHEREAS**, the Town of Carthage represented by Planning Staff requested to update the zoning ordinance map and text for Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners"; and

**WHEREAS**, the zoning ordinance text and map amendment request was duly advertised for an open meeting before the Town of Carthage Planning Board at 6:00pm on Thursday, May 02, 2024, and after consideration the Planning Board with a motion of 5-0 recommended approval of the zoning ordinance map and text amendment; and

**WHEREAS**, a public hearing was held at a regular meeting of the Town of Carthage Board of Commissioners on Monday, May 20, 2024, at 6:30 pm in the McDonald Building, 207 McReynolds Street, after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Town of Carthage, and its extraterritorial jurisdiction.

**WHEREAS**, the Board of Commissioners have reviewed this zoning map and text amendment with consistency with the 2040 Town of Carthage Land Use Plan; and

**WHEREAS**, the Board of Commissioners, after considering all of the facts and circumstances surrounding the zoning ordinance map and text amendment, have determined that it is in the best interest of the Town of Carthage that the Zoning Ordinance map and text be amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF CARTHAGE BOARD OF COMMISSIONERS THAT:**

The Zoning Map of the Town of Carthage is hereby amended by rezoning Parcel 00002668, address 209 Dowd Street, which is approximately 0.47 acres, from CBD (Central Business District) to R-10 (Residential).

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The foregoing ordinance, having been submitted to a vote, received the following vote, and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: May 20, 2024

To: The Board of Commissioners

From: Jennifer Hunt, Town Planner

Subject: CZ-02-24: Conditional Zoning Request on approximately 3.03 acres of land located at PARID 00002067, R-20 (Residential) to HCD-CZ (Highway Commercial District Conditional Zoning);  
Petitioner: Michael Eder, Property Owner

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### I. SUMMARY OF APPLICATION REQUEST:

The applicant, Michael Eder, is requesting conditional zoning to allow for his home business to be appropriately zoned, behind his residential home. He is requesting conditional zoning to approve access to the rear of his lot using an easement, verbal agreement, between himself and the property owner of PARID 00000944701, which is currently zoned HCD. He is also requesting the ability to use the road, with the easement, as a gravel path and not be required to pave it. Currently his location is at 218 Westview Road off Vass-Carthage Road. Please view Figure 1 for a site map showing where the property is located and Figure 2 for the proposed access to the rear of his property.

Please view Attachment 2 for his minor subdivision request. He would like to subdivide 1.03 acres to be used for HCD-CZ and 1.95 acres for his residential home, to be kept in the R-20 zoning district. If the Conditional Zoning request is approved, then the Minor Subdivision plat will be approved. The Town Planner, Jennifer Hunt, requested the applicant wait until after the Conditional Zoning request to approve the Minor Subdivision map, because each minor subdivision must state the correct zoning district on it.

### II. PROJECT INFORMATION:

1. PARID: 00002067      PIN: 857704812544
2. Applicant:              Michael Eder
3. Owner:                  Michael Eder
4. Long-Range Plan Designation:  
This future area of this land appears to be commercial next to residential, per the adopted 2040 Land Use Plan.
5. Current Zoning:  
The current zoning is R-20 (Residential). The applicant is requesting HCD-CZ (Highway Commercial District Conditional Zoning).

Figure 1: Site Location outlined in red.

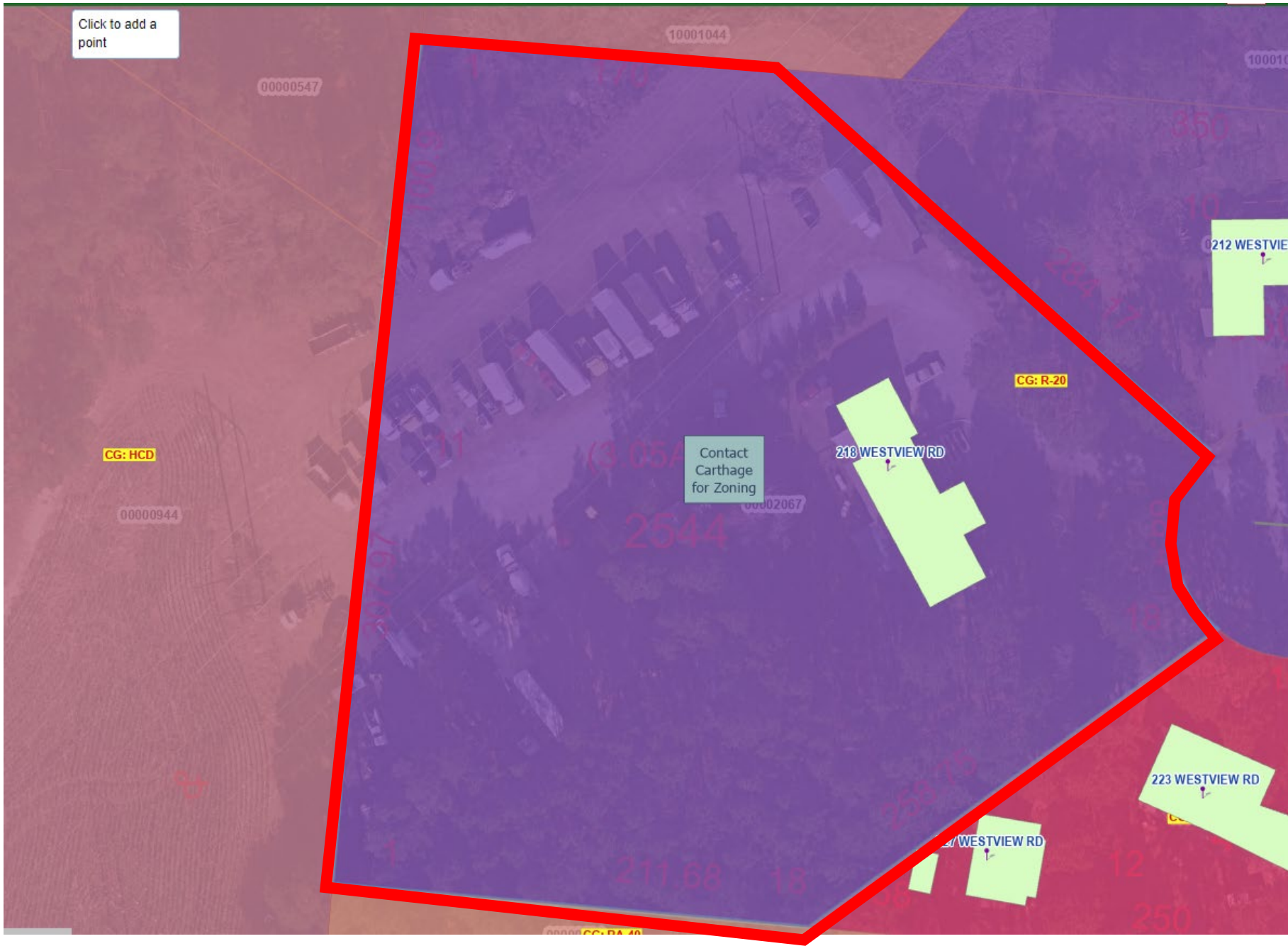


Figure 2: Proposed path outlined in red.





### III. APPLICATION REVIEW:

When reviewing an application for conditional zoning, the Board of Commissioners shall consider and be guided by Article 5. Below is highlighted Section 100.42 and Section 100.44 as set forth in UDO:

#### **Section 100.42 Types of Amendments:**

*Amendments may be to the text of the ordinance or take the form of map amendments, often known as rezoning. The Town of Carthage recognizes three types of amendments.*

- 1. Text Amendments. This type of amendment is used when a party chooses to modify the actual text of the ordinance. This is a legislative decision by the Board of Commissioners.*
- 2. Map Amendments. This type of amendment is used when a party chooses to change a zoning district from one type to another. Often known as a straight rezoning, it recognizes that the change in district allows for all uses allowed within a given zoning district. It cannot be conditioned in any way. This is a legislative decision by the Board of Commissioners.*
- 3. Conditional Zoning. Conditional Zoning is an amendment process that is both a map amendment and a text amendment. It is a legislative decision by the Board of Commissioners, but it allows for the placement of conditions and/or limits on the approval.*

#### **Section 100.44 (5) Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners:**

*The Board of Commissioners may choose to make their decision to approve or deny at the same meeting or a subsequent meeting. The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition. The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.*

- 1. Approve the amendment and describe its consistency with the adopted Land Use Plan.*
- 2. Reject the zoning amendment and describe its inconsistency with the adopted Land Use Plan.*
- 3. Approve the amendment and deem it a modification of the adopted Land Use Plan. The Board shall describe why the action taken is reasonable and in the public interest. In certain circumstances, it may be beneficial for the Planning Board to convene with the Board of Commissioners during the public hearing prior to making their recommendation. Once the hearing is conducted, the Planning Board may then reconvene to make their recommendation the same day or at a subsequent Planning Board meeting for transmittal to the Board of Commissioners.*

#### **C. Staff Comments:**

Staff have met with the applicant and have been helping him through the process for zoning compliance. Mr. Eder received a zoning violation letter, due to the many vehicles he had stored in his yard, which is not a permitted use, and it came to our attention that he has been operating as a small business diesel mechanic shop in an accessory building in the rear of his residential property. This accessory building existed when he purchased the home.

