LINCOLNTON
AGENDA
October 1, 2026
6:30 PM

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

1. AGENDA APPROVALS

1a Approval of REGULAR AGENDA

1b Approval of CONSENT AGENDA

- **September 3, 2026 - Regular Meeting Minutes**
- **Lincoln County Tax Dept. - Request for Release August 16, 2026 - September 15, 2026**
- **Proclamation — Recognizing National Hispanic and Latino Heritage Month**
- **Charitable Gift Agreement — First Federal Savings Bank and the City of Lincolnton**

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council. You must sign in with the City Clerk to be eligible to speak

SPECIAL PRESENTATIONS

2. PUBLIC HEARINGS

2a CZ-8-2026 – Request from Atwell, LLC to amend an original Super WalMart site plan. The subject property is located at 306 N Generals Blvd (Parcel ID 00973).

Jean Derby, Planning Director

2b ZMA-3-2026 Application from Erin Watts requesting the rezoning of 0.251 acres from the Residential 10 (R-10) District to the Central Business District (CB). The subject property is located at 201 W Main Street (Parcel ID: 15609).

Jean Derby, Planning Director

2c ZTA-4-2026 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Jean Derby, Planning Director

3. REGULAR AGENDA

3a Consideration of Resolution Directing the Clerk to Investigate a Petition Received Under NCGS 160A-31 of contiguous property owned by Lincoln Bible Church concerning property located at 910 Wilma Sigmon Road (Parcel ID 80966)

Jean Derby, Planning Director

3b Consideration of Request to Amend to the City of Lincolnton Code of Ordinance — Reduce Speed Limit on West Main Street Extension from 35 MPH to 25 MPH

Ritchie Haynes, City Manager

3c Consideration of Request for Approval to Apply for the NCLM Reimbursement Safety Grant — up to $5,000.00

David Ramsey, Business Services Director

4. REGULAR AGENDA

4a Consideration of Request to Approve Agreement with Clayton Engineering & Design for NCDOT BR-0087 Bridge 35 Replacement Project

Scott Clark, Assistant City Manager

4b Request for Permission to Post Notice / Accept Application to Fill Upcoming Vacancies on Various Boards and Commissions

Daphne Ingram, City Clerk

4c Christian Ministries Land Agreement Update

Ritchie Haynes, City Manager

5. OTHER BUSINESS

5a Manager's Update — Project(s) Status

Ritchie Haynes, City Manager

NEWS MEDIA

6. CLOSED SESSION

To discuss Personnel in accordance with G.S. 143-318.11 (a)(6)

ADJOURNMENT

Mayor Ed Hatley called the September 3, 2026 Regular Meeting of the Lincolnton City Council to order at 6:30 PM. The meeting was held at 114 West Sycamore Street, Lincolnton, NC. A moment of silence was observed, followed by the Pledge of Allegiance.

Mayor Ed Hatley presented a proclamation recognizing Constitution Week, noting that September 17th marks the anniversary of the United States Constitution. The proclamation was accepted by representatives of a local organization, who announced that a bell ringing ceremony would be held on September 17th at 4:00 PM at the old courthouse, with DAR also participating.

Approval of Regular Agenda

Mayor Ed Hatley noted one addition to the agenda: a change order for the Public Services Center, to be added as item 6c, to be presented by Assistant City Manager Scott Clark.

> **Motion to approve the Regular Agenda as amended was made by Council Member Jill Tipton. Members voted 4-0 in favor of the motion.**

Approval of Consent Agenda

Mayor Hatley highlighted two items within the consent agenda: a Proclamation for Patriot Day / National Day of Service and Remembrance (September 11th), and the adoption of the 2026-2027 City of Lincolnton Fee Schedule.

> **Motion to approve the Consent Agenda as presented was made by Council Member Roby Jetton. Members voted 4-0 in favor of the motion.**

Public Comment

Two speakers addressed the Council during the public comment period.

Anthony Huss spoke in opposition to the use of FLOCK camera surveillance systems in Lincoln County, arguing that the technology constitutes a mass surveillance apparatus that violates citizens' Fourth Amendment privacy rights. He referenced the county's history of resistance to tyranny and called on the Council to adopt an ordinance regulating or banning FLOCK camera systems, noting that other jurisdictions across North Carolina and Florida had taken similar steps.

Alan “Gunny” Hoyle addressed the Council regarding the importance of Constitution Week and the principles underlying American governance. He urged Council members to seek wisdom in their deliberations and to ensure that all ordinances remain consistent with and subordinate to the United States Constitution.

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Public Hearings

ZMA-2-2026
Town & Country Shopping Center Rezoning from Planned Business to General Business

Planning Director Jean Derby presented the application from TC Lincolnton, LLC, requesting the rezoning of the Town & Country Shopping Center at 626–656 Center Drive (Parcel IDs: 93136, 93137, 00382, and 00406) from Planned Business (PB) to General Business (GB). The property consists of four parcels encompassing a 54,904 square foot strip mall built in 1966, prior to the adoption of zoning regulations.

Director Derby explained that the property is more suited to the General Business district in part because, as a Class C shopping center, it does not meet the 200-foot setback from residential uses required under Planned Business zoning—it sits only 166 feet from residential uses. The applicant, who was not present at the meeting, indicated the purpose of the request was to attract a wider variety of tenants to fill two vacant units. Director Derby noted that approval would add additional permitted uses to the property, including automobile body shops, recycling depositories, smoke shops, and hotels, among others.

The Planning Board voted unanimously to recommend denial, expressing concern that some of the additional permitted uses would not be appropriate for the area.

Public comment was received from two speakers. Allen Hall urged the Council to deny the request, arguing that the applicant had not sufficiently disclosed the intended future uses for the property. Gene Poinsett, a resident of the nearby Forest Hills neighborhood at 125 Woodvale Circle, spoke in opposition, expressing concern that approval would give the property owner broad latitude to introduce incompatible uses such as automotive repair shops, vape shops, and service stations. He also cited potential traffic impacts at the already-busy intersection of Country Club Road and Laurel Street, and suggested that any individual use not permitted under the existing zoning should instead seek a conditional use permit.

Motion to close the public hearing was made by Council Member Jill. The motion carried unanimously.

Motion to deny ZMA-2-2026 as recommended by the Planning Board was made by Council Member Roby. The motion carried unanimously.

ZTA-3-2026
Amendment to Allow Funeral Homes as a Permitted Use in the Central Business District

Planning Director Derby presented the application from Ashley Workman Stoffa requesting an amendment to Section 153.113 of the Unified Development Ordinance to allow funeral homes as a permitted use in the Central Business District (CBD).

Director Derby provided historical context, noting that in 2017 the Downtown Steering Committee sought to restrict certain uses from the CBD in order to maintain

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its retail and restaurant character. Funeral homes are currently permitted in the Office Institutional and General Business zoning districts but are not defined or permitted in the CBD. Staff noted a significant parking concern, as the CBD does not require off-street parking and a funeral home's need for procession space could be problematic, though the applicant's targeted property at 236 East Main Street does have approximately 14–19 parking spaces.

Rather than recommending a straight text amendment to allow funeral homes as a blanket permitted use throughout the CBD, staff proposed the creation of a new Downtown Conditional District overlaying the Central Business and Central Business Transitional districts. This district would require any applicant seeking certain uses—including funeral homes without a crematorium, churches, banks, bed and breakfasts, Class A shopping centers, day care centers, and event centers—to apply for conditional rezoning and appear before the Planning Board and City Council. This approach would preserve Council oversight on a case-by-case basis while providing a regulatory pathway for desirable uses that had previously lost their avenue through the elimination of conditional use permits during the 2021 UDO rewrite.

The applicants, Ashley Stoffa and business partner Doug Ballard, presented on behalf of their proposed business, Evergreen Funeral Home. Ms. Stoffa outlined the modern funeral service model, noting that North Carolina's cremation rate stands at 65 percent and is projected to reach 70 percent by 2030, reducing the need for large traditional facilities. Their intended use of 236 East Main Street would primarily serve as an arrangement office and for private family viewings, with services held off-site at local churches or venues. Ms. Stoffa emphasized that no funeral processions would originate from the downtown location, and that all transfer of decedents would occur discreetly via the rear entrance. The proposed crematory and refrigeration facility would be located at 4429 West NC Highway 27 in Vale, outside city limits.

Council discussion centered on the proposed on-site embalming component. Some members expressed discomfort with embalming being conducted in a downtown Main Street setting, citing concerns about the atmosphere and character of the district. Other members were more receptive, noting that the operation would be essentially invisible to the surrounding community given the applicant's proposed privacy measures including gated rear access and fencing. Director Derby clarified that if the text amendment were approved that evening, it would not authorize the funeral home itself—the applicants would still be required to return with a specific conditional rezoning application, at which point the Council could impose conditions including restrictions on embalming. Staff confirmed that a zoning permit for a storefront-only funeral planning operation had already been issued to the applicants, as that use was permissible without any zoning change.

The Planning Board voted 4–1 in favor of approving the text amendment.

Motion to close the public hearing was made by Council Member Kevin Demeny. The motion carried unanimously.

Motion to approve ZTA-3-2026 per the Planning Board's recommendation was made by Council Member Kevin Demeny. The motion carried 3–2, with the Mayor casting the deciding vote in favor.

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ANX-2-2026
Annexation of Contiguous Property at N. Aspen Street
(Parcel ID 21600)

Planning Director Derby presented the petition for voluntary annexation of a 6.022-acre parcel owned by Judy Jones, located at 2350 North Aspen Street (Parcel ID 21600). The property is directly adjacent to the existing city limits and meets all statutory requirements for contiguous annexation under NCGS 160A-31. The City Clerk certified the petition as sufficient. The applicant's reason for the request was to connect municipal water and sanitary sewer for a proposed development.

Staff noted that city services to the property would include police and fire protection, with minimal impact given the property's proximity to the existing service area. Solid waste collection would not be provided by the city, as the proposed project would utilize a private road. If annexed, the property would be added to Ward 4. Staff projected annual recurring revenue to the city of approximately $189,000 once fully developed, with approximately $500,000 in one-time development-related fees.

No public comment was received.

Motion to close the public hearing was made by Council Member Jill Tipton. Motion carried 3-1.

Motion to approve the ordinance extending the corporate limits of the City of Lincolnton to include Parcel ID 21600 on N. Aspen Street, effective September 3, 2026, was made by Council Member Kevin Demeny. The motion carried 3–1.

CZ-7-2026
Planned Residential Development, 68 Townhomes at
2350 and 1912 N. Aspen Street

Planning Director Derby presented the application from Piedmont Companies requesting an amendment to an existing site plan to incorporate a newly annexed parcel for a total area of 7.324 acres within a Planned Residential Development (PRD). The proposal calls for 68 individually parceled and sold townhomes—not rental apartments with a footprint of 900 square feet and a total living area of 1,800 square feet. The project will provide 157 parking spaces against a requirement of 136. The site plan includes 17 buildings of four units each, green space between buildings, a playground, and supplemental off-street guest parking.

Director Derby noted that the property was previously approved in 2021 for a 72-unit rental apartment complex. The current proposal replaces that approval with individually sold townhomes. Staff recommended amending the future land use map to place the entire combined parcel within the Residential High Density planning area for consistency and clarity, rather than maintaining a split designation.

Conditions of approval include submission of complete civil drawings, compliance with all applicable city, county, state, and federal requirements, combination of parcels by deed, no encroachments on the sewer easement, adherence to fire code

Appendix D, and construction of private sidewalks to city standards. The Planning Board voted unanimously in favor of approval.

No public comment was received beyond a brief dialogue with the applicant's representatives confirming no questions from the Council.

Motion to close the public hearing was made by Council Member Mark Johnson. The motion carried unanimously.

Motion to approve CZ-7-2026 as recommended by the Planning Board, including approval of the statement of consistency and the amendment to the future land use map to Residential High Density, was made by Council Member Kevin. The motion carried unanimously.

ANX-3-2026
Annexation of Contiguous Property off Shell Street
(Parcel ID 57290)

Planning Director Derby presented the petition for voluntary annexation of a 12.175-acre parcel owned by Judy Jones, located off Shell Street (Parcel ID 57290). The property is directly adjacent to the city limits, backing up to Colonial Village Apartments and adjacent to Lincoln Meadows. The petition was certified as sufficient by the City Clerk. The applicant seeks connection to municipal water and sewer for a proposed development of 28 single-family homes ranging from 1,800 to 2,500 square feet by-right project under the existing Residential Multifamily zoning, requiring no rezoning action at this time.

Unlike the Aspen Street annexation, this project would utilize public streets (connected via a new road to Wilma Sigmon Road rather than the existing dead-end Shell Street), and accordingly, city solid waste services would be provided. Staff projected annual recurring revenue to the city of approximately $57,000, with approximately $200,000 in one-time development fees.

Council members noted the desirability of bringing the property into city limits given that development was likely to occur regardless and expressed a preference for city-served rather than county-served residential growth in that location.

Motion to close the public hearing was made by Council Member Jill Tipton. The motion carried unanimously.

Motion to approve the ordinance extending the corporate limits of the City of Lincolnton to include Parcel ID 57290 off Shell Street, effective September 3, 2026, was made by Council Member Mark Johnson. The motion carried unanimously.

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Consider the Adoption of a Proposed One (1) Year Moratorium on Data Storage Facilities — Tabled from the August Meeting

City Manager Ritchie Haynes presented findings from the past month of research into data center development, which had been tabled at the August meeting. He outlined key infrastructure and land use impacts associated with data centers, including high energy consumption (to be supplied by Duke Energy or REA, not the city), substantial water demands (though newer closed-loop systems significantly reduce water usage—one prospective project was estimated to require only 600,000 gallons annually), equipment noise, and large visual footprints. He emphasized the significant fiscal opportunity, noting that a single large data center could generate between $2.5 and $3 million in annual property tax revenue for the city—approaching one-third of the city's total current annual revenue of approximately $8 million.

City Manager Haynes noted that data centers are already prevalent in the region, citing Apple in Maiden (operating for 15 years), Microsoft in Catawba County, Google in Lenoir, and others in Hickory, Conover, and Forest City. He reported attending a session in Statesville and preparing to attend a Kings Mountain work session on September 9th, a School of Government workshop on September 10th, and a joint workshop with Lincoln County planned for November. A Central Inacon workshop was also scheduled for October 28th. He indicated that two consulting firms had been identified to assist staff, and that he had been in contact with other municipalities including Salisbury, which recently adopted data center text amendments.

Zoning Administrator Ashley Jones emphasized that the city's current UDO contains no data center-specific standards—no noise limits, extended setbacks, or other protective regulations—creating the risk that an applicant could submit a permit application under an existing compatible use classification with no conditions available to impose. She stressed the need to develop comprehensive standards, including enforcement mechanisms with "teeth," before any application is processed.