A home occupation is permitted to use here due to the adjacent commercial district, but subject to Special Requirement 5 in UDO Section 100.56A\* he has outgrown some of the requirements so a rezoning to the appropriate zoning district and subdividing his land, is more appropriate for his long-

term goals with his small business as well as for the Town of Carthage. Please view Attachment 1 for his letter to the Board explaining his request.

When looking at the issue of Spot Zoning, per the Unified Development Ordinance (UDO) requirements in Section 100.46(A), this land is compatible with the adopted land use plan and adjacent uses. The property acreage he is requesting to be subdivided and used for Highway Commercial District (CZ) is 1.03 acres. It is located in the rear of where his residential property is located and is furthest away from all other residential properties off Westview Road.

The applicant is requesting Conditional Zoning to use the gravel path off from US 15-501, which is an verbal easement agreement between himself and the property owner, Riddle Group LLC, of PARID 00000944701, where there is already an existing pathway that would lead to the rear of his property, where he is requesting the HCD-CZ zoning district. This request is to ensure that the large commercial diesel trucks and vehicles he works on for his small business, do not travel through the residential street of Westview Road but in the commercial zoning district.

**IV. PLANNING BOARD RECOMMENDATIONS:**

a. The Planning Board recommends approving the proposed conditional zoning request. All ayes.

**V. ATTACHMENTS PROVIDED BY THE APPLICANT:**

1. Letter to Board
2. Proposed Minor Subdivision Survey

**VI. BOARD OF COMMISSIONERS ACTION:**

**FIRST:** Open and Conduct the Public Hearing. Ask for comments. Please have each person come forward to the podium and state their name and address.

The Board of Commissioners (BOC) shall conduct a public hearing regarding the petition per Article 5, Section 100.42 of the Town of Carthage Unified Development Ordinance (UDO).

**SECOND:** Close the Public Hearing!!! \*\*\* Once the public hearing is CLOSED, there are no more public comments allowed! You may discuss your comments with each other (the BOC) after the public hearing is closed, for comments, from the public.

**THIRD:** Adopt 1<sup>st</sup> motion- **LUP CONSISTENCY MOTION**

**FOURTH:** Adopt 2<sup>nd</sup> motion- **PETITION MOTION**

The Board of Commissioners shall set a date for public hearing of any petition for amendment per UDO Section 100.42 and 100.44. The Board of Commissioners shall conduct a public hearing regarding the petition. The Planning Board recommendation and Statement of Consistency shall be provided to the Board of Commissioners.

The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition **(two motions required)**. The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.

**LUP CONSISTENCY MOTION** (1<sup>st</sup> Required Motion)

**I move to:**

**OPTION 1**

Approve the conditional zoning and describe its consistency with the adopted Land Use Plan.

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**or**

**OPTION 2**

Reject the conditional zoning and describe its inconsistency with the adopted Land Use Plan

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**or**

**OPTION 3**

Approve the conditional zoning and deem it a modification of the adopted Land Use Plan. The Board believes this action taken is reasonable and in the public interest because.....

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**VII. PETITION MOTION (2<sup>ND</sup> Required Motion)**

**And, therefore, I move to:**

**OPTION 1**

Approve CZ-02-24 as written and presented.

**or**

**OPTION 2**

Approve CZ-02-24 conditionally with the following modifications.....

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**OPTION 3**

Deny CZ-02-24 for the following reasons.....

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Michael Eder  
218 Westview Rd.  
Carthage, NC 28327  
Michael.Eder4281@gmail.com  
910-638-0753

April 2<sup>nd</sup>, 2024

Board of Commissioners Town of Carthage,

Dear Board of Commissioners,

I am writing to formally request your consideration for conditional zoning and the splitting of my property located at 218 Westview Rd. Carthage, NC 28327. As the proprietor of Mike Eder Mobile Repair, I have encountered an issue regarding the zoning regulations of my current business location within a residentially zoned area.

In 2018, I established Mike Eder Mobile Repair, a mobile diesel mechanic business, which has since experienced steady growth. As a result of this expansion, I began utilizing a shop located at my residential premises to accommodate the demands of my clientele.

However, in the Fall of 2023, I received notification from the Town of Carthage indicating that my business operations were not in compliance with the zoning regulations governing residential areas. Currently, my property spans 3.03 acres, and in order to rectify this non-compliance issue, I am proposing to rezone a 1-acre section of my property to HCD-CZ (Highway Commercial District - Conditional Zoning).

The rationale behind this request is that the land adjoining my property is already zoned for commercial purposes. By securing the HCD-CZ zoning classification, I aim to align my property usage with the surrounding commercial zone, thus ensuring compliance with the town's zoning ordinances and business requirements.

Furthermore, I have undertaken negotiations with the Riddle Group to establish an access easement agreement. This agreement will grant me access to 15/501 via a driveway originating from my property. It is important to note that as a condition of this zoning request, I am requesting to not pave the gravel road along the 30-foot proposed access easement.

In essence, the approval of my rezoning request would enable me to continue operating Mike Eder Mobile Repair from my current location, thereby avoiding the necessity of relocating my business operations. This not only facilitates the sustained growth and

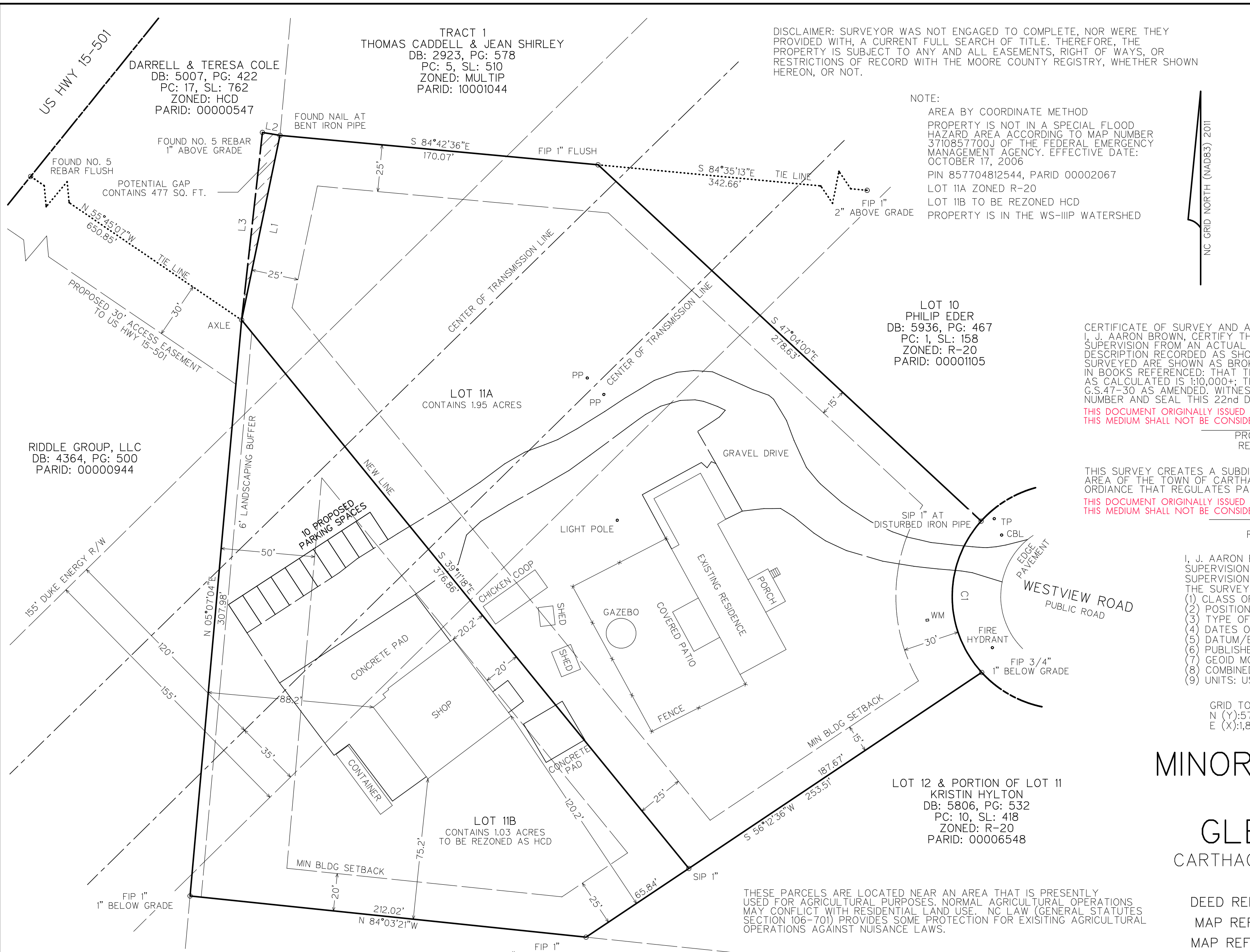
success of my business but also contributes positively to the local economy and community.

I appreciate the opportunity to present my case before the Board of Commissioners. I am fully committed to adhering to any conditions or requirements imposed by the town in conjunction with this zoning request.

Thank you for your time and consideration. Should you require any further information or clarification, please do not hesitate to contact me at 910-638-0753 or Michael.eder4281@gmail.com.

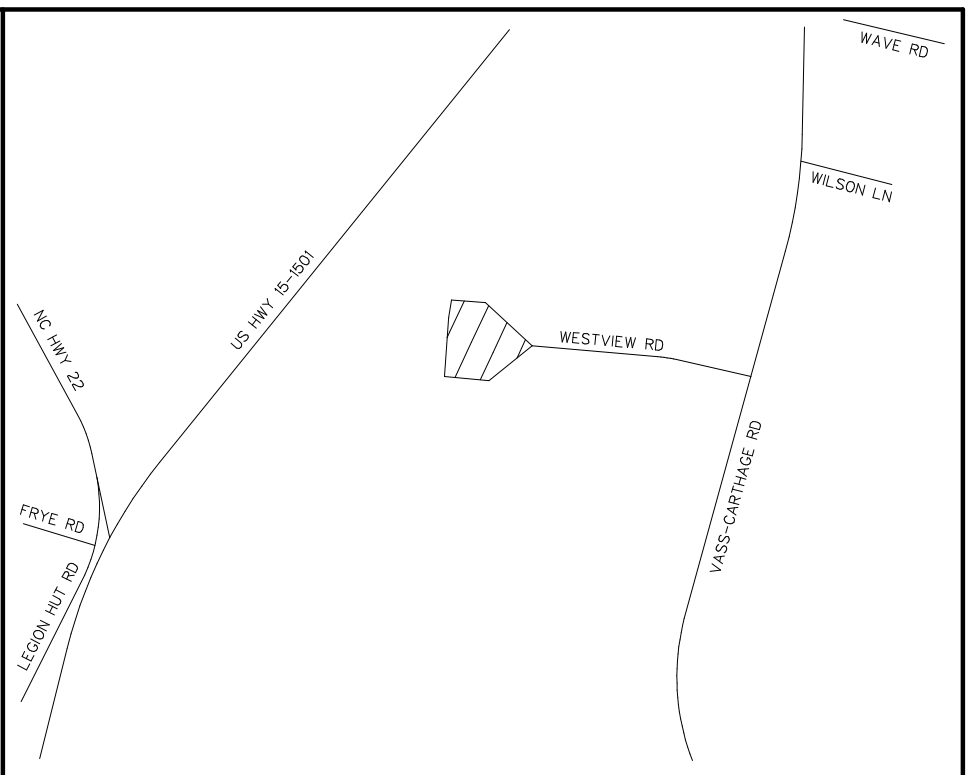
Sincerely,

Michael Eder



DISCLAIMER: SURVEYOR WAS NOT ENGAGED TO COMPLETE, NOR WERE THEY PROVIDED WITH, A CURRENT FULL SEARCH OF TITLE. THEREFORE, THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT OF WAYS, OR RESTRICTIONS OF RECORD WITH THE MOORE COUNTY REGISTRY, WHETHER SHOWN HEREON, OR NOT.

NOTE:  
 AREA BY COORDINATE METHOD  
 PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO MAP NUMBER 3710857700J OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY. EFFECTIVE DATE: OCTOBER 17, 2006  
 PIN 857704812544, PARID 00002067  
 LOT 11A ZONED R-20  
 LOT 11B TO BE REZONED HCD  
 PROPERTY IS IN THE WS-IIIP WATERSHED



VICINITY MAP NTS

CERTIFICATE OF SURVEY AND ACCURACY  
 I, J. AARON BROWN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. DEED DESCRIPTION RECORDED AS SHOWN ON PLAT. THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000+; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE REGISTRATION NUMBER AND SEAL THIS 22nd DAY OF MARCH, 2024.  
 THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY J. AARON BROWN, L-5455, ON 3/22/24. THIS MEDIUM SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.



PROFESSIONAL LAND SURVEYOR  
 REGISTRATION NUMBER L-5455

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE JURISDICTIONAL AREA OF THE TOWN OF CARTHAGE, NORTH CAROLINA AND THAT THE TOWN HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.  
 THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY J. AARON BROWN, L-5455, ON 3/22/24. THIS MEDIUM SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.

SURVEYOR  
 REGISTRATION NUMBER L-5455

I, J. AARON BROWN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS/GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: CLASS A
- (2) POSITIONAL ACCURACY: <0.10'
- (3) TYPE OF GPS FIELD PROCEDURE: RTK NETWORKS
- (4) DATES OF SURVEY 2/22/2024
- (5) DATUM/EPOCH: NAD83(2011)
- (6) PUBLISHED/FIXED-CONTROL USE: NC CORS
- (7) GEOID MODEL: ContinentalUS\_NGS2012B
- (8) COMBINED GRID FACTORS(S): 0.999858228763
- (9) UNITS: US SURVEY FEET

GRID TO GROUND SCALE POINT:  
 N (Y): 571,083.53' (US SURVEY FEET)  
 E (X): 1,877,449.71' (US SURVEY FEET)

## MINOR SUBDIVISION OF: LOT 11 GLEN-LEE ACRES CARTHAGE TWP., MOORE COUNTY, N.C.

OWNER: MICHAEL EDER  
 DEED REFERENCE: DEED BOOK 2310, PAGE 132  
 MAP REFERENCE: PLAT CABINET 1, SLIDE 158  
 MAP REFERENCE: PLAT CABINET 10, SLIDE 418

THESE PARCELS ARE LOCATED NEAR AN AREA THAT IS PRESENTLY USED FOR AGRICULTURAL PURPOSES. NORMAL AGRICULTURAL OPERATIONS MAY CONFLICT WITH RESIDENTIAL LAND USE. NC LAW (GENERAL STATUTES SECTION 106-70) PROVIDES SOME PROTECTION FOR EXISTING AGRICULTURAL OPERATIONS AGAINST NUISANCE LAWS.

I HEREBY CERTIFY THAT THE MINOR SUBDIVISION SHOWN ON THIS PLAT DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR ANY CHANGE IN EXISTING OR CHANGE IN EXISTING UTILITIES, THAT THE SUBDIVISION SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF CARTHAGE, NORTH CAROLINA, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE SUBDIVISION ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE MOORE COUNTY REGISTRY WITHIN SIXTY DAYS OF THE DATE BELOW.

DATE \_\_\_\_\_ SUBDIVISION ADMINISTRATOR \_\_\_\_\_

PUBLIC WATER SUPPLY WATERSHED PROTECTION CERTIFICATE  
 I CERTIFY THAT THE PLAT SHOWN HEREON COMPLIES WITH THE TOWN OF CARTHAGE WATERSHED WATER SUPPLY REGULATIONS AND IS APPROVED BY MYSELF AS AGENT FOR THE WATERSHED REVIEW BOARD FOR RECORDING IN THE MOORE COUNTY REGISTER OF DEEDS OFFICE.

DATE \_\_\_\_\_ SUBDIVISION ADMINISTRATOR \_\_\_\_\_

NOTICE: THIS PROPERTY IS LOCATED WITHIN A PUBLIC WATER SUPPLY WATERSHED - DEVELOPMENT RESTRICTIONS MAY APPLY.

LINE	BEARING	DISTANCE
L1	N 11°44'26"E	100.46'
L2	N 80°33'09"W	9.51'
L3	S 06°18'57"W	100.53'

CURVE	Arc	Delta Angle	Chord	Ch Bearing	Radius	Tangent
C1	88.38'	84°24'00"	80.61'	S 00°13'34"E	60.00'	54.40'

- LEGEND
- FIP FOUND IRON PIPE
  - SIP SET IRON PIPE
  - FCM FOUND CONCRETE MONUMENT
  - SCMS SET COTTON MILL SPINDLE
  - FMN FOUND MAG NAIL
  - SMN SET MAG NAIL
  - SCN SET CONCRETE NAIL
  - CP COMPUTED POINT
  - CBL CABLEVISION EQUIPMENT
  - TP TELEPHONE PEDESTAL
  - ET ELECTRICAL TRANSFORMER
  - PP POWER POLE
  - WM WATER METER
  - SCO SEWER CLEANOUT

SURVEY FOR:  
 MICHAEL EDER  
 218 WESTVIEW RD  
 CARTHAGE, NC 28327

DATE: 2/23/24  
 FILE NO.: 2924  
 SCALE: 1" = 40'

**BROWN SURVEYORS, PLLC**  
 P.O. BOX 307  
 WEST END, N.C. 27376  
 (910) 673-1446  
 aaron@brownsurveyorspllc.com  
 FIRM LICENSE: P-2552

STATE OF NORTH CAROLINA  
 COUNTY OF MOORE

I, \_\_\_\_\_, REVIEW OFFICER OF MOORE COUNTY, NORTH CAROLINA, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_

CERTIFICATE OF OWNERSHIP  
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF CARTHAGE, NORTH CAROLINA, AND THAT WE FREELY ADOPT THIS PLAN OF SUBDIVISION.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_  
 DATE \_\_\_\_\_ OWNER \_\_\_\_\_



# Town of Carthage

## Land Use Plan Consistency Statement

FOR PROPOSED CONDITIONAL REZONING OF 208 WESTVIEW ROAD, PARCEL ID #00002067 FROM RESIDENTIAL-20 (R-20) TO HIGHWAY COMMERCIAL DISTRICT CONDITIONALLY ZONED (HCD-CZ).