Lincoln County Economic Development Director Cliff Brumfield confirmed that the county had already held an information session with Catawba County's economic development leadership and indicated that a joint educational forum was being organized. He noted that the county's industrial zoning already permits data centers by right and underscored the importance of fact-finding and ensuring any development genuinely benefits the community over the long term.

Public comment was received from Allen Hall, who questioned the underlying motivations for siting data centers in the city rather than the county, raised concerns about water quality in closed-loop systems, the risk of hazardous transport of treated water, grid reliability, electromagnetic field exposure, and the liability implications for local fire departments.

Council discussion centered on the appropriate duration of the moratorium. Planning staff had requested six months, which would bring the matter back before Council at the March 2027 meeting with a proposed text amendment in hand. One Council member preferred a shorter target deadline of January 1, 2027, arguing that a good-faith effort could produce results faster and that the moratorium could be extended if necessary. Council and City Attorney discussed the statutory requirements for

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extension under NCGS 160D, which require that the city demonstrates it has taken all reasonable and feasible steps to address the underlying issues before any extension may be granted.

A motion for a six-month moratorium failed 3–2. A subsequent motion for a moratorium ending January 1, 2027 carried 3–1.

> **Motion to approve a moratorium on the acceptance, processing, and approval of applications for data storage facilities within the City of Lincolnton lasting six months (through March 2027), as requested by Planning staff, was made by Council Member Jill Tipton. The motion failed 3–2.**
>
> **Motion to approve a moratorium on the acceptance, processing, and approval of applications for data storage facilities within the City of Lincolnton, terminating January 1, 2027, was made by Council Member Kevin Demeny. The motion carried.**

Resolution of Directing the Clerk to Investigate an Annexation by Petition Received Under NCGS 160A-31 concerning property located at 916 Wilma Sigmon Road — Deferred

This item was deferred to the October 2026 City Council meeting. No action was taken.

Industrial Development Incentive Grant Program for New and Existing Industries

Lincoln Economic Development Association (LEDA) Executive Director Cliff Brumfield presented recommended amendments to the City's Industrial Development Incentive Grant Agreement. He noted that the county's Board of Commissioners had adopted similar revisions in June 2026 and that the goal was to align city and county policies for clarity, transparency, and consistency.

Key amendments included: (1) adding an explicit deadline in the agreement that projects must be completed no later than December 31st immediately following the end of the 24-month qualifying period; (2) modifying the job creation requirement to allow qualifying investments that retain existing jobs in competitive situations, not only those that create net new positions; (3) incorporating language confirming that all grant payments are withheld until project completion and that all city and county real and business personal property taxes must be paid in full before any grant disbursement; and (4) providing a mechanism for filing a recorded amendment to the original grant agreement when the final verified investment amount differs from the projected figure, ensuring the public record is complete and accurate regardless of personnel changes over time.

> **Motion to approve the amendments to the Industrial Development Incentive Grant Program as presented was made by Council Member Kevin Demeny. The motion carried unanimously.**

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Lincoln Economic Development Association (LEDA) Update

Director Brumfield provided an update on LEDA activity. New and pending projects over the past year included Cattle North America, Blue, GNDM, Active Concepts, Leboi, IDAC Technologies, Lincoln County Fabricators, and Kirk and Matts—all within or near the city. Three additional expansion announcements were expected within six to eight weeks.

He reported that after a considerable slowdown, recruitment inquiries had increased noticeably over the past six months, with 34 new information requests submitted in the last fiscal year and approximately nine since July 1st. LEDA continued to focus on quality of fit for Lincolnton rather than volume of prospects.

Recent business openings assisted by LEDA included Milk and Honey Mercantile, Sunset Slush, the Antiques Gallery, and My Baby Bargains. Upcoming openings included Aspen Outpost and Sunshine Kitchen. Two significant regional recruitment events were planned for the coming weeks: a three-day Charlotte Business Alliance site consultant showcase and the annual NC Economic Development Partnership "NC 100 Tour." Available market-ready properties highlighted included a Class A spec building at Midway 321 by Crescent (the Lincoln County Business Park) and a former American Tire facility of 304,000 square feet.

Director Brumfield also noted the Riverbend development in Gaston/Lincoln County and the Lincoln Commerce Center at Highway 16/73, which houses two U.S. headquarters, with additional buildings planned.

Upcoming LEDA events include the Annual Forklift Rodeo at Gaston College's Lincoln Campus on October 2nd and the Annual Industrial Appreciation Event at Vesuvius Finishing on October 22nd.

BA-08-26
Consideration of Request to Approve Budget Amendment to the Annual Budget Ordinance for the Fiscal Year ending June 30, 2027

Finance Director Pamela McBryde presented Budget Amendment BA-08-26, requesting a total addition of $419,878 to the annual budget ordinance across multiple funds.

In the General Fund, a total of $141,480 was requested, consisting of: a foundation grant of $120,377 received by Fire Chief McConnell for critical equipment for two new fire engines; $19,330 in street department repair invoices for utility cuts; $1,162.99 in insurance settlements for damage to streetscape bollards and similar fixtures; and $610 in additional police department fees.

In the Water and Sewer Fund, a total of $278,152 was requested, consisting of: a third PFAS settlement in the amount of $254,692.95, designated for generators at the wastewater treatment plant; an insurance settlement of $1,507.78 for a damaged fire hydrant; and the city's first-ever water and sewer system development fee receipts of $2,747 (water) and $11,160 (wastewater).

In the Electric Fund, $246 was requested, representing rental overage from Charter Communications and collections from T-Mobile Communications.

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Motion to approve Budget Amendment BA-08-26 in the amount of $419,878 was made by Council Member Roby Jetton. The motion carried unanimously.

Consideration of Contract Electric Metering Project between the City of Lincolnton and Lincolnton Housing Authority

Finance Director McBryde and Electric Director Grant Bennett presented a cooperative metering arrangement with the Lincolnton Housing Authority. The city currently provides master metering to five public housing areas via aging potential transformer (PT) and current transformer (CT) equipment mounted on 7,200-volt poles, with the Housing Authority reading individual unit meters internally. The existing electromechanical meters have degraded with age—one recently inspected meter was found to be running approximately 10 percent slow—resulting in lost revenue to the city. Under the proposed arrangement, the Housing Authority would purchase updated meters and the city would provide installation and system integration services. The total cost for a complete equipment replacement on the city's poles would have been approximately $62,300; the collaborative approach eliminates that capital expense while recovering accuracy losses estimated to be significant across approximately 200 meters. Both parties benefit: the city recovers accurate billing revenue, and the Housing Authority avoids separate labor costs for meter management.

Motion to approve the Electric Metering Project contract between the City of Lincolnton and the Lincolnton Housing Authority was made by Council Member Jill Tipton. The motion carried unanimously with members voting 4-0.

Resolution Authorizing the Surplus and Donation of Recreational Equipment

Public Services Director Nathan Eurey presented a resolution to declare three older pickleball net systems as surplus and donate them to Special Olympics of Lincoln County. The city recently purchased three new wheeled pickleball net systems, replacing the originals acquired around 2017–2018. The city supports Special Olympics of Lincoln County by providing facilities for practices and staffing for their annual bowling competition and spring track and field games. The organization had recently added pickleball to its athletic offerings. The required public notice period had been completed.

Motion to approve the resolution authorizing the surplus and donation of three pickleball net systems to Special Olympics of Lincoln County was made by Council Member Roby Jetton. The motion carried unanimously.

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Consideration of Request to Appoint the Nominations for the 2026-2027 Student Advisory Council

City Clerk Daphne Ingram presented nominations for the 2026–2027 Student Advisory Council. Each school had submitted five names through the standard process; however, an additional six students had independently expressed interest in serving—one from Lincolnton High School, two from West Lincoln, and three from East Lincoln—creating six candidates for three council-appointed seats.

A Council member moved to expand the council-appointed seats from three to six, allowing all interested students to participate rather than excluding any who had taken the initiative to apply. Council members expressed unanimous support for the principle that young people seeking civic engagement should be welcomed rather than turned away.

> **Motion to expand the council-appointed seats on the 2026–2027 Student Advisory Council from three to six, thereby appointing all six additional student nominees, and to approve the school-submitted nominations, was made by Council Member Kevin Demeny. The motion carried unanimously.**

Consideration of Request from the North Carolina Department of Transportation — Abandonment and Acceptance of S. Cedar Street

City Manager Ritchie Haynes explained that a short section of South Cedar Street—from Main Street to the bridge—had been added to the city's Powell Bill inventory at NCDOT's request some years ago. In a subsequent audit of NCDOT's paving inventory, it was discovered that the department had inadvertently retained the segment on its own books and had repaved it. This resolution formally acknowledges the transfer, ensuring the city receives Powell Bill credit for the segment, which is now confirmed to be on the city's maintenance responsibility. No financial outlay was required.

> **Motion to approve the acceptance of S. Cedar Street from NCDOT as presented was made by Council Member Mark Johnson. The motion carried unanimously.**

Consideration of Request Extension of Naming Right for First Federal Park

City Manager Haynes presented a proposal from First Federal Savings Bank to renew and extend their naming rights agreement for First Federal Park for an additional 25 years. He noted that the park—originally conceived during a recession by former Council Member Devin Ryan—has been open for approximately nine years and has been a highly successful community asset and partnership.

Under the proposed terms, First Federal Savings Bank would make a total donation of $100,000: $75,000 paid prior to the effective date, and $25,000 paid in five annual installments of $5,000 each, adjusted upward for cost of living by up to 3 percent

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annually. All funds would be earmarked exclusively for the hard costs of improving or maintaining the park, with no more than 10 percent for administrative purposes. City Manager Haynes recommended directing those funds toward Phase 2 of the park's development, noting that when combined with $100,000 already earmarked by the City Council and $100,000 earmarked from tourism funds for playground equipment, the total Phase 2 fund would reach approximately $300,000.

City Manager Haynes recommended that the 25-year term not begin until September of next year, given that delays during the original park construction resulted in the current agreement's effective start date being deferred. He requested authorization to direct legal staff to finalize the contract for inclusion in the consent agenda at the next Council meeting.

Motion to approve the extension of the naming rights agreement for First Federal Park as outlined was made by Council Member Jill Tipton. The motion carried unanimously.

Request to Approve Change Order for the Public Services Facility Project Entrance/Parking Lot

Assistant City Manager Scott Clark reported that during construction of the new Public Services Facility, the general contractor, Edifice Construction, encountered unforeseen unsuitable subgrade conditions along the project entrance—an area that has accommodated heavy truck traffic since the 1960s. Three remediation options were presented, ranging from a high-cost, low-risk option involving a 6-foot undercut ($672,000) to a moderate-cost option and a lowest-cost, higher-risk option.

After consultation with City Manager Haynes, staff recommended Option 3: a 1-foot undercut of the soft clay material, installation of stone and geotextile fabric, and application of heavy-duty asphalt, with a recommended mill-and-resurface maintenance cycle of approximately every five years. Given the entrance's long history of bearing heavy loads without apparent failure, staff was comfortable accepting the moderate risk associated with Option 3. Additionally, $56,000 in existing project allowance funds could be applied toward any overages.

Motion to approve the change order for the Public Services Facility entrance/parking lot in the amount of $129,229.25, plus a 15 percent contingency, as presented under Option 3, was made by Council Member Kevin Demeny. The motion carried unanimously.

Adjournment

Being no furth business, motion to adjourn was made by Council Member Roby Jetton. The motion carried unanimously. The meeting was adjourned.

Daphne Ingram, City Clerk **Ed Hatley, Mayor**

LINCOLN COUNTY
TAX DEPARTMENT

Request For Releases

Period Covered

August 16, 2026 through September 15, 2026

CITY RELEASES LESS THAN $100

NAME	YEAR	DIST	A/C NO	AMOUNT	REASON
Brittain, James	2026	22	0318450	$9.75	located in Gaston Co
Clark, Ddesmond	2026	22	0318473	$59.40	corrected fire district
Fresh Roof Softwash LLC	2026	22	0306169	$95.60	see other bill/account

Total: $164.75

SUBMITTED BY:

Susan Sain DATE: 9-18-26

SUSAN SAIN , TAX ADMINISTRATOR

APPROVED BY:

_____ DATE: _____

RICHARD HAYNES , CITY MANAGER

LINCOLN COUNTY
TAX DEPARTMENT

REQUEST FOR RELEASES

PERIOD COVERED

August 16, 2026 through September 15, 2026

CITY RELEASES $100 AND OVER

NAME	YEAR	DIST	A/C NO	AMOUNT	REASON
Postelle, Kimberly	2026	22	0318449	$191.61	located in Gaston Co
Scooter's Coffee	2026	22	0299924	$335.47	corrected district
			Total:	$527.08	

SUBMITTED BY:

Susan Sain DATE: 9-18-26

SUSAN SAIN , TAX ADMINISTRATOR

APPROVED BY:

_____ DATE: _____

RICHARD HAYNES , CITY MANAGER

CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
Mark Johnson
Jill Tipton
Roby Jetton

Lincolnton NC
Near the City. Near the Mountains. Near Perfect.

CITY MANAGER

Ritchie Haynes
rhaynes@lincolntonnc.org
CITY CLERK
Daphne Ingram
dingram@lincolntonnc.org
CITY ATTORNEY
John M. Friguglietti, Jr.

PROCLAMATION

Recognizing National Hispanic and Latino Heritage Month

WHEREAS, National Hispanic and Latino Heritage Month is celebrated annually from September 15th through October 15th, honoring the rich history, vibrant culture, and diverse contributions of Hispanic and Latino Americans to our nation; and

WHEREAS, the dynamic Hispanic and Latino community in Lincolnton strengthens our local economy, enhances our cultural landscape, and enriches the civic life of our city through entrepreneurial spirit, public service, and deep family traditions; and

WHEREAS, Hispanic and Latino residents have long been integral to the growth and success of Lincolnton—serving as business owners, educators, healthcare workers, faith leaders, and community advocates who make our city a better place to live, work, and grow; and

WHEREAS, this year's national observance invites all residents to learn about the enduring legacy, stories, and achievements of Hispanic and Latino Americans who have shaped the history of North Carolina and the United States; and

WHEREAS, Bridge of Love, under its mission of "Connecting Cultures, Uniting Hearts," is committed to promoting Hispanic and Latino community engagement, inclusion, and building meaningful connections that enrich our Lincoln County Community; and

WHEREAS, the City of Lincolnton remains committed to fostering an inclusive, welcoming community where all residents are valued and empowered to thrive.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor of the City of Lincolnton, alongside the members of the Lincolnton City Council, do hereby proclaim September 15 through October 15, 2026, as

"NATIONAL HISPANIC AND LATINO HERITAGE MONTH"

in the City of Lincolnton, North Carolina, and urge all citizens to join us in celebrating the rich contributions of our Hispanic and Latino neighbors and participating in local cultural events throughout the month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Lincolnton to be affixed this 16th day of September, 2026.