WHEREAS, amendments to the Town of Carthage Unified Development Ordinance have been proposed, which amendments are identified as follows:

NOW THEREFORE, the Board of Commissioners of the Town of Carthage resolves as follows:

Section 1. The Board of Commissioners concludes that the above-described amendment(s) are/ are not consistent with the Town of Carthage 2040 Land Use Plan, as amended based on the following:

- Goal 1: Preserve and celebrate small-town community roots.
- Goal 2: Coordinated, intentional, and well-planned growth and development.
- Goal 3: Protection of open space and critical natural features.
- Goal 4: Ample employment opportunities and support for business development.
- Goal 5: Vibrant commercial areas that provide a variety of goods, services, entertainment options, and amenities.
- Goal 6: A well-connected multi-modal transportation system.
- Goal 7: High-quality parks and recreational facilities that are accessible to all.
- Goal 8: Protected and preserve historic and cultural resources.
- Goal 9: Adequate supply and high quality of housing.
- Goal 10: Informed, engaged, and active residents that represent a variety of neighborhoods and citizen groups.
- Goal 11: Regulations that are consistent with the Town's vision.
- Goal 12: Cultural, educational, recreational, and other amenities that contribute to the quality of life of Carthage's citizens.

The applicant, Michael Eder, is requesting Conditional Zoning to allow for his home business to be appropriately zoned, behind his residential home. He is requesting Conditional Zoning to approve access to the rear of his lot using an easement, verbal agreement, between himself and the property owner of PARID 00000944701 (Riddle Group, LLC), which is currently zoned HCD. He is also requesting the ability to use the road, with the easement, as a gravel path and not be required to pave it. Currently his location is at 218 Westview Road off Vass-Carthage Road.

Section 2. Please state the Board of Commissioner's reasonings/findings for the approval or disapproval of this consistency statement based on the above selected goals.

Section 2. The Board of Commissioners concludes that the above-described amendment(s) are/are not reasonable and in the public interest as they do/do not fulfill a direct objective of the Land Use Plan.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk





# Town of Carthage

## Ordinance No. ORD.24.08

Amending the Town of Carthage Official Zoning Map and Text for Parcel (PARID) 00002067, approximately 1.03 acres located at address 218 Westview Road, according to the Minor Subdivision Plat that was presented with the Conditional Zoning request (CZ-02-24) from R-20 (Residential) to HCD-CZ (Highway Commercial District Conditional Zoning) as It Pertains to the Unified Development Ordinance in Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments - Board of Commissioners"

**WHEREAS**, the Board of Commissioners of the Town of Carthage adopted Zoning Ordinance is for the purpose of regulating planning and development in the Town of Carthage and the extraterritorial area over which it has jurisdiction; and

**WHEREAS**, said Ordinance may be amended as circumstances of the community and property change; and

**WHEREAS**, the Town of Carthage represented by Planning Staff requested to update the zoning ordinance map and text for Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners"; and

**WHEREAS**, the zoning ordinance text and map amendment request was duly advertised for an open meeting before the Town of Carthage Planning Board at 6:00pm on Thursday, May 02, 2024, and after consideration the Planning Board with a motion of 5-0 recommended approval of the zoning ordinance map and text amendment; and

**WHEREAS**, a public hearing was held at a regular meeting of the Town of Carthage Board of Commissioners on Monday, May 20, 2024, at 6:30 pm in the McDonald Building, 207 McReynolds Street, after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Town of Carthage, and its extraterritorial jurisdiction.

**WHEREAS**, the Board of Commissioners have reviewed this zoning map and text amendment with consistency with the 2040 Town of Carthage Land Use Plan; and

**WHEREAS**, the Board of Commissioners, after considering all of the facts and circumstances surrounding the zoning ordinance map and text amendment, have determined that it is in the best interest of the Town of Carthage that the Zoning Ordinance map and text be amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF CARTHAGE BOARD OF COMMISSIONERS THAT:**

The Zoning Map of the Town of Carthage is hereby amended by rezoning 1.03 acres according to the Minor Subdivision Survey presented with CZ-02-24 located at Parcel 00002067, address 218 Westview Road, which the total property is approximately 2.95 acres, where 1.03 acres is rezoned from R-20 (Residential) to HCD-CZ (Highway Commercial District Conditional Zoning) and the remaining 1.95 acres remains R-20 (Residential) and the HCD-CZ condition is below:

1. Access the HCD-CZ parcel off US 15-501 using a gravel path located along the property line of PARID 00000944701 (in between PARID 00000547 and PARID 00000944701), **with a** written easement agreement between the property owner Michael Eder of PARID 00002067 and Riddle Group, LLC the property owner of PARID 00000944701, as presented.

---

The foregoing ordinance, having been submitted to a vote, received the following vote, and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_



## MEMORANDUM

Date: May 20, 2024

To: The Board of Commissioners

From: Kim Gibson, Town Clerk

Subject: Sec. 100.35 (2) Amendment to Historic Preservation Commission "Creation and Appointment"

---

The Board requested that staff create an amendment for a 7 member Historic Preservation Commission to stagger the terms for the members. The following language is the current language for the terms:

"Initially appointed terms shall be staggered so that one member serves a one-year term, two members serve a two-year term, and two members serve a three-year term. If more than five commission members are to be appointed, they shall be appointed to four (4) year terms. Thereafter, Board of Commissioners shall appoint members to terms of four (4) year terms, with not more than two (2) terms expiring annually."

Staff proposes the following amendment to the terms of a 7-member Historic Preservation Commission.

"For a five-member board, initially appointed terms shall be staggered so that one member serves a one-year term, two members serve a two-year term, and two members serve a three-year term. For a seven-member board, initially appointed terms shall be staggered so that two members serve a one-year term, two members serve a two-year term, two members serve a three-year term, and one member serves a four-year term. Thereafter, the Board of Commissioners shall appoint members to terms of four (4) years, with not more than two (2) terms expiring annually."

### SUGGESTED MOTION(S)

**Motion #1:**

I move to approve the Text Amendment of Sec. 100.35 (2) to the proposed language as written and presented.

**Motion #2:**

I move to approve the Text Amendment of Sec. 100.35 (2) to the proposed language with the following changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Motion #3:**

I move to deny the Text Amendment of Sec. 100.35 (2) to the proposed language for the following reason(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Town of Carthage

## Ordinance No ORD.24.07

Amending the Town of Carthage Official Zoning Text as it Pertains to the Unified Development Ordinance in Section 100.35 (2) "Creation and Appointment" Under Historic Preservation Commission

**WHEREAS**, the Board of Commissioners of the Town of Carthage adopted Zoning Ordinance is for the purpose of regulating planning and development in the Town of Carthage and the extraterritorial area over which it has jurisdiction; and

**WHEREAS**, said Ordinance may be amended as circumstances of the community and property change; and

**WHEREAS**, the Town of Carthage Board of Commissioners requested to update the zoning ordinance text for Section 100.35 (2) by adding text to allocate staggering terms for a 7-member Historic Preservation Commission; and

**WHEREAS**, a public hearing was held at a regular meeting of the Town of Carthage Board of Commissioners on Monday, May 20, 2024 at 6:30 pm in the McDonald Building, 207 McReynolds Street, after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Town of Carthage, and its extraterritorial jurisdiction.

**WHEREAS**, the Board of Commissioners, after considering all of the facts and circumstances surrounding the zoning ordinance text amendment, have determined that it is in the best interest of the Town of Carthage that the Zoning Ordinance text be amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF CARTHAGE BOARD OF COMMISSIONERS THAT:**

The Zoning Ordinance text of the Town of Carthage Ordinance is hereby amended by the following:

### **Sec. 100.35 Historic Preservation Commission**

#### **1. Purpose**

Whereas the historical heritage of the Town of Carthage is a valued and important part of the general welfare; and whereas the conservation and preservation of that heritage, through the documentation and regulation of historic districts or landmarks, or through the acquisition of historic properties, stabilizes and increases property values, and pursuant to North Carolina General Statute (N.C.G.S 160D-940 to 949) this section is enacted in order to:

- a. Safeguard the heritage of the Town of Carthage by preserving districts and landmarks therein that embody important elements of its culture, history, architectural history, or prehistory; and
- b. Promote the use and conservation of such districts and landmarks for the education, pleasure, and enrichment of the residents of the Town of Carthage and of the State as a whole.

## **2. Creation and Appointment**

There is hereby created, pursuant to N.C.G.S 160D-303; 941, a historic preservation commission, hereinafter referred to as the "Commission." The Commission shall consist of no less than five (5) members and not more than seven (7) who shall be appointed by the Town of Carthage Board of Commissioners. Voting members shall be selected from the Carthage Historic Committee subject to their willingness to serve or from knowledgeable members of the town, as appropriate, with one representative from the extraterritorial jurisdiction. One alternate may also be appointed. The Board of Commissioners may also appoint individuals to be advisory to the Historic Preservation Commission that own historic properties throughout the town or extraterritorial jurisdiction but do not reside in the Town of Carthage.

For a five-member board, initially appointed terms shall be staggered so that one member serves a one-year term, two members serve a two-year term, and two members serve a three-year term. For a seven-member board, initially appointed terms shall be staggered so that two members serve a one-year term, two members serve a two-year term, two members serve a three-year term, and one member serves a four-year term. Thereafter, the Board of Commissioners shall appoint members to terms of four (4) years, with not more than two (2) terms expiring annually. Commissioners shall serve until their successors are appointed. A commissioner may serve two (2) consecutive terms, after which he or she shall be ineligible for reappointment for four (4) calendar years, elapsed from the date of termination of the second term. The alternate shall be appointed to a four (4) year term. The alternate may serve two (2) consecutive terms after which he or she shall be ineligible for reappointment for four (4) calendar years as an alternate. The alternate may serve an additional four years if subsequently appointed as a commissioner. All commissioners shall reside within the territorial or extraterritorial jurisdiction of the Town of Carthage.

## **3. Qualification of Members**

Members of the commission shall have demonstrated education, experience, special interest, or a combination thereof, in historic preservation, history, architecture, architectural history, archaeology, cultural anthropology, planning, or related field.

## **4. Rules of Procedure**

- a. The Commission shall adopt rules of procedure necessary to the conduct of its affairs and in keeping with the provisions of this ordinance. The rules of procedure shall provide for at least the following:
  - (1) Selection of Commission officers,
  - (2) Time and place of regular meetings, and calling of special meetings,
  - (3) Procedures for conduct of public hearings,
  - (4) Keeping of minutes of proceedings and Commission records,

- (5) Conduct of voting,
  - (6) Conflicts of interest policy,
  - (7) Attendance policy,
  - (8) Forms to be used in applying for Certificates of Appropriateness,
  - (9) Sufficient project information to make sound, quasi-judicial determinations regarding applications for Certificates of Appropriateness, and
  - (10) List of minor works for which Commission staff may issue Certificates of Appropriateness.
  - (11) Process for review and issuance of Certificates of Appropriateness by the Historic Preservation Commission.
- b.** The Commission shall meet at least quarterly. All meetings shall be conducted in accordance with the North Carolina Open Meetings Law, G.S. Chapter 143, Article 33C (NCGS 143-318.9 to 318.18).
- c.** The Commission shall annually present to the local legislative body a report of its activities, budget, findings, recommendations, and actions, which shall be made available to the public.

## **5. Powers and Duties**

The Commission is hereby empowered to undertake such actions as may be reasonably necessary to the discharge and conduct of its duties and responsibilities as set forth in this ordinance and in the North Carolina General Statutes, including, but not limited to:

- a.** Organizing itself and conducting its business;
- b.** Receiving and spending funds appropriated by the Town of Carthage for operating and performing its duties;
- c.** Conducting an inventory of properties of historical, archaeological, architectural, and/or cultural interest;
- d.** Recommending to the Town of Carthage that individual buildings, structures, sites, areas, or objects within its zoning jurisdiction be designated as “historic landmarks” and that areas within its zoning jurisdiction be designated as “historic districts;”
- e.** Recommending to the Town of Carthage that designation of any area as a historic district, or part thereof, or of any building, structure, site, area, or object as a historic landmark, be revoked or removed for cause;
- f.** Reviewing and acting on proposals for
  - (1) Exterior alteration, relocation, or demolition of designated historic landmarks;
  - (2) Exterior alteration, relocation, demolition, or new construction of properties within designated historic districts;
- g.** Negotiating with property owners who propose to demolish or relocate a designated landmark, or a building, structure, site, area, or object within a designated district, in an effort to find a means of

preserving such properties, including consulting with private civic groups, interested private citizens, and other public boards or agencies;

**h.** Instituting action, through town Planning and Code Enforcement, to prevent, restrain, correct, or otherwise abate violations of this ordinance or of ordinances designating historic landmarks or districts;

**i.** Entering, at reasonable times and with the consent of the owner or occupant, upon private lands to make examinations, conduct surveys and inventories, or other purposes in performance of its official duties. However, no member, employee, or agent of the

Commission shall enter any private building or structure without the express consent of the owner or occupant thereof;

**j.** Reviewing and acting on proposals for alterations of interior features of designated historic landmarks, as specified, and for which owner consent was given, in the ordinance establishing designation;

**k.** Appointing advisory bodies or committees as appropriate;

**l.** Negotiating with property owners for the acquisition or protection of significant historic properties;

**m.** Acquiring by any lawful means, the purchase fee, or any lesser included interest, including options to purchase, properties designated as landmarks, properties located within designated districts, or land to which historic buildings or structures may be moved; holding, managing, preserving, and restoring such a property and improving the interest; and exchanging or disposing of the interest through public or private sale, lease, or other lawful means, provided the property shall be subject to covenants or other legally binding restrictions which shall secure appropriate rights of public access and the preservation of the property. All lands, buildings, structures, sites, areas, or objects acquired by funds appropriated by the local governing body shall be acquired in the name of the Town of Carthage unless otherwise provided by that body;

**n.** Accepting grants of funds from private individuals or organizations for preservation purposes;

**o.** Conducting educational programs pertaining to historic landmarks or historic districts within its jurisdiction;

**p.** Publishing or otherwise informing the public about any matter related to its purview, duties, responsibilities, organization, procedures, functions, or requirements;

**q.** Advising property owners about appropriate treatment(s) for characteristics of historic properties;

**r.** Cooperating with the State of North Carolina, federal governmental agencies, local governments, public or private organizations, or their agencies, in pursuing the purposes of this ordinance, including entering into contracts, provided that such contracts are not inconsistent with state or federal law;

**s.** Preparing and recommending adoption of a preservation element, or elements, as part of a Town of Carthage comprehensive plan;

**t.** Proposing to Board of Commissioners amendments to this or to any other ordinance, and proposing new ordinances or laws relating to historic landmarks and districts or to the protection of the historic resources of the Town of Carthage and its environs.

## **6. Inventory**

The Commission shall use as a guide to identification, assessment, and designation of historic landmarks and districts an inventory of buildings, structures, sites, areas, or objects which are of historic, prehistoric, architectural, archaeological, and/or cultural significance. The Commission shall take steps as necessary to ensure that the inventory reflects information current to within twenty (20) years of the effective date of this ordinance.

## **7. Historic Landmarks**

### **7.1 Adoption of Ordinance of Designation**

**a.** The Board of Commissioners may adopt and, from time to time, amend or repeal an ordinance designating one or more historic landmarks. The ordinance shall include information which shall:

- (1) List the name or names of the owner or owners of the property;
- (2) Describe each property designated by the ordinance, including the address, if applicable, the physical configuration and orientation of the property so designated;
- (3) Describe those elements of the property which are integral to its historic, architectural, archaeological, and/or cultural significance;
- (4) Any other information deemed necessary, within the authority of this ordinance and the general statutes, as determined by the Board of Commissioners.

**b.** The landmark designation process may be initiated by either the Commission or at the request of a property owner. No ordinance to designate any building, structure, site, area, or object shall be adopted or amended until all of the requirements of this ordinance and its subsections have been satisfied.

### **7.2 Criteria for Designation**

To be designated as a historic landmark, a property, building, site, area, or object shall be found by the Commission to possess special significance in terms of its history, prehistory, architecture, archaeology, and/or cultural importance, and to retain the integrity of its design, setting, workmanship, materials, feeling, and/or association.

### **7.3 Procedure for Designation**

**a.** The Commission shall make, or cause to be made, an investigation and designation report which includes:

- (1) The name of the property to be designated, including both common and historic names if they can be determined;
- (2) The name(s) and address(es) of the current owner(s);
- (3) The location of the property for which designation is proposed, including the street address and the County of Moore tax map parcel number or parcel identification;
- (4) The dates of original construction and of all later additions or alterations, if applicable;



- (5) An assessment of the significance of the building or site as prescribed by this ordinance;
- (6) An architectural or archaeological description of the area of the site or structure, including descriptions of all outbuildings and appurtenant features, for which designation is proposed;
- (7) A historical discussion of the site or structure within its type, period, and locality;
- (8) Photographs showing, to the fullest extent possible, the overall current condition of the property; one photograph of each façade or elevation and supplementary photographs as necessary to illustrate architectural details or ornamentation, siting, scale, proportion, and relationship of features or buildings, structures, or objects to each other; and.
- (9) A map showing the location of the property, including all outbuildings and appurtenant features.

**b.** Pursuant to N.C.G.S 160D-946, as amended, the designation report shall be submitted to the North Carolina Department of Natural and Cultural Resources, Division of Archives and History, or its successor agency, which, acting through the State Historic Preservation Officer, shall review it and provide written comments and recommendations to the Board of Commissioners regarding the substance and effect of the proposed designation. Failure of the Department to respond within thirty (30) days following its receipt of the report shall constitute approval of the report by the Department and relieve the Board of Commissioners of all responsibility to consider the Department's comments or recommendations concerning the report.

**c.** At the expiration of the thirty (30) day review period, the Commission shall consider the report and any comments or recommendations from the State Historic Preservation Officer, and shall accept it, amend it, reject it, or defer a decision until completion of a period of further study, not to exceed sixty (60) days. The Commission shall forward to the Board of Commissioners a copy of the report, copies of written comments received from the Department of Cultural Resources, and a recommendation either to approve or disapprove designation of the property, stating in its recommendation the extent to which the property meets the criteria for designation as set forth in this ordinance. A recommendation for approval shall be accompanied by a proposed ordinance of designation. A recommendation for disapproval shall not necessarily prevent any future consideration of a property for designation as a historic landmark.