_____
Ed Hatley, Mayor

Attest:

_____
Daphne Ingram, City Clerk

COUNTY OF LINCOLN
STATE OF NORTH CAROLINA
Prepared by and return to The Deaton Law Firm, PLLC, PO Box 2459, Denver, NC 28037

CHARITABLE GIFT AGREEMENT

This Charitable Gift Agreement (the "Agreement") is made and entered into this ____ day of September, 2026 (the "Effective Date"), by and between First Federal Savings Bank of Lincolnton, a federally chartered savings bank (hereinafter referred to as "Donor"), and the City of Lincolnton, a municipal corporation authorized and existing pursuant to the laws of the State of North Carolina (hereinafter referred to as "City"), their respective successors and assigns;

RECITALS:

A. The City owns that municipal park located at 201 N. Poplar Street, Lincolnton, which pursuant to a previous agreement between the parties is known as "First Federal Park" (the "Park"), and is situated on those tracts or parcels of land described in Exhibit "A" herein (the "Land"[1]).

B. Donor has operated a banking, savings and loan business within the City since 1940.

C. Having serviced the banking needs of the City's citizens for almost a century, the Donor desires to contribute funds to assist the City with the maintenance of the Park pursuant to the terms and conditions contained herein.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the parties, on behalf of themselves, their respective successors and assigns, do hereby agree as follows:

ARTICLE 1. Agreement to Donate

1.1. Donor shall donate and convey to the City, and the City shall accept from the Donor, the sum of $100,000.00 (the "Donation"), for the uses and pursuant to the terms, conditions and restrictions contained in this Agreement.

[1] Parcel 72377 is property of the North Carolina Department of Transportation ("DOT") used by the City with permission of the DOT and shall be referred to herein as a part of the Land.

1.2. Subject to the further terms, conditions and restrictions of this Agreement, Donor shall give the Donation pursuant to the following schedule:

a. The sum of $75,000.00 shall be paid on or before the Effective Date (the "Initial Payment"); and
b. The sum of $25,000.00 shall be paid in five (5) annual installments (each, an "Annual Payment") of $5,000.00 each, plus a CPI Adjustment, on the five subsequent anniversaries of the Effective Date.

1.3. The "CPI Adjustment," as defined herein, shall mean an adjustment to the five (5) Annual Payments calculated as follows:

Annually, the Annual Payment shall be adjusted and obtained by multiplying the previous year's Annual Payment (or the sum of $5,000.00, if this is the first Annual Payment) by a fraction, the numerator of which is the Consumer Price Index for Urban Consumers for all items (the "CPI-U") for July of the current year, and the denominator of which is the CPI-U for July of the previous year.

Notwithstanding the foregoing, however, in no event shall the Annual Payment be increased more than three percent (3%) from the previous year's Annual Payment.

1.4 Each payment of the Donation shall be made by the Donor in federally available funds by check or wire transfer to the City.

1.5 This Agreement shall become effective on the Effective Date and shall continue until the earlier to occur of either a termination of this Agreement as provided in Article 6 or 25 years from the Effective Date.

1.6 Donor shall continue to have a right of first refusal (the "Right of First Refusal"), after the termination of this Agreement, for an additional period of ten (10) years (the "Right of First Refusal Period"), to have Naming Rights to the Park. In the event another potential donor during the Right of First Refusal Period has made an offer which the City desires to accept, the City shall provide the Donor a copy of the signed offer and sixty (60) days to match the terms of said offer, which the Donor may or may not accept in its sole discretion.

ARTICLE 2. Conditions Precedent

2.1. The Donor's obligation to make the Initial Payment, and each Annual Payment thereafter, shall be specifically conditioned upon the City's continued performance of this Agreement, and further upon there being no law, statute, ordinance, ruling or order declaring the Donor's Donation or any part of this Agreement to be void, voidable or illegal.

ARTICLE 3. The City's Obligations

For and during the term of this Agreement:

3.1. The City gives, grants and conveys to the Donor the exclusive right to name the Park, and to use its name inside the Park on all equipment and all appurtenances thereof for the term of this Agreement (the "Naming Rights"), which Naming Rights shall include, but not be limited to, the following:

3.1.1. The right to erect an architecturally appropriate sign within the Park containing the Park's name, including on such sign a website address and commercial trademarks of the Donor.

3.1.2. The right to maintain, repair and replace any such sign, together with the right of the Donor to come in and on to the Park at all reasonable times to perform any such needed or desired maintenance, repair and replacement.

3.1.3. The right to approve, during the term of this Agreement, any other naming opportunities or sponsorships into which the City desires to enter inside the Park.

3.1.4. The right to change the name of the Park if, during the term of this Agreement:

a. the Donor changes its corporate name;
b. the Donor merges or is merged into another entity; or
c. substantially all of the assets of Donor are acquired by another banking entity.

3.2. The City shall maintain and continue to maintain the Park in a good, clean and safe condition, open and available for the reasonable use of the public.

3.3. The City shall use each and every payment of the Donation only for the hard, actual costs of improving or maintaining the Park, such hard costs to be defined solely as:

a. The costs of materials used to improve or maintain the Park; and
b. The actual costs of labor used to improve or maintain the Park, with no more than ten percent (10%) of the Donation being allocated to clerical or administrative work or fees.

3.4. Upon the request of the Donor, City shall provide an accounting of its use of the funds from the Donation for the construction and maintenance of the Park.

ARTICLE 4. Warranties and Representations

4.1. The City warrants and represents as follows, which warranties and representations are presently true and correct and which shall continue to be true and correct during the term of this Agreement, acknowledging that the Donor has relied upon these warranties and representations in entering into this Agreement:

4.1.1. The City has the authority to enter into this Agreement, and this Agreement has been approved by a valid and binding resolution of its city council after all required public notices have been duly given.

4.1.2. The party or parties executing this Agreement on behalf of the City have been duly authorized to execute this Agreement.

4.1.3. The City has fee simple title in and to the Land, together with all personal property comprising or to comprise the Park.

4.1.4. The City is a qualified donee, and the Donor's Donation and the City's use thereof shall be for exclusively public purposes as defined by 20 USC §170(c)(1).

4.2 The Donor warrants and represents as follows, which warranties and representations are presently true and correct and which shall continue to be true and correct during the term of this Agreement, acknowledging that the City has relied upon these warranties and representations in entering into this Agreement:

4.2.1. The Donor has the authority to enter into this Agreement, and this Agreement has been approved by a valid and binding resolution of the Donor's Board of Directors.

4.2.2. The party or parties executing this Agreement on behalf of the City have been duly authorized to execute this Agreement.

ARTICLE 5. Public Notice.

5.1. To honor the Donor, and to express the appreciation of the City, publicity in the form of news announcements, both internal and external, may be made with the permission of the Donor.

5.2. This Agreement may be recorded by either party in the Office of the Register of Deeds of Lincoln County, which recordation shall be and become an encumbrance on the Land.

ARTICLE 6. Termination of Agreement

This Agreement may be terminated prior to the end of its term:

6.1. By the City, in the event of a default by the Donor, as provided in Section 7.2 herein;

6.2. By the Donor:

a. In the event of a default by the City, as provided in Section 7.1 herein; or

b. In the event the Donor determines, in its reasonable discretion, that the City is not maintaining the Park in a good state adequate for public usage, and such fault reflects negatively on the name or reputation of the Donor.

ARTICLE 7. Default and Remedies

7.1. In the event of a default by the City in this Agreement, after having been provided notice of said default in writing by the Donor and thirty (30) days to cure said default, the Donor shall be entitled to, in addition to any other remedies at law and equity, a termination of this Agreement and the return of the Donation paid by the Donor at the time of the breach of this Agreement.

7.2. In the event of a default by the Donor in this Agreement, after having been provided notice of said default in writing by the City and thirty (30) days to cure said default, the City shall be entitled to, as its sole remedy, either specific performance of this Agreement or a termination thereof pursuant to Article 6 herein.

7.3. In the event either party brings an action to enforce its rights hereunder, the costs of such action, including reasonable attorneys' fees of the prevailing party, shall be borne by the non-prevailing party.

ARTICLE 8. Miscellaneous

8.1. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

8.2. Notices. All notices and communications hereunder shall be in writing and signed by a duly authorized representative of the party making the same. All notices shall be deemed effective when delivered personally, delivered electronically via email or when deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed as follows:

If to Donor, then to:
First Federal Savings Bank of Lincolnton
Attn: Kelly Atkins
320 E. Main St.
Lincolnton, NC 28092
Email: kelly.atkins@ffsb-nc.com

With a copy to:
The Deaton Law Firm, PLLC
Attn: Wesley Deaton
PO Box 2459
Denver, NC 28037
Email: wldeaton@deatonlegal.net

If to the City, then to:
City of Lincolnton
Attn: Ritchie Haynes, City Manager
PO Box 617

Lincolnton, NC 28093
Email: rhaynes@lincolntonnc.org

With a copy to:

John Friguglietti, Esq.
204 S. Academy St.
Lincolnton, NC
Email: jfriguglietti@lincolntonnc.org

The names and addresses for the purposes of this paragraph may be changed by giving written notice of such change in the manner herein provided for giving notice. Unless and until such written notice is actually received, the last name and address stated by written notice or provided herein (if no such written notice of change has been received) shall be deemed to continue in effect for all purposes hereunder.

8.3. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and may not be altered, amended or waived except for an instrument in writing signed by all of the parties hereto.

8.4. Time. Time is of the essence of each and every provision of this Agreement.

8.5. No Agency. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement.

8.6. Counterparts. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original, but all such counterparts shall constitute one and the same instrument.

8.7. Construction of Agreement. All parties hereto acknowledge that they have had the benefit of independent counsel with regard to this Agreement and that this Agreement has been prepared as a result of the joint efforts of all parties and their respective counsel. Accordingly, all parties agree that the provisions of this Agreement shall not be construed or interpreted for or against any party hereto based upon authorship.

8.8. Partial Invalidity. In the event that any paragraph or portion of this Agreement is determined to be unconstitutional, unenforceable or invalid, such paragraph or portion of this Agreement shall be stricken from and construed for all purposes not to constitute a part of this Agreement, and the remaining portion of this Agreement shall remain in full force and effect and shall, for all purposes, constitute this entire Agreement.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

FIRST FEDERAL SAVINGS BANK OF LINCOLNTON, DONOR

By: _____(SEAL)
_____, ____ President

Date:_____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he/she is the ____ President of FIRST FEDERAL SAVINGS BANK OF LINCOLNTON, and that by authority duly given and as the act of FIRST FEDERAL SAVINGS BANK OF LINCOLNTON, the foregoing instrument was signed by the President.

WITNESS my hand and notarial seal, this ____ day of _____, 2026.

_____
Notary Public

My Commission Expires:

_____

CITY OF LINCOLNTON, CITY
A North Carolina Municipal Corporation

ATTEST: (SEAL) By: _____
_____, _____

_____

_____, City Clerk

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

_____
_____, Finance Director
City of Lincolnton

Approved as to form on behalf of the City of Lincolnton.

_____
John Friguglietti, Attorney for the City of Lincolnton

STATE OF NORTH CAROLINA
COUNTY OF LINCOLN

I, _____ a Notary Public of said County and State, certify that _____ personally came before me this day and acknowledged that he/she is City Clerk of the City of Lincolnton, a North Carolina Municipal Corporation, and that by authority duly given and as the act of the City Council of the City of Lincolnton, the foregoing instrument was signed in its name and by its City Manager, sealed with its corporate seal and attested by him/her as its City Clerk.

Witness my hand and seal this _____ day of _____, 2026.

_____
Notary Public

(SEAL)
My Commission Expires: _____

EXHIBIT "A"
(Property Description)

Parcel 56299
All that piece or parcel of land situate, lying and being in Lincolnton Township, Lincoln County, North Carolina, said tract being a portion of Norfolk Southern Railway Company's property lying between E. Pine Street E. Sycamore Street as found in the City of Lincolnton, with said piece or parcel of land being more particularly described as that 0.334 of an acre parcel of land shown on a Plat of Survey prepared by Roy C. Turner, North Carolina Registered Land Surveyor No. L1022, titled "Boundary Survey for Mark Kent Fullerton", dated June 20, 1996 and revised on August 19, 1996, a copy of which is attached hereto and made a part hereof.

Parcel 72377
Being all and the full contents of Tract Three as shown on that Plat entitled "Map Six of Seven Boundary Survey For: The City of Lincolnton, N.C. of the Old Abandoned Carolina and Northwestern Railway" by Roy C. Turner, Registered Surveyor, dated July 16, 1996 and being recorded in Book H at Page 157 of the Lincoln County Public Registry.

Parcel 20410
All that certain lot, tract or parcel of land, situate, lying, and being in Ward One in the City of Lincolnton, Lincoln County, North Carolina, and being more particularly defined and described by metes and bounds as follows, viz:

BEGINNING at a stake in the southeast corner of the intersection of North Poplar and East Pine Streets and running thence with and along the East edge of North Poplar Street, South 20 ½ deg. East 72 feet to a stake, corner of Mrs. Neva Detter lands; thence with Detter line, North 69 ½ deg. East 99 feet to a stake, corner of R. L. Ford property; thence with said property line, North 20 ½ deg. West 72 feet to a stake in south edge of East Pine Street; thence with and along south edge of East Pine Street, South 69 ½ deg. West 99 feet to the BEGINNING.

Parcel 20411
Situate, lying, and being in Ward One in the Town of Lincolnton, Lincoln County, North Carolina, and being known as a part of the John R. Detter estate, and being more particularly defined and described by metes and bounds in accordance with a plat as prepared by A. B. Heavner, Registered Surveyor, on September 27, 1941, as follows:

BEGINNING at a stake, Hal Hoyle's southwest corner and runs with his line thence North 70 deg. East 100 feet to a stake, Hoyle's southeast corner and corner of R. L. Ford; and runs thence with Ford's line, South 20 deg. East 100 feet to stake, Plato Miller's corner in Ford's line; thence, with Miller's line, South 70 deg. West 100 feet, at the east edge of North Poplar Street; thence, with Poplar Street, North 20 deg. West 100 feet to the BEGINNING.

Parcel 20412

BEGINNING at a stake at the intersection of Sycamore Street with Poplar Street and runs with Poplar Street N. 25 W. 50 feet to a stake in the edge of Poplar Street; thence a new line N. 65 E. 100 feet to the Jenkins line; thence with the old line between the property owners, Jenkins and Detter S. 25 E. 50 feet to a stake in the edge of Sycamore Street; thence with Sycamore Street S. 65 W. 100 feet to the beginning. Said lot lies East of Poplar Street and North of Sycamore Street and is a portion of the John Detter Estate.

Parcel 20409

BEGINNING at an iron stake on the south edge of East Pine Street, in Ward One of the Town of Lincolnton, an old corner, and runs thence with the south edge of said Street North 69-50 E 75 feet to a stake; thence a new line with other property of Rocky Ford Hatchery, Inc. South 19-52 East 115.50 feet to a stake, new corner in line of other property of Pauline B. Ford, thence with her line South 69-19 West 75 feet to a stake; thence with the old line North 19-52 West 116.18 feet to the BEGINNING, being carved out of property conveyed to Rocky Ford Hatchery, Inc., by deed recorded in Book 359 Page 9, Lincoln County Public Registry.

The above description is in accord with survey made by Ronnie Dedmon, Registered Surveyor, November 17, 1974.

Parcel 20408

BEGINNING at an iron stake on the South side of East Pine Street, corner with Beam and runs thence with his line S 19 E 116.01 feet to an old iron stake; thence S 70-16 W 123.28 feet to an iron stake; thence with other lands of Pauline B. Ford, N 19-52 W 115.50 feet to a point on the South edge of East Pine Street; thence with the South edge thereof N 69-50 E 125 feet to the BEGINNING.

The foregoing description is based on an actual survey by Ronnie Dedmon, Registered Surveyor, November 17, 1974, and upon which is situated an old hatchery building and other improvements.

Parcel 20413

Lying and being in Lincolnton Township, and more particularly described as follows: Situate in the Northeast Square or Ward of the Town of Lincolnton, Lincoln County, State of North Carolina, -fronting on Sycamore Street, -adjoining lot No. 23, -known as the C.C. Henderson lot, -shown on the plat of said Town, -also the lot belonging to the heirs of J.R. Detter, dec'd., and bounded as follows: - Beginning at a stake, corner of lot No. 23-known as the Henderson log, and runs thence with a line of said lot-N. 21 1/2 W.6 poles to a stake-anew corner; thence a new line S. 68 1/2 W.6 poles to a stake, a new corner in old line of lot NO. 22-it being a corner in the Detter line, then, with a line of the Detter lot S. 21 1/2 E. 6 poles to a stake in the edge of Sycamore Street-Detter's corner; then, with the Northern edge of Sycamore Street N. 68 ½ E. 6 poles to the beginning,-it being the Southern half of lot No. 22 as shown in the plat of said Town of Lincolnton.

Lincolnton NC

Near the City. Near the Mountains. Near Perfect.

Public Hearing Staff Analysis
CZ-8-2026
306 N. Generals Blvd, PID 00973

City Council – October 1, 2026

Zoning

Existing: Planned Business Conditional Use(PB-CU)

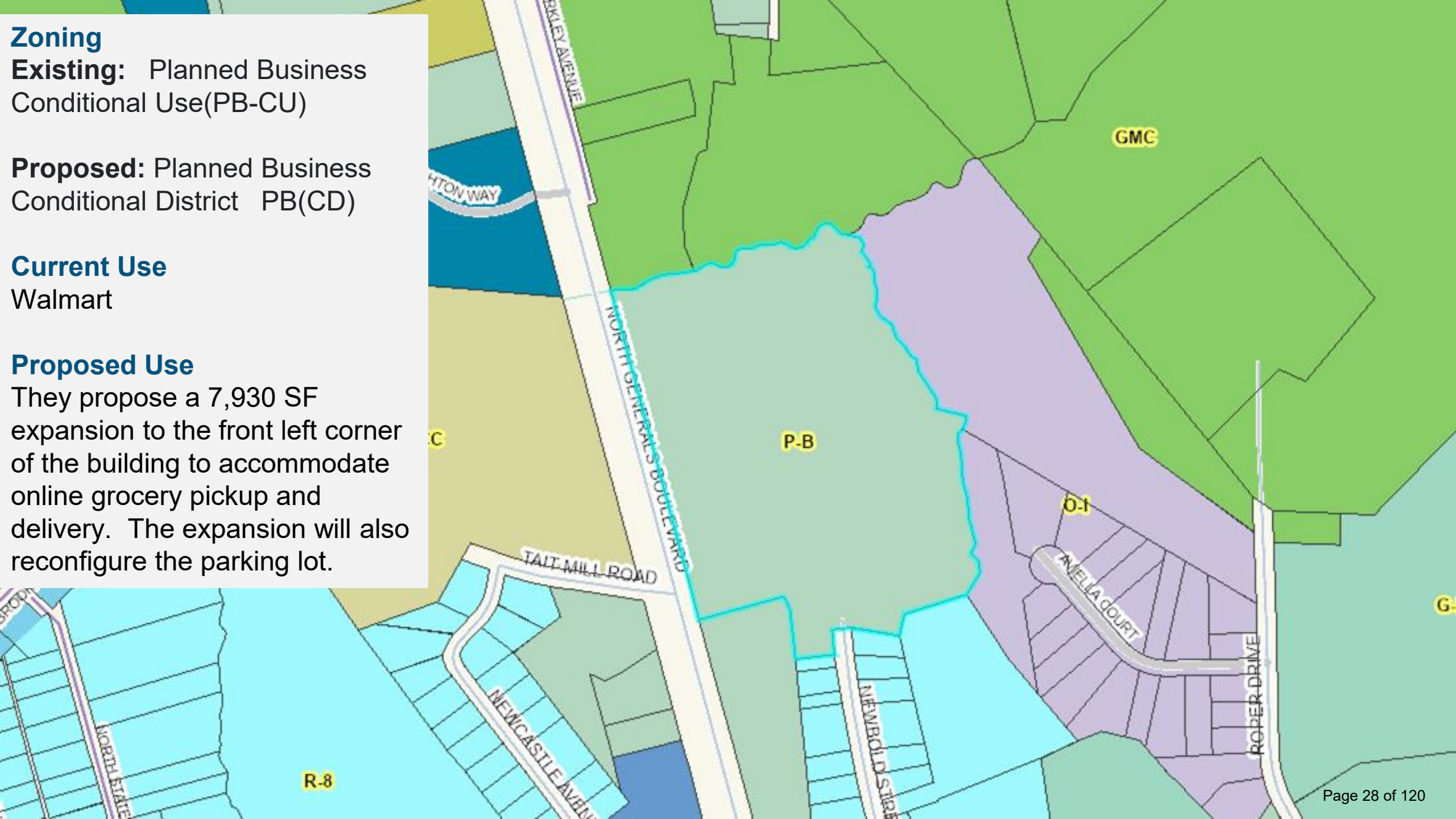
Proposed: Planned Business Conditional District PB(CD)

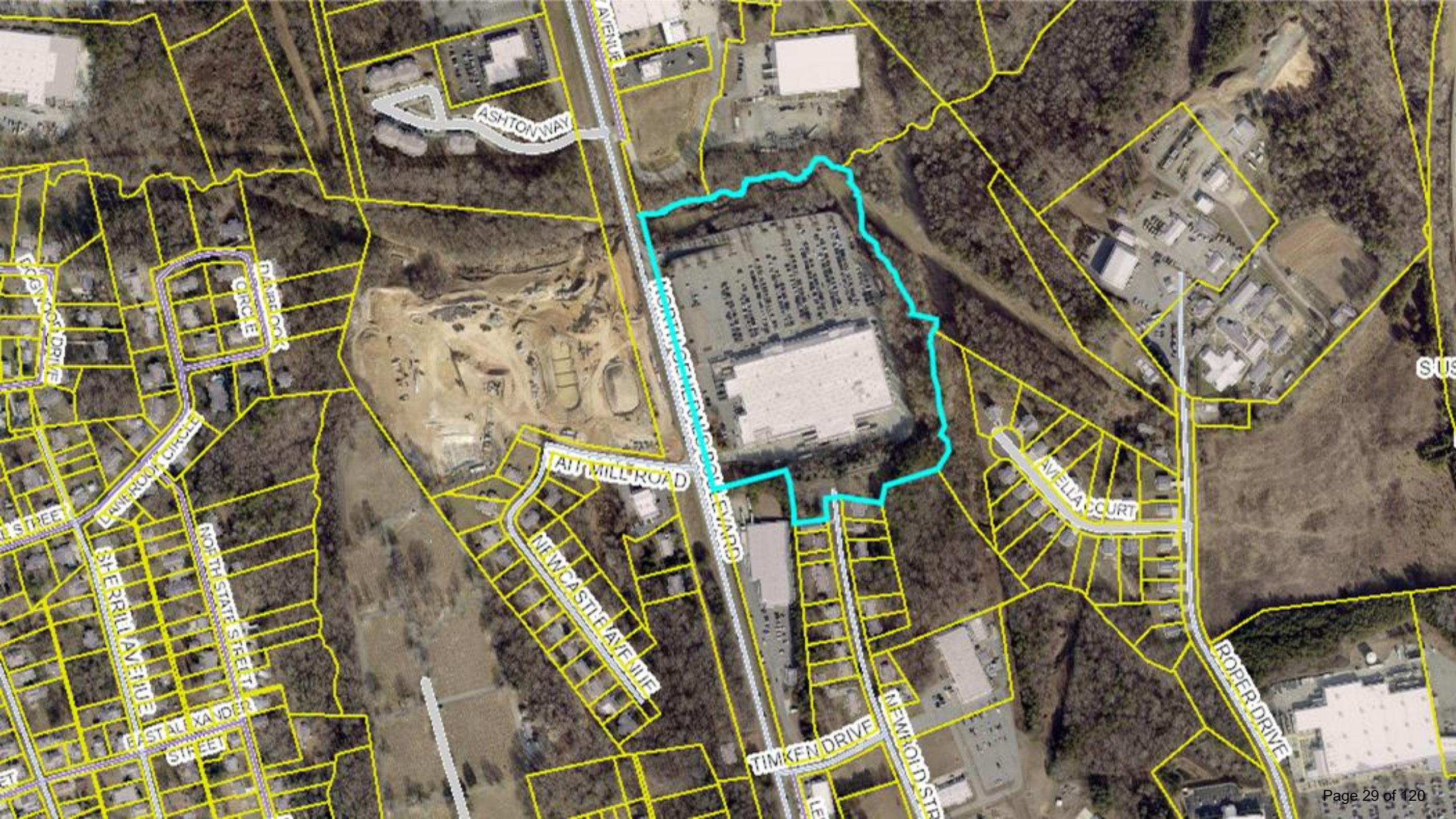
Current Use

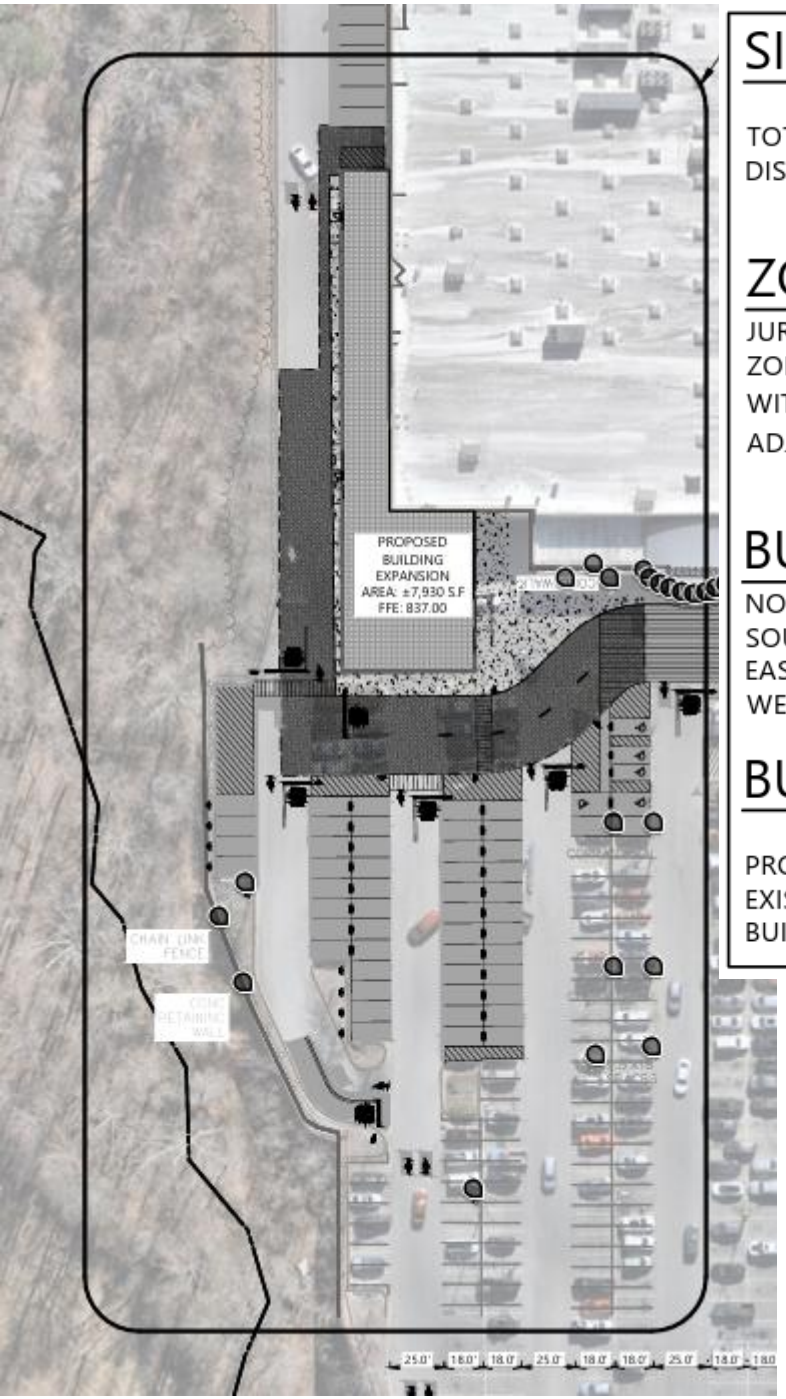
Walmart

Proposed Use

They propose a 7,930 SF expansion to the front left corner of the building to accommodate online grocery pickup and delivery. The expansion will also reconfigure the parking lot.