**d.** The Board of Commissioners shall hold a public hearing, either jointly with the Commission, or separately, to consider the proposed ordinance. Reasonable notice of the time and place thereof shall be given.

**e.** Following the public hearing, the Board of Commissioners shall consider the Commission's designation report, its recommendation(s), the Department of Natural and Cultural Resources' recommendation(s), and comments made at the public hearing, and shall adopt the ordinance as proposed, adopt the ordinance with amendments, or reject the ordinance.

**f.** Upon adoption of the ordinance, the Commission staff:

- (1) Shall, within thirty (30) days of adoption, send the owner(s) of the landmark(s) written notice of such designation, explaining the substance of the Commission's decision, via certified mail with a return receipt requested;

(2) Shall file one copy of the ordinance, and any subsequent amendments thereto, in the office of the Register of Deeds of the County of Moore, which office shall index each historic landmark according to the name of the owner in the grantee and grantor indexes.

(3) Shall, if the landmark lies within the zoning jurisdiction of the Town of Carthage, file a second copy of the ordinance, and any subsequent amendments thereto, in the office of the Town Clerk, where it shall be made available for public inspection at any reasonable time, and shall provide a third copy to the building inspector.

(4) Shall notify the tax assessor of the County of Moore of the landmark designation.

(5) Shall notify the State Historic Preservation Office.

**g.** Upon notification from the Commission, the tax assessor of the County of Moore shall clearly indicate the designation on all appropriate tax maps for as long as the designation remains in effect.

**h.** In disapproving a designation report, a copy of the minutes of the meeting at which such decision to deny was made shall be mailed to the owner of the property proposed for designation, together with a letter explaining the substance of the Commission's decision.

## **8. HISTORIC DISTRICTS**

### **8.1 Adoption of Ordinance of Designation**

The Board of Commissioners may adopt and, from time to time, amend or repeal an ordinance designating a historic district. The ordinance shall include information which shall describe the physical area proposed for designation, its boundaries, and general historic, architectural, archaeological, and/or cultural significance. The district designation process may be initiated by either the Commission or at the request of any number of property owners. No ordinance to designate a district shall be adopted or amended until all of the requirements of this ordinance and its subsections have been satisfied.

### **8.2 Criteria for Designation**

To be designated as a historic district, an area shall be found by the Commission to possess special significance in terms of its history, prehistory, architecture, archaeology, and/or cultural importance, and to retain the integrity of its design, setting, workmanship, materials, feeling, and/or association.

### **8.3 Procedure for Designation**

**a.** The Commission shall make, or cause to be made, an investigation and designation report which includes:

(1) An assessment of the significance of the buildings, sites, structures, features, objects, or environs to be included in a proposed district and a description of its boundaries; and

(2) A map clearly indicating the boundaries of the district and the properties, showing their County of Moore tax map parcel numbers, contained therein.

(3) Photos of properties within the Historic District, including streetscapes.

**b.** A district designation report shall be:

(1) Referred to the local planning agency for review and comment according to procedures set forth in the zoning ordinance of the Town of Carthage.

(2) Submitted to the North Carolina Department of Natural and Cultural Resources, Division of Archives and History, or its successor agency, which, acting through the State Historic Preservation Officer, shall review it and provide written comments and recommendations to the Board of Commissioners regarding the substance and effect of the proposed designation. Failure of the Department to respond within thirty (30) days following its receipt of the report shall constitute approval of the report by the Department and relieve the Board of Commissioners of all responsibility to consider the Department's comments or recommendations concerning the report.

c. At the expiration of the thirty (30) day review period, the Commission shall consider the report and any comments or recommendations from the State Historic Preservation Officer, and shall accept it, amend it, reject it, or defer a decision until completion of a period of further study, not to exceed sixty (60) days. The Commission shall forward to the Board of Commissioners a copy of the report, copies of written comments received from the Department of Natural and Cultural Resources, and a recommendation either to approve or disapprove designation of the district, stating in its recommendation the extent to which the proposed area meets the criteria for designation as set forth in this ordinance. A recommendation for approval shall be accompanied by a proposed ordinance of designation. A recommendation for disapproval shall not necessarily prevent any future consideration of an area for designation as a historic district.

d. Upon receipt of a recommendation and designation report from the Commission, the Board of Commissioners shall proceed in the same manner as would otherwise be required for the adoption or amendment of any other appropriate zoning provision.

#### **8.4 Revisions to Districts**

Changes in the boundaries of an adopted district subsequent to its initial establishment shall be effected as allowed by Sections 6.1 and 6.2 of this ordinance and as prescribed in Section 6.3.

### **9. CERTIFICATES OF APPROPRIATENESS**

#### **9.1 Certificate of Appropriateness Required**

a. From and after the designation of a historic landmark or district, no construction, alteration, reparation, rehabilitation, relocation, or demolition of any building, structure, site, area, or object shall be performed upon such landmark or within such district until a Certificate of Appropriateness (or "Certificate") has been granted by the Historic Preservation Commission. A Certificate shall be required for any and all exterior work, including masonry walls, fences, light fixtures, steps and pavement, any other appurtenant features, any above ground utility structures, and any type of outdoor advertising sign.

b. A Certificate shall be required in order to obtain a building permit, or any other permit granted for the purposes of constructing, altering, moving, or demolishing structures, and shall be required whether or not a building permit or other permit is required. Any building permit or other permit not issued in conformity with this Section shall be invalid.

- c. For the purposes of this ordinance, “exterior features” shall include architectural style, general design, general arrangement, kind and texture of material, size and scale, and type and style of all windows, doors, light fixtures, signs, any other appurtenant features, historic signs, historic advertising, color, landscape, and archaeological or natural features.
- d. A Certificate shall be required for specific interior features of architectural, artistic, or historic significance in publicly owned landmarks and in privately owned landmarks for which consent to review has been given in writing by the owner. Such consent shall be filed in the County of Moore Register of Deeds and indexed according to the name of the property owner in the grantee and grantor indexes and shall bind future owners and/or successors in title. The ordinance establishing historic designation of the property shall specify the interior features subject to review and the specific nature of the Commission’s jurisdiction over those features.
- e. All applications for Certificates of Appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application is filed and deemed complete.
- f. In approving a Certificate, the Commission may attach reasonable conditions necessary to the proper execution of this ordinance.
- g. Commission staff may issue a Certificate for minor works as defined in the Commission’s Rules of Procedure. Minor works shall include the ordinary maintenance or repair of any exterior feature of a historic landmark or property located within a historic district, provided such maintenance or repair does not involve a change in design, material, or appearance thereof.
- h. No application for a minor works Certificate shall be denied without deliberation by the Commission.
- i. Under this section, the Commission shall institute action, through Planning and Code Enforcement, to prevent, restrain, correct, or otherwise abate the construction, reconstruction, alteration, restoration, relocation, or demolition of buildings, structures, appurtenant features, or any other features which would be incongruous with the special character of the landmark or district.

## **9.2 Review Guidelines**

Prior to the designation of any historic landmark or district, the Commission shall prepare and adopt guidelines not inconsistent with N.C.G.S. 160D-940-949 for constructing, altering, restoring, rehabilitating, relocating, removing, or demolishing of property designated as historic. The commission shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs or other significant features in the district which would be incongruous with the special character of the landmark or district.

## **10. CERTAIN CHANGES NOT PROHIBITED**

Nothing in this ordinance shall be construed to prevent:

- a. The ordinary maintenance or repair of any exterior feature of a historic landmark or property located within a historic district, provided such maintenance or repair does not involve a change in design, material, or appearance thereof;

- b.** The construction, alteration, relocation, or demolition of any such feature, building, or structure when the county building inspector certifies to the Commission that such action is necessary to the public health or safety because of an unsafe or dangerous condition;
- c.** A property owner from making of his property any use not otherwise prohibited by statute, ordinance, or regulation; or
- d.** The maintenance of, or, in the event of an emergency, the immediate restoration of any existing above ground utility structure without approval by the Commission.

#### **11. DELAY OF DEMOLITION**

- a.** Except as provided below, a Certificate authorizing the demolition of a designated historic landmark or property located within a designated historic district may not be denied. However, the Commission may delay the effective date of such a Certificate for a period of up to 365 calendar days from the date of approval. The Commission may reduce the period of delay where it finds that the owner would suffer extreme hardship or be deprived permanently of all beneficial use of such property as a result of the delay. During the delay period, the Commission shall negotiate with the property owner and with any other party in an effort to find a means of preserving the property as provided in Section 3.4.
- b.** The Commission may deny an application for a Certificate authorizing the demolition or destruction of any designated landmark, or of any property, building, site, object, area, or structure located within a designated district, which the State Historic Preservation Office has determined to be of Statewide Significance, as defined by the criteria of the National Register of Historic Places, unless the Commission finds that the owner would suffer extreme hardship or be deprived permanently of all beneficial use of the property as a result of the denial.
- c.** In the event that the Commission has voted to recommend designation of a property as a landmark, or of an area as a district, and such designation has not yet been made by the Board of Commissioners, the demolition of any building, site, object, area, or structure located on the property of the proposed landmark or within the proposed district may be delayed by the Commission for a period of up to 180 calendar days or until the Board of Commissioners takes final action on the proposed designation, whichever occurs first. Should the Board of Commissioners approve the designation prior to the expiration of the 180 day delay period, an application for a Certificate of Appropriateness authorizing demolition must then be filed; however, the maximum delay period of 365 days shall be reduced by the number of days elapsed during the 180 day delay while designation was pending.