ASHTON WAY
AVENUE
MORRISVILLE-CARPENTER BOULEVARD
ALT MILL ROAD
NEWCASTLE AVENUE
AVELLA COURT
TIMKEN DRIVE
ROPER DRIVE
SHERRILL AVENUE
NORTH STATE STREET
CIRCLE
DRIVE



SITE AREA

TOTAL PROPERTY AREA:	23.67± AC
DISTURBED AREA:	0.60± AC

ZONING CLASSIFICATION

JURISDICTION:	CITY OF LINCOLNTON
ZONING:	PB PLANNED BUSINESS, CU CONDITIONAL USE,
WITHIN WS-IV WATERSHED (CUZMA-1-09)	
ADJACENT ZONING:	N: GMC S: P-B, R-8, E: O-I, W: P-B

BUILDING SETBACKS

NORTH	30', 100' STREAM SB
SOUTH	30'
EAST	30'
WEST	50'

BUILDING SUMMARY

PROPOSED BUILDING EXPANSION:	7,962± SF
EXISTING BUILDING AREA:	189,608± SF
BUILDING HEIGHT LIMIT:	50'

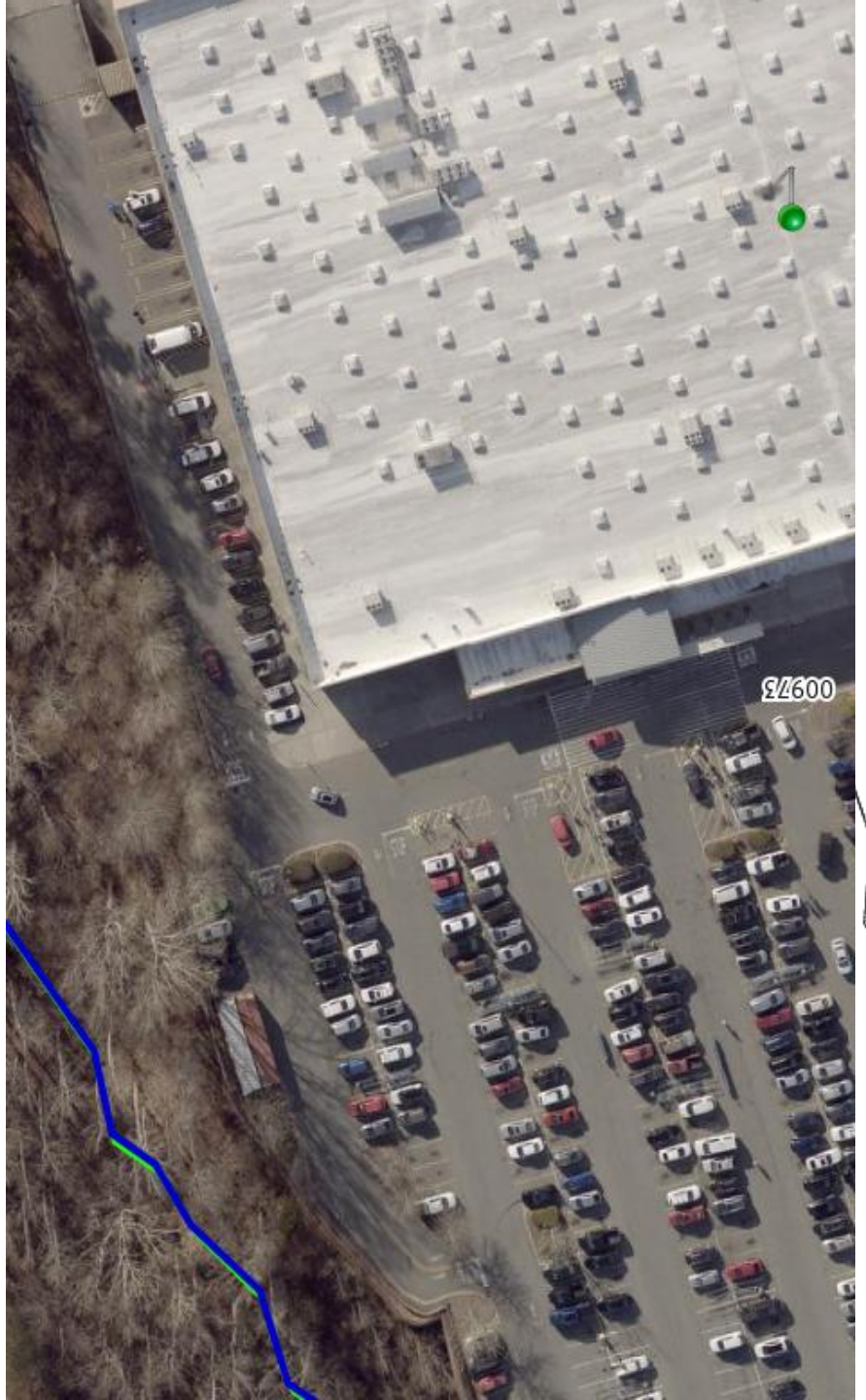
SITE ANALYSIS TABLE (EXISTING STORE)

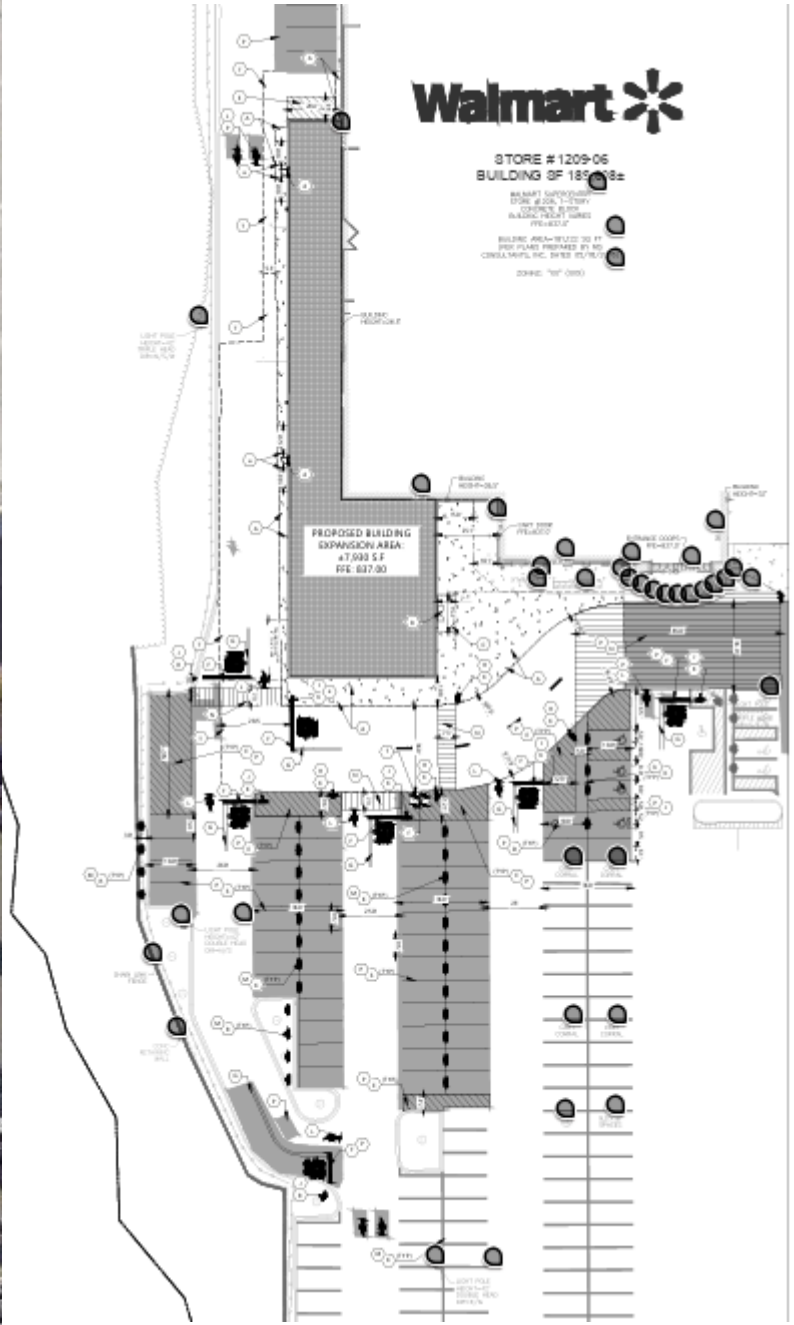
	EXISTING	PROPOSED
TOTAL BUILDING AREA	181,122± S.F.	189,052± S.F.
REQUIRED PARKING (PER CITY OF LINCOLNTON)	725 SPACES	757 SPACES
REQUIRED PARKING RATIO (PER CITY OF LINCOLNTON)	4.0/1,000 S.F.	4.0/1,000 S.F.
CUSTOMER AND ASSOCIATE PARKING	677 SPACES	599 SPACES
ACCESSIBLE PARKING	21 SPACES	25 SPACES
EV PARKING	0 SPACES	0 SPACES
PICKUP PARKING	21 SPACES	48 SPACES
PARKING SPACES OCCUPIED BY CART CORRALS (NOT INCLUDED IN PARKING COUNTS BELOW)	37 SPACES	40 SPACES
TOTAL PARKING	719 SPACES	672 SPACES
PARKING RATIO	4.0/1,000 S.F.	3.6/1,000 S.F.

SITE KEYNOTES

REFERENCE DETAIL SHEET

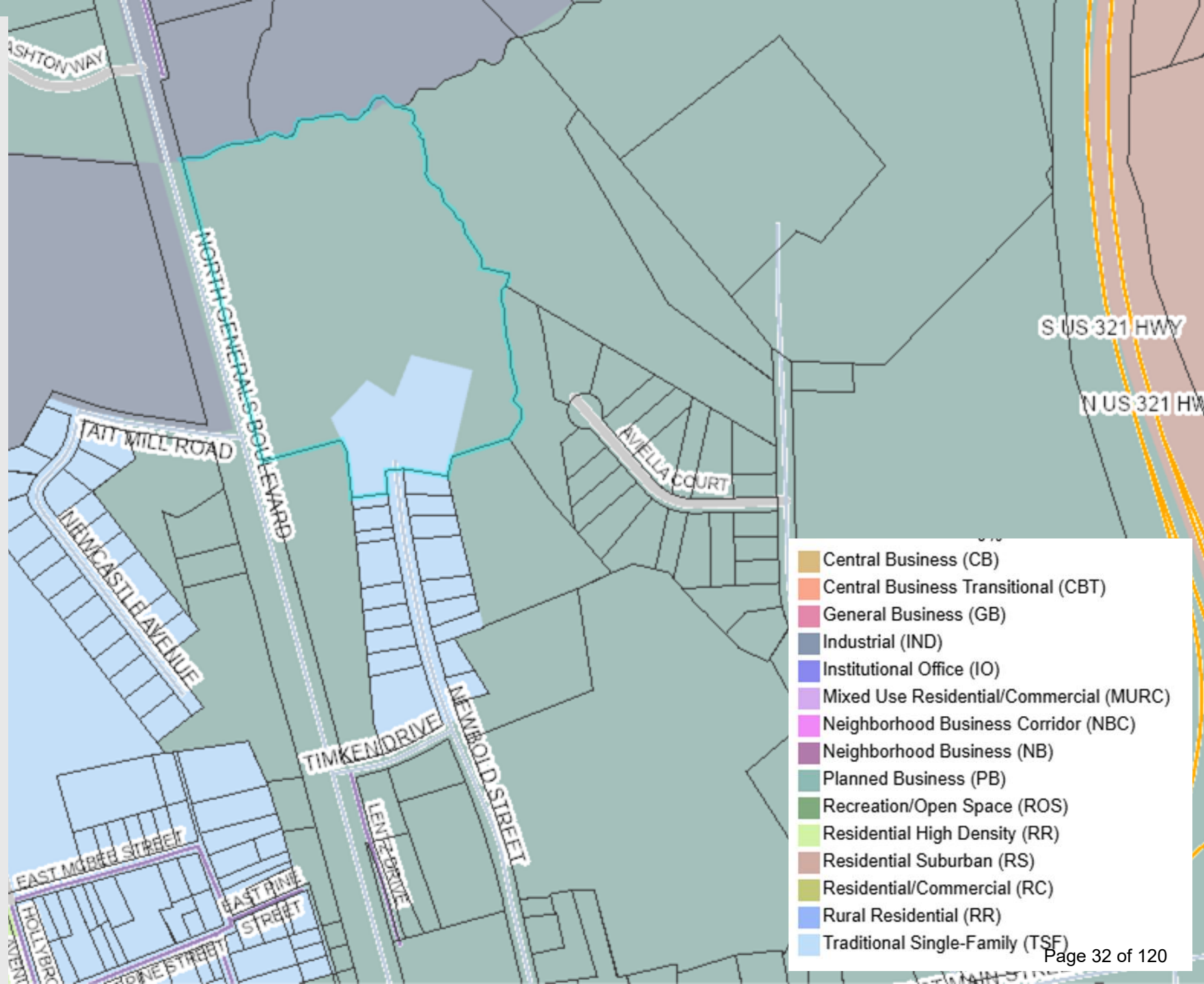
- (A) PROPOSED SIDEWALK, 5% MAX. LONGITUDINAL SLOPE, 2% MAX. CROSS SLOPE. SEE DETAIL SHEET.
- (B) NEW DELIVERY DOORS, REFER TO ARCHITECTURAL PLANS FOR SPECIFICATIONS AND DETAILS.
- (C) LIMITS OF OVERHEAD CANOPY, REFER TO ARCHITECTURAL PLANS FOR SPECIFICATIONS AND DETAILS.
- (D) NEW 4" WIDE SOLID WHITE STRIPE (TYP.)
- (E) NEW 4" WIDE SOLID YELLOW STRIPES AT 45° @ 2'-0" O.C.
- (F) NEW STOP BAR AND STOP TEXT. SEE DETAIL SHEET.
- (G) NEW 4" WIDE DOUBLE SOLID YELLOW STRIPE.
- (H) NEW "STOP HERE FOR PEDESTRIANS" SIGN.
- (J) NEW 30"X30" STOP SIGN.
- (K) NEW SIGN MOUNTING AND BASE WITH BOLLARD.
- (L) NEW OPEN ARROW PAVEMENT MARKINGS. SEE DETAIL SHEET.
- (M) NEW OPD PARKING STALL SIGNAGE (TYP.) SEE DETAIL SHEET.
- (N) NEW CROSSWALK MARKINGS - 6" WIDE PAINTED WHITE STRIPING PARALLEL TO DIRECTION OF TRAFFIC AT 2'-0" O.C. AND (1)-8" WHITE STRIPE PERPENDICULAR ON BOTH ENDS UNLESS NOTED OTHERWISE. SEE SITE PLAN FOR DIMENSIONS. ENTIRE CROSSWALK SHALL BE RE-STRIPED.
- (P) LIMITS OF SEAL COAT. APPLY SEAL COAT OVER WHERE STRIPING AND PAVEMENT MARKINGS WERE REMOVED.
- (Q) NEW FIRE LANE STRIPING.
- (R) NEW SIGN MOUNTING AND BASE WITH BREAK AWAY POST.
- (S) NEW OPD PARKING STALL STRIPING (TYP.) SEE DETAIL SHEET.
- (T) NEW ASPHALT PAVEMENT.
- (U) NEW 18" CONCRETE CURB & GUTTER.
- (V) NEW 6" PIPE BOLLARD.
- (W) NEW RAMP SEE DETAILS.
- (X) ASPHALT MILL AND OVERLAY.
- (a) LIMITS OF NEW RETAINING WALL/RAISED CONCRETE WALK. SEE ARCHITECTURAL.
- (b) NEW ADA PARKING SIGNAGE. SEE DETAIL SHEET.
- (c) NEW ADA PARKING STRIPING. SEE DETAIL SHEET.
- (d) NEW EGRESS DOOR. REFER TO ARCHITECTURAL.
- (e) NEW (R1-3P) "ALL WAY" SIGN.
- (f) NEW HYDRANT. SEE DETAIL SHEET.





Planned Business The large majority of commercial uses (outside Downtown Lincolnton) are likely to occur in planned business areas. Planned business areas are designed to be the City's "destination shopping areas." They encompass most larger shopping centers and commercial areas along the City's major corridors. New developments are recommended to be compact in nature, with buildings oriented towards abutting public roads (as opposed to having large parking lots dominating the visual landscape from such roads) and with pedestrian accessibility both leading to and within the site being of high importance. Mixed-use residential/commercial developments are strongly encouraged where feasible and appropriate. "Power centers"- developments that contain a number of large retail outlets- are allowable only through a conditional rezoning and should be designed to ensure compatibility with surrounding areas.

Site is in the appropriate planning area. However, a portion of the property still shows a residential planning area. For housekeeping purposes, I would like to amend the Land Use Plan to show that area as Planned Business.



Conditions of Approval

City Planning:

1. Replace any landscaping that will be removed during construction
2. Provide built-upon area calculations

Fire Marshal – Gary Stevenson

1. Fire hydrant needs to be moved and in working condition for Walmart to be open to the public
2. Meet the requirements of appendix D of the North Carolina State Fire Code.

Water Resources Operations Manager – Daniel Perry

1. Verify grease interceptor requirements with Daniel Perry DPerry@LincolntonNC.org.

Public Works Superintendent - Bradley Gates

1. Walmart will be responsible for any erosion issues with the stormwater outlet.

Lincoln County Erosion & Sedimentation Control Administrator – Danielle Rudisill

1. Submit erosion control plan and application to Lincoln County.

Staff's Proposed Statement of Consistency and Reasonableness for APPROVAL of Application

Case No. CZ-8-2026
Applicant: Atwell on behalf of Walmart
Parcel ID#: 00973
Location: 306 N. Generals Blvd.
Request: Rezone from PB-CU to PB (CD)

Proposed Consistency and Reasonableness Statement:

The Lincolnton Land Use Plan designates this property as part of the Planned Business Planning Areas. The proposed rezoning request aligns with the goals set forth in the Planned Business Planning Area and the overall Land Use Plan. The proposed plan meets the Land Use objectives by providing off-street parking that enhances both vehicular and pedestrian safety while remaining user-friendly. Additionally, the City of Lincolnton Land Use Plan encourages the retention, modernization, and growth of existing businesses. By restructuring an established commercial site, we can help keep the city economically competitive. Furthermore, the rezoning is reasonable because it enhances the efficiency and accessibility of an existing business for the community. Therefore, **approval of the proposed amendment is reasonable and in the public interest.**

Staff's Proposed Statement of Consistency and Reasonableness for DENIAL of Application

Case No. CZ-8-2026
Applicant: Atwell on behalf of Walmart
Parcel ID#: 00973
Location: 306 N. Generals Blvd.
Request: Rezone from PB-CU to PB (CD)

Proposed Consistency and Reasonableness Statement:

The Lincolnton Land Use Plan designates this property as part of the Planned Business Planning Area. The proposed rezoning request **is consistent** with the Lincolnton Land Use Plan. However, the reduced parking does not meet the ordinance requirements.

Therefore, **denial of the proposed amendment is reasonable and in the public interest.**

Planning Board Vote

6-0 in favor of recommending approval

Planning Board recommends the following action:

- Approve the rezoning of the property from Planned Business Conditional Use to Planned Business Conditional District – PB(CD)
- Approve the statement of consistency and reasonableness for approval of the rezoning request
- Amend the Future Land Use Map to include the whole parcel in the Planned Business Planning Area

MOTIONS FOR PUBLIC HEARING

For approval of the request:

- Motion to approve with Planning Board recommendations

For denial of request:

- Deny the rezoning of the property from Planned Business Conditional Use to Planned Business Conditional District – PB(CD)
- Approve the statement of consistency and reasonableness for denial of the rezoning request

Lincolnton NC

Near the City. Near the Mountains. Near Perfect.

Public Hearing
ZMA-3-2026

201 W. Main Street

PID 15609

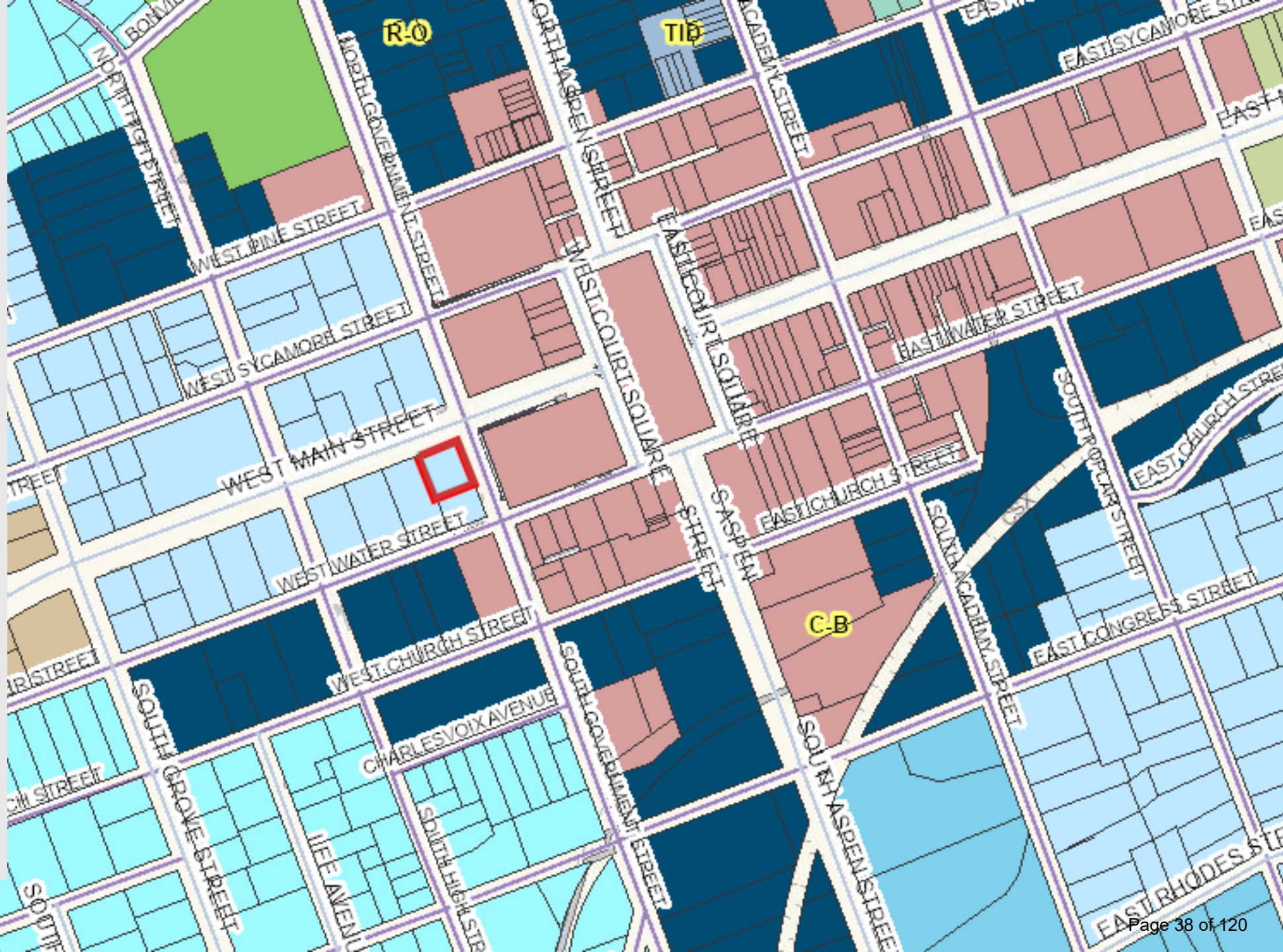
City Council October 1, 2026

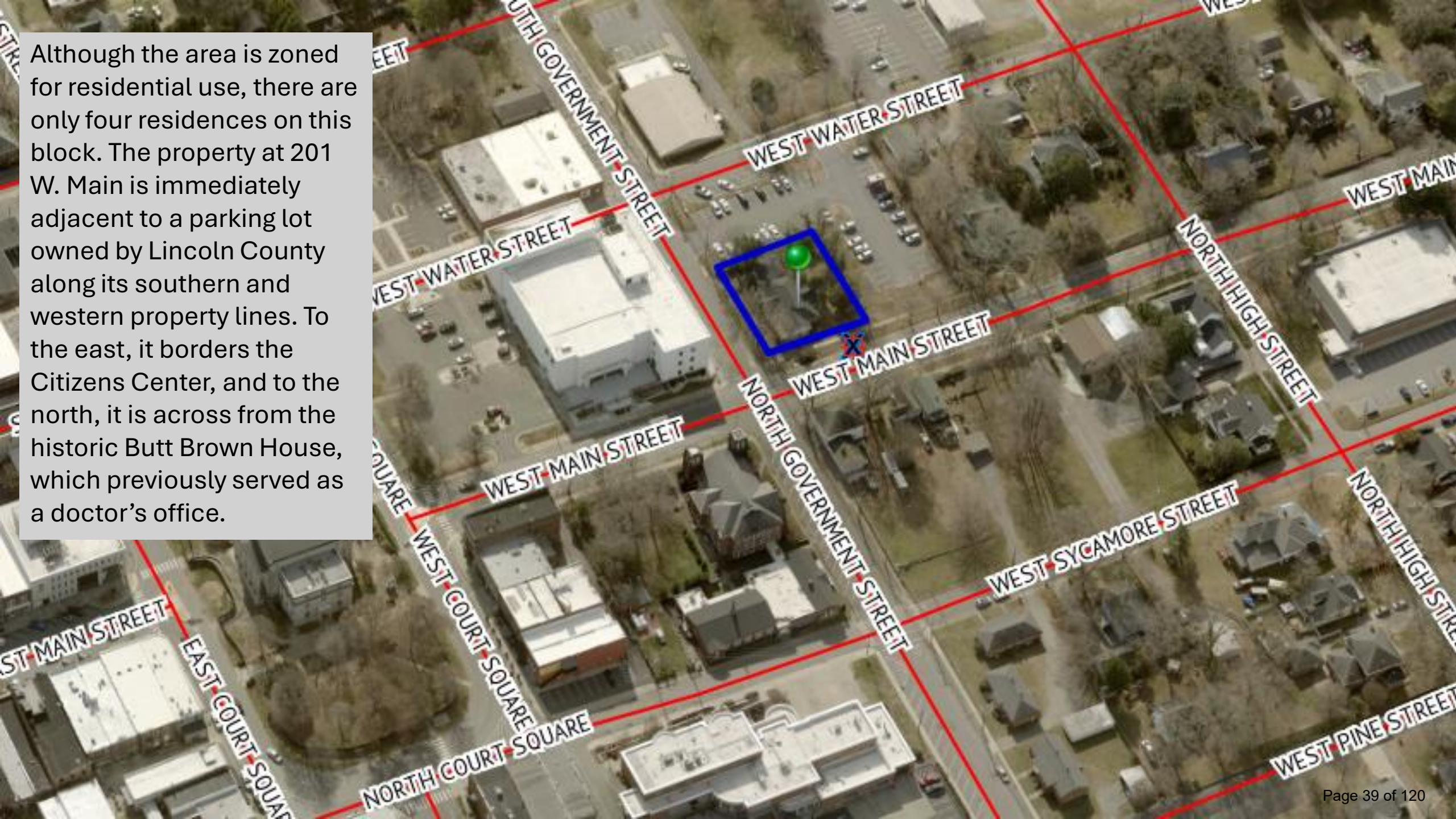
Applicant Request:
Rezone 201 W. Main Street, PID 15609 to Central Business to allow more permitted uses

Current Zoning:
Residential 10 (R10)

Subject Property:
2032 SF residential structure that has historically been used as a business. The parcel is .251 acres.

Background:
Previous commercial tenants include King Law Offices and Live N Joy Counseling Services





Although the area is zoned for residential use, there are only four residences on this block. The property at 201 W. Main is immediately adjacent to a parking lot owned by Lincoln County along its southern and western property lines. To the east, it borders the Citizens Center, and to the north, it is across from the historic Butt Brown House, which previously served as a doctor's office.

This picture is from 2008, showing that it has been in commercial use for at least 22 years.