#### **12. DEMOLITION THROUGH NEGLECT**

Failure of an owner to regularly, consistently, and fully maintain a designated landmark or any property located within a designated district shall constitute demolition, through neglect, without a valid Certificate of Appropriateness and a violation of this ordinance. The Commission shall institute action, through Planning and Code Enforcement, to prevent, restrain, correct, or otherwise abate such demolition, provided such action includes appropriate safeguards to protect property owners from undue economic hardship.

#### **13. APPLICATIONS AND REQUIRED PROCEDURES**

- a.** An application for a Certificate shall be obtained from Commission staff. Applications shall be completed in form and in content and filed with the staff at least ten (10) business days prior to the next regularly scheduled Commission meeting. Late applications shall be deferred until the following regularly scheduled meeting.
- b.** The Commission shall have, as detailed in its Rules of Procedure, broad powers to require the submittal, with the application, of pertinent information sufficient to determine an application.
- c.** Incomplete applications shall not be accepted.
- d.** Before considering an application for a Certificate, the Commission shall notify by mail the owners of any adjacent property. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Such notices are for the convenience of property owners and occupants and no defect or omission therein shall impair the validity of issuing a Certificate or of any subsequent action.
- e.** When considering an application for a Certificate, the Commission shall give the applicant and owners of any property likely to be materially affected by the application an opportunity to be heard.
- f.** When considering the application, the Commission shall apply the review guidelines required by Section 7.2 and shall, in approving, approving with conditions, disapproving, or deferring an application, make findings of fact, indicating the extent to which the application is or is not in compliance with review criteria, and shall cause these findings of facts to be entered into the minutes of its meetings. The minutes shall also contain a summary of any citation to evidence, testimony, studies, or other authority upon which the Commission based its decision.
- g.** The Commission shall have ninety (90) calendar days following submittal of a complete application within which to act. Failure by the Commission to take final action within such period shall constitute approval of the application as submitted. This period may be extended by mutual agreement between the Commission and the applicant.
- h.** A Certificate shall be valid for 180 calendar days from date of issuance, or, in the case of a Certificate for demolition, from the effective date. If the authorized work has not commenced within that period or has been discontinued for more than 365 calendar days from the date of issuance, such Certificate shall immediately expire, and the applicant shall be required to reapply.
- i.** If the Commission denies a Certificate, a new application affecting the same property may be submitted, provided a substantial change is proposed in the plans.
- j.** An appeal of a final action by the Commission may be made to the Board of Adjustment. Written notice of intent to appeal must be sent to the Commission, postmarked within twenty (20) calendar days following the Commission's decision. Appeals must be filed with the Board of Adjustment within sixty (60) calendar days following the Commission's decision and shall be in the nature of certiorari. A decision by Board of Adjustment may be appealed to the superior court of the County of Moore.
- k.** A Certificate shall be required for designated landmarks or buildings, structures, sites, areas, or objects within designated districts which are owned by the State of North Carolina or any of its agencies, political subdivisions, or instrumentalities, subject to the regulations of this ordinance and in accordance with N.C.G.S 160D-102;947.

I. In the case of any building, structure, site, area, or object designated as a historic landmark or of any property located within a designated historic district being threatened with demolition, as the result of willful neglect or otherwise, material alteration, rehabilitation, or removal, except in compliance with this ordinance, the Commission, the Board of Commissioners, or any other party aggrieved by such action may institute any appropriate action or proceeding to prevent, restrain, correct, or otherwise abate such violation, or to prevent any illegal act or conduct with respect to such property.



## MEMORANDUM

Date: May 12, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: Road Closure for July 4<sup>th</sup> Parade Requested by the Rotary Club of Carthage

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Each year we have to request road closures from the DOT for the 4<sup>th</sup> of July Parade. The DOT requires approval from the Board of Commissioners. The closures should be the same as in years past.

### SUGGESTED MOTION(S):

#### OPTION 1

I recommend that Resolution #RES.24.10 be approved allowing for the closure of all necessary roads from 9:00 am until 3:30 pm for the July 4<sup>th</sup> Parade to be held on Thursday, July 4, 2024.

#### OPTION 2

I recommend that Resolution #RES.24.10 NOT be approved for the following reason(s):

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# Town of Carthage

## Resolution

### A RESOLUTION FOR ROAD CLOSURES FOR THE 4<sup>TH</sup> OF JULY PARADE

WHEREAS, the Town of Carthage Board of Commissioners acknowledges a long tradition of providing the annual July 4<sup>th</sup> parade for the pleasure of its citizens; and

WHEREAS, the Town of Carthage Board of Commissioners acknowledges the Rotary Club of Carthage as the organizer of this annual event; and

WHEREAS, the Town of Carthage Board of Commissioners acknowledges the festival requires approximately two (2) hours to install signing and traffic control, and also requires approximately two (2) hours for removing signs, traffic control, and litter;

NOW THEREFORE, BE IT RESOLVED by the Town of Carthage Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

**Date:** Thursday, July 4, 2024

**Time:** 9:00 a.m. to 3:30 p.m.

**Route Description:** NC 24/27 at Ray Street, NC 24/27 at McNeill Street and NC 22 at Saunders Street

This resolution to become effective when signs are erected giving notice of the limits and times of the festival, and implementation of adequate traffic control to guide through vehicles around the festival area.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

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

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

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Kimberly Gibson, Town Clerk

Town of Carthage  
Board of Commissioners



MEMORANDUM

Date: May 12, 2024  
To: The Board of Commissioners  
From: Emily Yopp, Town Manager/Allen Smith, Public Works Director  
Subject: RECOMMEND AWARD FOR PVC PROCURMENT – PHASE 2 SEWER IMPROVEMENT

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SUMMARY OF REQUEST:

Three bids for the PVC pipe procurement for the Phase 2 Sewer Interconnection Capacity Improvements for the Town of Carthage were received and opened on Tuesday, April 23, 2024 at the Carthage Town Hall. LKC has reviewed the bids and found all to be in compliance with the contract documents. Their recommendation is presented for your consideration.

SUGGESTED MOTION(S):

OPTION 1

I make a motion to accept the recommendation of the award for PVC procurement to go to the lowest bidder, Consolidated Pipe & Supply Company, Inc. as presented by LKC Engineering.

or

OPTION

I make a motion to **deny** the recommendation of the award for PVC procurement to go to the lowest bidder, Consolidated Pipe & Supply Company, Inc. as presented by LKC Engineering for the following reason(s):

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May 3, 2024

Ms. Emily Yopp, Town Manager  
Town of Carthage  
4396 Hwy 15-501  
Carthage, NC 28327

Re: Recommendation of Award  
PVC Pipe Procurement Phase 2 - Sewer Interconnection Capacity Improvements  
Town of Carthage, Moore County, North Carolina

Ms. Yopp,

Bids for the PVC pipe procurement for the Town's above referenced USDA project were received on Tuesday April 23, 2024, at the Carthage Town Hall. Three (3) bids were received with the base bid ranging from a low of \$363,420.79 to a high of \$397,943.70. We have reviewed the bids and found them all to be in compliance with the contract documents. The low bid was submitted by the Consolidated Pipe & Supply Company Inc. A copy of the Bid Summary is attached for your review.

We have reviewed the submittal information for the pipe and found that it meets the needed specifications. Therefore, contingent upon USDA Rural Development concurrence, it is our recommendation to award the PVC pipe procurement to Consolidated Pipe & Supply Company for their low bid amount of \$363,420.79.

If you should have any questions or comments, please do not hesitate in contacting this office.

Sincerely,  
LKC ENGINEERING, PLLC



Mark Lacy, P.E.

Enclosures

## SUMMARY OF BID OPENING

Tuesday, April 23, 2024  
16 - INCH PVC Pipe Procurement  
Town of Carthage  
LKC Project No: Cart-20.01

Supplier	ADDRESS	Base Bid Amount
Consolidated Pipe & Supply Company Inc.	Clayton, NC	\$363,420.79
Fortiline Waterworks	Fayetteville, NC	\$380,923.42
Ferguson Enterprise	Hope Mills, NC	\$397,943.70



*Mark A. Lacy* 4/26/24  
Reviewed and Certified as Presented Above

LKC



## MEMORANDUM

Date: May 16, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: Carriage Hill Bond Extension Agreement

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The Town and Developer, Gosvenor Land, LLC, previously entered into an Agreement to Provide Cash Performance Guarantee for the completion of Carriage Hill Subdivision dated 18th of April, 2022 with respect to Developer providing the Town a sufficient performance guarantee pursuant to N.C. Gen. Stat. § 160D-804.1 to ensure the completion of required improvements to the Carriage Hill subdivision. The Developer anticipates that it will not be able to complete all of the required improvements and obligations under the Agreement by the expiration date of the amended agreement, and, has requested an extension through May 20, 2025 to complete the remaining improvements.