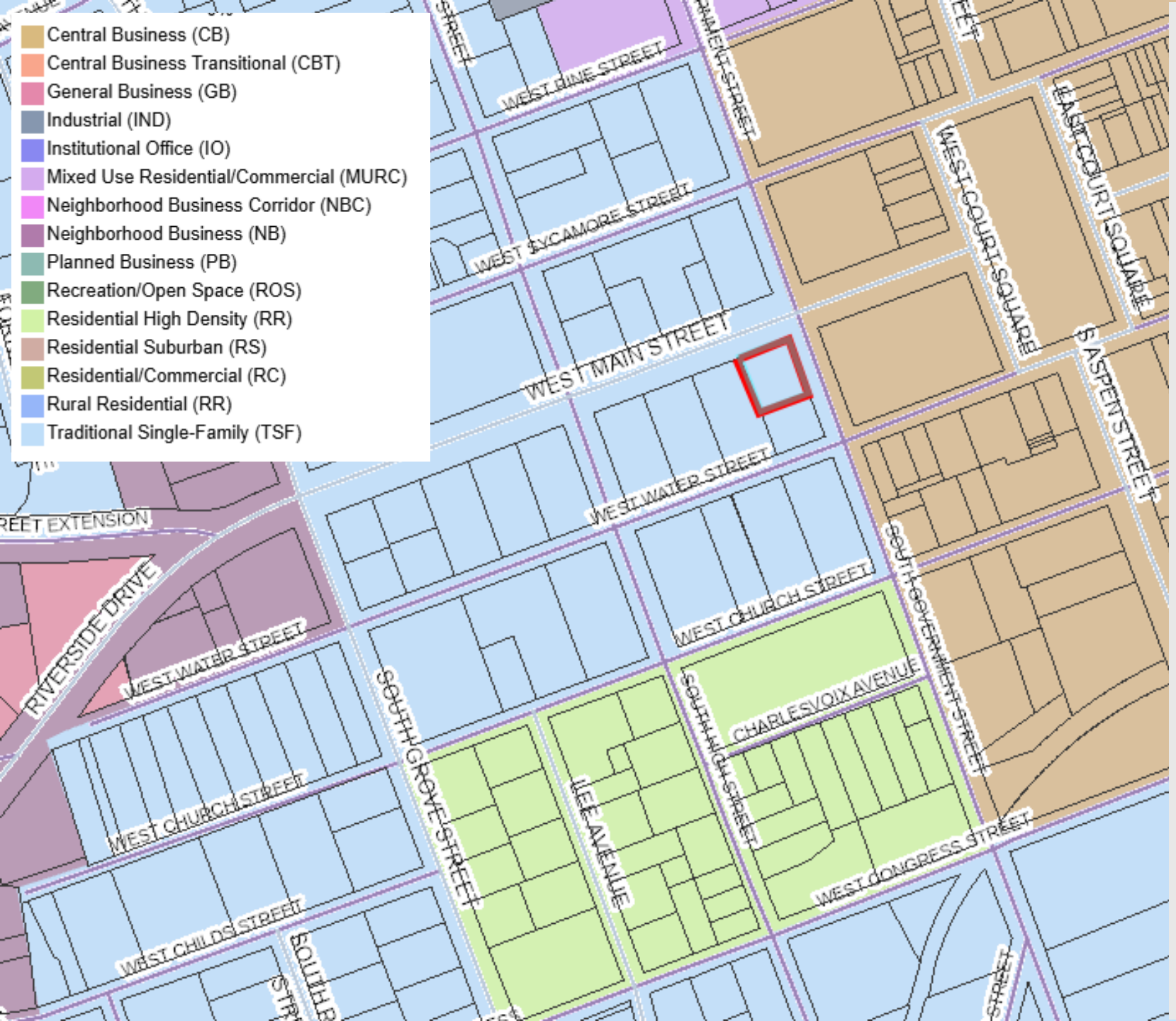







N Government St


SPEED LIMIT
20



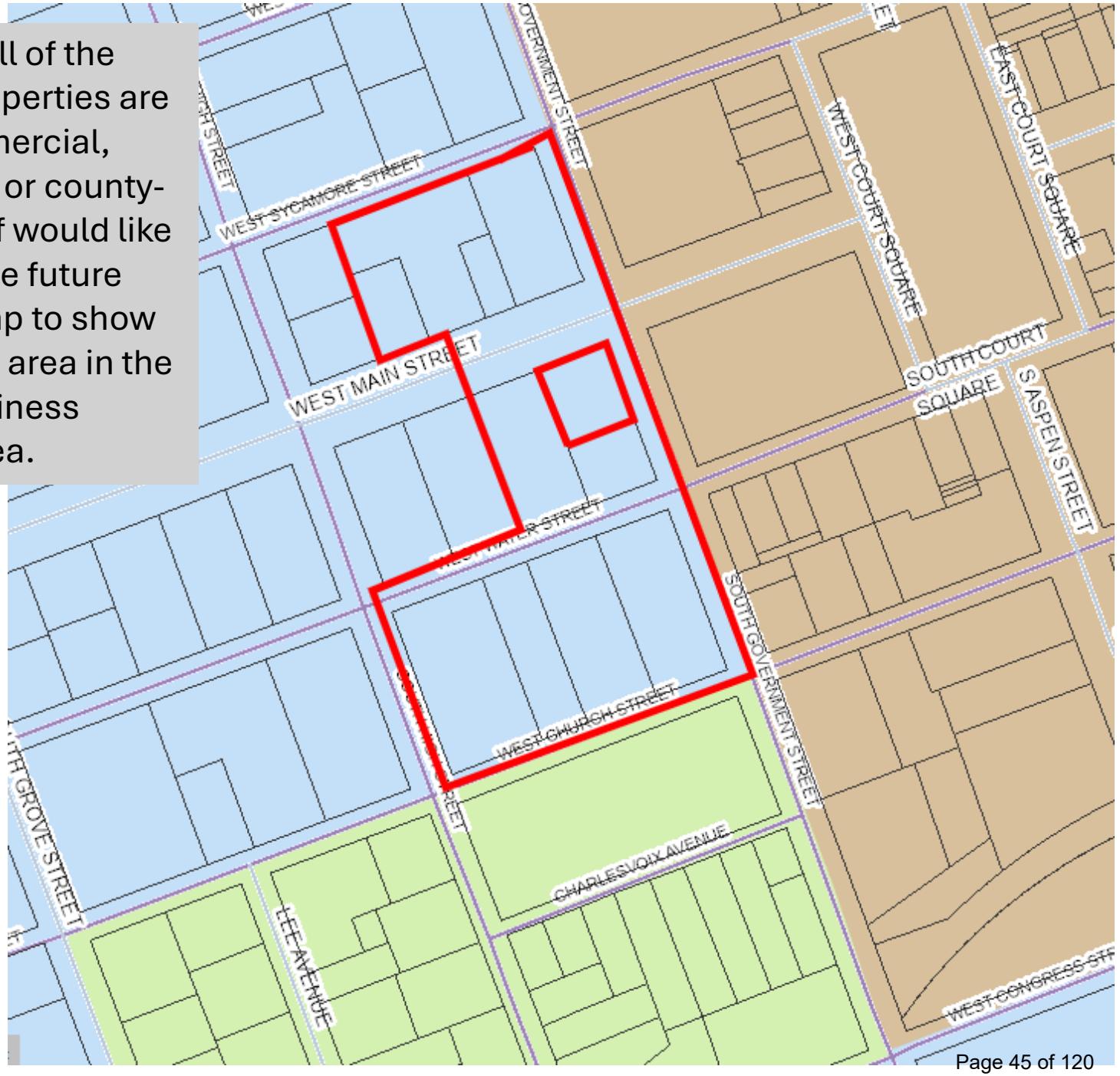
Traditional Single Family planning areas will consist of single-family uses on smaller to medium-sized lots in older, established portions of the community. As these areas are primarily residential in character, they should be protected from encroachment of incompatible business and industrial development.

This use conflicts with the planning area; however, staff believes the request seeks to align the zoning classification with the property's long-standing use and support the continued vitality and integration of downtown commercial uses. Additionally, the site is on a block with only three residences. As a result, protective policies meant for purely "Traditional Single Family" neighborhoods are less applicable here, giving us the opportunity to expand and strengthen the Central Business District boundary for future planning.

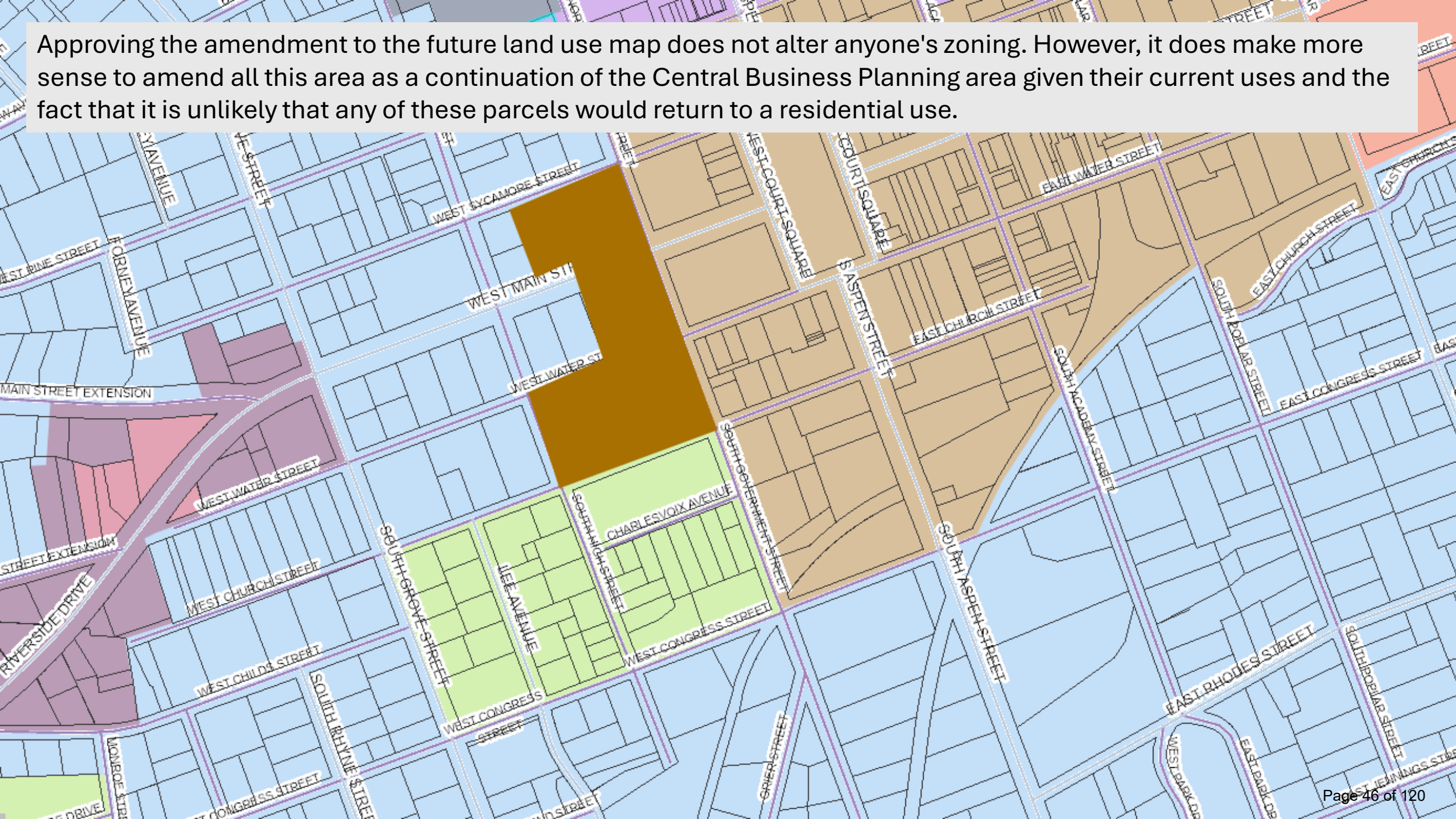
Staff requests an amendment to the Future Land Use Map from Traditional Single Family Planning Area to Central Business Planning Area.



Given that all of the outlined properties are either commercial, city-owned, or county-owned, staff would like to amend the future land use map to show the outlined area in the Central Business Planning area.



Approving the amendment to the future land use map does not alter anyone's zoning. However, it does make more sense to amend all this area as a continuation of the Central Business Planning area given their current uses and the fact that it is unlikely that any of these parcels would return to a residential use.



Staff's Proposed Statement of Consistency and Reasonableness for APPROVAL of Application

Case No. ZMA-3-2026
Applicant: Erin Watts
Parcel ID: 15609
Location: 201 W. Main Street
Request: Rezone from R10 to Central Business

Consistency with the Lincolnton Land Use Plan
The Lincolnton Land Use Plan designates this property as part of the Traditional Single Family Planning Area. The proposed rezoning request is not consistent with the Land Use Plan.

Why the Rezoning is Reasonable & Consistent

- The request seeks to align the zoning classification with the long-standing use of the property and support the continued vitality and integration of downtown commercial and governmental functions

- The site is situated on a block that contains only three residences. As a result, protective policies meant for purely "Traditional Single Family" neighborhoods are less applicable here, giving us the opportunity to expand and strengthen the Central Business District boundary for future planning.

Staff's Proposed Statement of Consistency and Reasonableness for DENIAL of Application

Case No. ZMA-3-2026
Applicant: Erin Watts
Parcel ID: 15609
Location: 201 W. Main Street
Request: Rezone from R10 to Central Business

Proposed Consistency and Reasonableness Statement:

The Lincolnton Land Use Plan designates this property as part of the Traditional Single Family Planning Area. The proposed rezoning request **is not consistent** with the Lincolnton Land Use Plan.

This rezoning is not desirable for this area because it would allow additional permitted uses. Therefore, **denial of the proposed amendment is reasonable and in the public interest.**

Planning Board Vote:
6-0 in favor of recommending approval

Planning Board recommends the following actions for approval:

- Approve the rezoning of the property from Residential 10 to Central Business
- Approve the Statement of Consistency and Reasonableness for Approval of the rezoning request
- Amend the Future Land Use Map to show Parcel IDs 01209, 01208, 20754, 01207, 01202, 01203, 15609, 00416, 00969, 21036, and 16396 in the Central Business Planning Area.

MOTIONS FOR PUBLIC HEARING

For approval of the request:

- Motion to approve as recommended by Planning Board

For denial of request:

- Deny the rezoning of the property from Residential 10 to Central Business
- Approve the Statement of Consistency and Reasonableness for Denial of the rezoning request

MEMO TO: Mayor and City Council

FROM: Planning Staff

SUBJECT: ZTA-4-2026 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

DATE: October 1, 2026

Background

Occasionally, minor text errors or changes in circumstances require amendments to the Unified Development Ordinance (UDO). To enhance the UDO's enforceability and effectiveness, it is essential to modify, update, or add specific sections of the ordinance.

The highlighted items in the report reflect the major changes to make it easier to follow. For reference, the documents reflecting the full scope of the changes are attached.

1. The proposed change aligns the definition of *ADMINISTRATOR* with the existing definitions of *ADMINISTRATOR, UNIFIED DEVELOPMENT,* as the UDO includes authority for zoning and subdivision regulations.

Current Language:

§ 153.030 INTERPRETATION OF TERMS AND WORDS.

(14) The term ***ADMINISTRATOR*** shall mean the Zoning Administrator of the City of Lincolnton, North Carolina and/or the Subdivision Administrator of the City of Lincolnton, North Carolina. Furthermore, this position may also be referred to as the Unified Development Administrator.

§ 153.031 DEFINITIONS OF SPECIFIC TERMS AND WORDS.

ADMINISTRATOR, UNIFIED DEVELOPMENT. The administrative official(s) appointed by the City Manager of the City of Lincolnton to administer this chapter. This person(s) may also be referred to as the ***ADMINISTRATOR.***

UNIFIED DEVELOPMENT ADMINISTRATOR. The administrative official appointed by the City Manager to administer this chapter. This person may also be referred to as the Administrator.

Proposed Language:

§ 153.030 INTERPRETATION OF TERMS AND WORDS.

(14) ***ADMINISTRATOR.*** The administrative planning official(s) appointed by the City Manager of the City of Lincolnton to administer this chapter. This person(s) may also be referred to as the ***UNIFIED DEVELOPMENT ADMINISTRATOR.***

§ 153.031 DEFINITIONS OF SPECIFIC TERMS AND WORDS.

UNIFIED DEVELOPMENT ADMINISTRATOR. The administrative official(s) appointed by the City Manager to administer this chapter. This person(s) may also be referred to as the Administrator.

Staff Comment:

Our ordinance currently places all the responsibility, interpretation, and workload on the Zoning Administrator as an individual. However, our department operates as a team and shares responsibilities, and the ordinance should reflect this collaborative approach. If the primary administrator is sick, on vacation, or resigns, a designated individual should be able to step in immediately to sign permits or issue determinations. This change will also prevent a single person from bearing all the responsibility.