### SUGGESTED MOTION(S)

**Motion #1:**

I move to approve the Carriage Hill Bond Extension Agreement as written and presented.

or

**Motion #2:**

I move to approve the Carriage Hill Bond Extension Agreement as written and presented with the following changes:

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**Motion #3:**

I move to deny the Carriage Hill Bond Extension Agreement for the following reason(s)\_\_\_\_\_

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**AMENDMENT TO AGREEMENT TO PROVIDE CASH PERFORMANCE GUARANTEE  
FOR THE COMPLETION OF CARRIAGE HILL SUBDIVISION  
BETWEEN TOWN OF CARTHAGE AND GROSVENOR LAND, LLC**

THIS AMENDMENT (the "Amendment") is made and entered into as of the **20<sup>th</sup>** day of **May 2024**, by and between by the Town of Carthage (the "Town") and Grosvenor Land, LLC (the "Developer").

WHEREAS, the Town and Developer previously entered into an Agreement to Provide Cash Performance Guarantee for the Completion of Carriage Hill Subdivision (the "Agreement") dated 18th of April, 2022 with respect to Developer providing the Town a sufficient performance guarantee pursuant to N.C. Gen. Stat. § 160D-804.1 to ensure the completion of required improvements to the Carriage Hill subdivision; and

WHEREAS, the Town approved an Amendment to the Agreement dated January 17, 2023, to provide for a one-year extension to allow the Developer additional time to complete construction of the items for which the bond was secured; and

WHEREAS, pursuant to paragraphs 2 and 3 of the Agreement, the time for which the Developer is required to complete the improvements specified in Exhibit A of the Agreement, including thirty (30) days for the Town to inspect those improvements, is set to expire; and

WHEREAS, N.C. Gen. Stat. § 160D-804.1(1b) permits extensions of the Agreement if the improvements have not been completed "and the current performance guarantee is likely to expire prior to completion of the required improvements;" and

WHEREAS, the Developer anticipates that it will not be able to complete all of the required improvements and obligations under the Agreement by the expiration date of the amended agreement, and, therefore, has requested an extension through **May 20, 2025** to complete the remaining improvements; and

WHEREAS, the Town and the Developer have accordingly agreed to amend the Agreement to allow an extension thereof as hereinafter provided.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, and other good and valuable consideration the sufficiency of which the parties acknowledge, the parties agree as follows:

1. Paragraphs 2 and 3 of the Agreement are hereby amended to extend Developer's time to complete all the required improvements set forth in Exhibit A under the Agreement through and including **May 20, 2025**.
2. The Developer agrees to give the Town a minimum of thirty (30) days to inspect the improvements prior to the amendment expiration date of **May 20, 2025**.
3. Except as amended above, the remaining terms of the Agreement are unchanged and remain in full force and effect.

IN WITNESSETH WHEREOF, the parties have made and executed this Amendment as of the day and year first above written.

**TOWN OF CARTHAGE**

By: \_\_\_\_\_  
**Jimmy Chalflinch, Mayor**

ATTEST:

By: \_\_\_\_\_  
**Kimberly Gibson, Town Clerk**

**GROVENOR LAND, LLC**

By: \_\_\_\_\_  
**Colin Webster, Manager**



## MEMORANDUM

Date: May 12, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: Resolution to Accept Town Maintained Streets

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The builder of Southbury Subdivision has completed Little Rock Court, Apricot Lane, Southbury Lane, Rex Court and Robert Place according to Town of Carthage standards. The Public Works Director and Planner recommend that the Board approve accepting the streets to be maintained by the Town.

### SUGGESTED MOTION(S):

#### OPTION 1

I move that the Board adopt the Resolution Accepting Town Maintained Streets for Little Rock Court, Apricot Lane, and Southbury Lane as shown on the final subdivision plat of Southbury Phase 1 and Rex Court and Robert Place as shown on the final subdivision plat of Southbury Phase 2 as Town maintained streets.

#### OPTION 2

I recommend that the Board NOT accept the Town Maintained Streets be approved for Little Rock Court, Apricot Lane, and Southbury Lane as shown on the final subdivision plat of Southbury Phase 1 and Rex Court and Robert Place as shown on the final subdivision plat of Southbury Phase 2 as Town maintained streets for the following reason(s):

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# Town of Carthage

## Resolution

### A RESOLUTION ACCEPTING TOWN MAINTAINED STREETS

WHEREAS, the Town of Carthage is accepting and officially recognizing this as a town maintained street; and

WHEREAS, the Town of Carthage Board of Commissioners must give its approval; and

WHEREAS, the Town of Carthage finds that the streets comply with engineering standards set by the Board; and

WHEREAS, the best interests of the town would be served by accepting this street as a town street;

NOW THEREFORE, BE IT RESOLVED THAT THE Board of Commissioners of the Town of Carthage accepts and officially recognizes Little Rock Court, Apricot Lane, and Southbury Lane as shown on the final subdivision plat of Southbury Phase 1 and Rex Court and Robert Place as shown on the final subdivision plat of Southbury Phase 2 as a town maintained streets.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of May 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: May 20, 2024  
To: The Board of Commissioners  
From: Kesha Matthews, Finance Officer  
Subject: Contract to Audit Accounts for FY 22-23

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North Carolina General Statute 159-34 and North Carolina General Statute 115C-447 require all local governments, public authorities, and schools to have their accounts audited annually and to submit the audit report to the Secretary of the Local Government Commission. The audit should be completed by October 31st each year. We have not completed the FY 2022-23 audit because of increasing workloads and prior understaffing in the Finance Department. Attached is an amended audit contract (LGC-205) submitted by S. Preston Douglas & Associates for their services for the Fiscal Year Ending June 30, 2023.

## SUGGESTED MOTION(S)

I move that the Board approve the Contract to Audit Accounts for the Town of Carthage for the Fiscal Year ending June 30, 2023.



**S. Preston Douglas & Associates, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS

American Institute of CPAs

N. C. Association of CPAs

April 29, 2024

To the Honorable Mayor and  
Members of Board of Commissioners  
and the Finance Officer

Town of Carthage, NC  
220 East Washington Street  
Carthage, NC 28380

We are pleased to confirm our understanding of the services we are to provide Town of Carthage for the year ended June 30, 2023. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Carthage as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Carthage's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Carthage's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Law Enforcement Officers' Special Separation Allowance
- 3) Other Postemployment Benefits – Schedule of Funding Progress and Employer Contributions
- 4) Local Government Employees' Retirement System's Schedules of the Proportionate Share of Net Pension Liability (Asset)
- 5) Schedule of Contributions - Local Government Employees' Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Carthage's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – General Fund
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Perpetual Care Fund
- 3) Schedules of Revenues and Expenditures – Budget and Actual – Water Fund
- 4) Schedules of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Capital Reserve Fund
- 5) Schedules of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Water Capital Improvements Fund
- 6) Schedules of Revenues and Expenditures – Budget and Actual – Sewer Fund
- 7) Schedules of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Capital Improvements Fund
- 8) Schedule of Ad Valorem Taxes Receivable
- 9) Analysis of Current Tax Levy – Town-Wide Levy
- 10) Schedule of Expenditures of Federal and State Award (and related schedules)

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the Town Council of the Town of Carthage. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

## **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards* and the Uniform Guidance.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Carthage’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Carthage ’s major programs. The purpose of these procedures will be to express an opinion on Town of Carthage’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements and related notes of Town of Carthage in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements and other information needed to perform an audit under Uniform Guidance (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management’s responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on June 30, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

The audit documentation for this engagement is the property of S. Preston Douglas & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Local Government Commission or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of S. Preston Douglas & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Local Government Commission or its designee. The Local Government Commission or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately May 1, 2024 and to issue our reports no later than June 30, 2024. Lee Grissom CPA, CFE, CISA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$25,000 (\$29,500 if a single audit is required). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Carthage and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully yours,



S. Preston Douglas & Associates, LLP  
Lumberton, North Carolina

**RESPONSE:**

This letter correctly sets forth the understanding of Town of Carthage.

Finance Officer's signature: \_\_\_\_\_

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

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

Mayor's signature: \_\_\_\_\_

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

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



The	Governing Board MAYOR AND BOARD OF TOWN COMMISSIONERS
of	Primary Government Unit TOWN OF CARTHAGE
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name S. PRESTON DOUGLAS & ASSOCIATES, LLP
	Auditor Address 907 N. WALNUT STREET LUMBERTON, NC 28358

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 06/30/24
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*Must be within four months of FYE*

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitted-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Kesha Matthews	Finance Officer	ktmathews.admin@townofcarthage.org

OR Not Applicable  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	TOWN OF CARTHAGE
Audit Fee (financial and compliance if applicable)	\$ 25,000.00
Fee per Major Program (if not included above)	\$ 4,500.00
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 29,500</b>

<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* S. PRESTON DOUGLAS & ASSOCIATES, LLP	
Authorized Firm Representative (typed or printed)* Lee Grissom, CISA, CFE, CPA	Signature*
Date*	Email Address* lgrissom@spdouglas.com

**GOVERNMENTAL UNIT**

Governmental Unit* TOWN OF CARTHAGE	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 29,500
Primary Governmental Unit Finance Officer* (typed or printed) Kesha Matthews	Signature*
Date of Pre-Audit Certificate*	Email Address* ktmatthews.admin@townofcarthage.org