Additionally, the following sections would change from Zoning Administrator and UDO Administrator to just Administrator:

§ 153.053 TEMPORARY STRUCTURES AND USES.
§ 153.105 R-25 RURAL RESIDENTIAL DISTRICT.
§ 153.106 R-15 SINGLE-FAMILY LOW DENSITY RESIDENTIAL DISTRICT.
§ 153.107 R-10 SINGLE-FAMILY MEDIUM DENSITY RESIDENTIAL DISTRICT.
§ 153.108 R-8 SINGLE AND TWO-FAMILY MEDIUM DENSITY RESIDENTIAL DISTRICT.
§ 153.109 RMF RESIDENTIAL MULTI-FAMILY DISTRICT.
§ 153.110 R-O RESIDENTIAL OFFICE DISTRICT.
§ 153.111 O-I OFFICE INSTITUTIONAL DISTRICT.
§ 153.112 N-B NEIGHBORHOOD BUSINESS DISTRICT.
§ 153.113 C-B CENTRAL BUSINESS DISTRICT.
§ 153.114 CBT CENTRAL BUSINESS TRANSITIONAL DISTRICT.
§ 153.115 G-B GENERAL BUSINESS DISTRICT.
§ 153.115.1 HC HIGHWAY COMMERCIAL DISTRICT.
§ 153.116 P-B PLANNED BUSINESS DISTRICT.
§ 153.119 MHO MANUFACTURED HOME OVERLAY DISTRICT.

§ 153.185 OFF-STREET PARKING REQUIREMENTS.
§ 153.277 VARIANCES.
§ 153.263 ENFORCEMENT INTENT.
§ 153.264 ENFORCEMENT PROCEDURES.
§ 153.265 PENALTIES AND REMEDIES.
§ 153.266 CIVIL PENALTIES; ASSESSMENT AND PROCEDURES.
§ 153.267 PERMIT REVOCATION.
§ 153.268 JUDICIAL REVIEW.

2. The proposed change mainly allows more of the actual yard to be considered for Accessory Structures, without lowering the allowable area for smaller yards.

Proposed language:

§ 153.057 ACCESSORY STRUCTURES.

(A) Within any Residential (R) District, accessory structures shall be located as follows.

(1) No portion of any accessory structure shall be located within any front yard.

(a) Except automobile garages designed to accommodate no greater than 3 automobiles, which may be located in any front yard other than in the required front setback. Any garage shall also observe the minimum dwelling side setback requirement for the zoning district in which it is located.

(2) Accessory structures are allowed in any side yard, provided they observe a setback of 10 feet from any side yard lot line.

(3) Accessory structures are allowed in any rear yard provided that all accessory structures observe a 10-foot setback from any rear lot line.

(B) On any lot containing a principal residential use, no accessory structure shall be permitted that involves or requires any construction features which are not primarily residential in nature or character; provided, however, this requirement shall not apply in the R-25 District to structures erected for agricultural purposes.

(C) On any lot containing a principal residential use, the aggregate area of all accessory structures shall not:

(1) Cover more than 30% of the rear yard, as calculated by using the required rear yard setback, **or the actual rear yard setback, whichever is greater;**

(2) Exceed the height of the principal building.

(D) All lots, however, shall be allowed to have an accessory garage of no greater than 500 square feet provided that the garage:

(1) Meets all required setbacks; and

(2) Is designed primarily to house automobiles.

(E) For all nonresidential uses, no off-street parking or loading areas shall be located within 12 feet of any street right-of-way line.

(F) Within any NB, CB, CBT, GB, CC, HB, PB, GMC or GI District, accessory structures shall be located as follows.

(1) Except as herein provided, no accessory structure shall be located in any required front or side setback.

(2) Accessory structures are allowed within the rear principal building setback area, provided that no accessory structure shall be allowed within 10 feet of a rear or side yard line or within 20 feet in the case of any rear or side yard line which abuts a Residential (R) District.

(G) Outpatient wellness centers, medical education centers, nursing care facilities, and helistops are permitted as accessory uses to hospitals and health centers.

(H) Permitted Limited Agricultural Uses are allowed one on-site farm stand not to exceed 6'x6' as long as it maintains a distance of 10' from the edge of the street right-of-way and all property lines.

(1) All other accessory structures must meet the requirements of divisions (A)-(B) above.

(I) For nonconforming residential uses in a commercial district, refer to § 153.136 NONCONFORMING USES OTHER THAN MANUFACTURED HOME PARKS, SIGNS AND JUNK YARDS (C).

Staff Comment:

We have had many variance cases and complaints regarding the maximum allowable square footage of residential accessory structures when the yard is larger, since it has been calculated based on the "required" rear setback rather than the "actual" rear setback. Staff believes this would promote fairness based on lot size and not reduce allowable square footage for smaller yards. Section (B) has always been in the ordinance but was accidentally omitted from a previous update document. Other changes are minor reorganization and removal of unnecessary wording. The addition at

the end is a reference for user convenience.

3. Proposed changes reflect current processes for site plan review.

Proposed language:

§ 153.258 SITE PLAN REVIEW REQUIREMENTS.

(A) Statement of intent. The purpose of these requirements is to promote the orderly development of certain activities in the city and to ensure that the activities are developed in a manner harmonious with surrounding properties and in the interest of the general public welfare. To achieve these ends and to assure compliance with all applicable requirements of this chapter, site plans for certain uses of land shall be submitted to and reviewed by the Administrator.

(B) Development and uses requiring a site plan.

(1) Site plan review shall be required for all uses and development other than one- or two- family residential uses and their accessory structures, after a sketch has first been submitted and approved by the Technical Staff Review Committee.

(2) Provided, however, the Administrator may waive site plan requirements following the TRC Review when it is determined that the submission of a site plan would serve no useful purpose.

(C) Submittal Requirements

To be considered valid, each submittal requires sketch plan approval, a completed application, and for the site plan, a digital copy and three paper copies. The site plan must include the information provided below, as well as any requirements determined by the TRC's sketch plan review. The assessed fee will be charged according to the most recently adopted City of Lincolnton Fee Schedule and state statute.

(2) The reviewing agencies and officials may include, but need not be limited to:
- (a) City Director(s) of Public Works, Services, and Utilities;
- (b) City Engineer or other assigned Professional;
- (c) City Fire Department;
- (d) City Police Department;
- (e) County Planner and other applicable County Departments;
- (f) Superintendent of County Schools;
- (g) County Health and Environmental Health Departments;
- (h) State Department of Transportation;
- (i) State Department of Health and Environment; and
- (j) U.S. Soil Conservation Service, District Office.

(3) Except under abnormal circumstances, or unless an additional review by TRC is required, within 21 days of the receipt of the site plan, the Administrator shall approve, approve subject to conditions, or disapprove the site plan and notify the applicant in writing of the action taken.

(a) In cases when the site plan approval is subject to conditions or when the site plan is denied approval, the Administrator shall set forth in writing any conditions or changes that might make the site plan acceptable.

(b) All resubmittals must include a document outlining all changes made to the plan and address any outstanding comments.

(4) An applicant may appeal any decision of the Administrator in accordance with § 153.276 of this chapter.

Staff Comment: Although sketch plan review has always been encouraged to ensure feasibility before an investment is made, recent changes to state statute have shortened the initial review times for certain development approvals. Requiring sketch plan review will reduce unnecessary site plan reviews.

Zoning Amendment
Staff's Proposed Statement of Consistency for
APPROVAL of Application

Case No. ZTA-4-2026

Applicant: City of Lincolnton Planning Department

Request: ZTA-4-2026 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Proposed Consistency and Reasonableness Statement:

> The proposed amendment is **consistent** with the adopted Lincolnton Land Use Plan because it does not conflict with the Plan's goals and objectives, and **its approval is reasonable and in the public interest**.

CONSISTENT: It updates the regulatory language to align with current procedures and best practices and addresses the City's current needs.

Planning Board Vote:

6-0 in favor of recommending approval

Planning Board Recommendation:

- Approve ZTA-4-2026 as written.
- Approve the Statement of Consistency for Approval of the Amendment

Motions:

Motion to approve with Planning Board recommendations

Or

Motion to Deny ZTA-4-2026 and
Motion to Approve the Statement of Consistency for Denial of the Amendment

Reference Documents

§ 153.057 ACCESSORY STRUCTURES.

(A) Within any Residential (R) District, accessory structures shall be located as follows.

(1) ~~Except as herein provided,~~ no portion of any accessory structure shall be located within any front yard. ~~Exceptions are~~

~~(a) Water wells may be located in any front, side or rear yard; and~~

(b) Except automobile garages designed to accommodate no greater than 3 automobiles may be located in any front yard other than in the required front setback. Any garage shall also observe the minimum dwelling side setback requirement for the zoning district in which it is located.

(2) Accessory structures are allowed in any side yard, provided they observe a setback of 10 ~~foot~~ feet from any side yard lot line.

(3) Accessory structures are allowed in any rear yard provided that all accessory structures observe a 10-foot setback from any rear lot line.

(B) On any lot containing a principal residential use, no accessory structure shall be permitted that involves or requires any construction features which are not primarily residential in nature or character; provided, however, this requirement shall not apply in the R-25 District to structures erected for agricultural purposes.

(B) On any lot containing a principal residential use, the aggregate area of all accessory structures ~~(excluding barns, farm-related structures and satellite dish antennas)~~ shall not:

(1) Cover more than 30% of the ~~required~~ rear yard, as calculated by using the required rear yard setback, or the actual rear yard setback, whichever is greater;

(2) Exceed the height of the principal building.

(C) All lots, however, shall be allowed to have an accessory garage of no greater than 500 square feet provided that the garage:

(a) Meets all required setbacks; and

(b) Is designed primarily to house automobiles.

(D) For all nonresidential uses, no off-street parking or loading areas shall be located within 12 feet of any street right-of-way line.

(E) Within any NB, CB, CBT, GB, CC, HB, PB, GMC or GI District, accessory structures shall be located as follows.

(1) Except as herein provided, no accessory structure shall be located in any required front or side setback. ~~A water well may be located in any front, side or rear yard.~~

(2) Accessory structures are allowed within the rear principal building setback area, provided that no accessory structure ~~(except as provided in division (B)(1) above of this section)~~ shall be allowed within 10 feet of a rear or side yard line or within 20 feet in the case of any rear or side yard line which abuts a Residential (R) District.

(F) Outpatient wellness centers, medical education centers, nursing care facilities, and helistops are permitted as accessory uses to hospitals and health centers.

(G) Permitted Limited Agricultural Uses are allowed one on-site farm stand not to exceed 6’x6’ as long as it maintains a distance of 10’ from the edge of the street right-of-way and all property lines.

(1) All other accessory structures must meet the requirements of divisions (A)-(B) above.

(H) For nonconforming residential uses in a commercial district, refer to § 153.136 NONCONFORMING USES OTHER THAN MANUFACTURED HOME PARKS, SIGNS AND JUNK YARDS (C).

§ 153.258 SITE PLAN REVIEW REQUIREMENTS.

(A) Statement of intent. The purpose of these requirements is to promote the orderly development of certain activities in the city and to ensure that the activities are developed in a manner harmonious with surrounding properties and in the interest of the general public welfare. To achieve these ends and to assure compliance with all applicable requirements of this chapter, site plans for certain uses of land shall be submitted to and reviewed by the Administrator.

(B) Development and uses requiring a site plan.

(1) Site plan review shall be required for all uses and development other than one- or two-family residential uses and their accessory structures, after a sketch has first been submitted and approved by the Technical Staff Review Committee.

(2) Provided, however, the Administrator may waive site plan requirements following the TRC Review ~~in either of the following cases~~ when it is determined that the submission of a site plan would serve no useful purpose.~~:~~

~~(a) Accessory structures;~~

~~(b) Any enlargement of a building by less than 33% of the existing size provided the enlargement will not result in a requirement for additional parking;~~

~~(c) A change in use where no changes are being made to the building coverage area, off-street parking area or other external site characteristics; and~~

~~(d) Review by the Staff Review Committee may not be required for new construction with a gross floor area of less than 5,000 square feet when the Administrator feels that site plan review would serve no useful purpose. Nevertheless, all site plans shall be reviewed by the Administrator as required in divisions (C) and (D) below of this section within five working days from the date of submittal.~~

(C) ~~Procedure for preparation.~~ Submittal Requirements

To be considered valid, each submittal requires sketch plan approval, a completed application, and for the site plan, a digital copy and three paper copies. The site plan must include the information provided below, as well as any requirements determined by the TRC's sketch plan review. The assessed fee will be charged according to the most recently adopted City of Lincolnton Fees Schedule and state statute.

(1) Site plan or any portion thereof shall be prepared by an engineer, architect, landscape architect or land surveyor who is authorized by the state to practice as such;

(2) Site plans shall be prepared to a scale of one inch equals 50 feet or larger;

(3) A site plan may be prepared in one or more sheets to show clearly the information required by this section and to facilitate the review and approval of the site plan;

(4) All horizontal dimensions shown on the site plan shall be in feet;

(5) Decimal fractions of a foot shall be to the closest one-hundredth of a foot and all bearings shall be indicated in degrees, minutes and seconds;

(6) Every site plan shall show the name and address of the owner or developer, the north arrow, the date, the scale of the drawing and the number of sheets. In addition, it shall reserve a blank space three inches wide by five inches long for city use; and

(7) Five paper copies and one digital copy of the site plan shall be submitted to the Administrator for review. The Administrator may request additional copies for outside agency review.

(D) Required information on site plans. All site plans shall contain the following information:

(1) Location of the tract on an inset map at a scale of not less than one inch equal to 2,000 feet indicating the scale, the north-arrow and information such as the names and numbers of adjoining roads, streams, subdivisions or other landmarks, sufficient to clearly identify the location of the property;

(2) A boundary survey of the tract by bearings and distances certified by a licensed land surveyor or engineer;

(3) The location and dimensions of any sidewalks and curbs and gutters to be installed along public street frontages;

(4) All existing property lines; existing streets and easements, the names, numbers and widths; the location and size of existing sanitary and storm sewers, gas lines, water mains, culverts and other utilities and the easements; existing buildings; existing watercourses; and any other prominent physical features on or adjoining the tract;

(5) Existing zoning and zoning district boundaries on the tract and on adjoining properties;

(6) The present use of all adjoining properties;

(7) Existing topography with contours drawn at two-foot intervals. This requirement for topography information may be waived by the Administrator for developments smaller than one acre in size and where he or she determines that there are insufficient topography changes to make the information necessary;

(8) Proposed changes in zoning, if any;

(9) The proposed location, general use, number of floors, height and floor area for each building, and, where applicable, the number, size and type of dwelling units;

(10) All off-street loading spaces, parking and walkways indicating the type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided;

(11) All proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades and where connection is to be made to city or other utility systems; all proposed gas lines and other utilities and the easements;

(12) The location, dimensions and character of construction of proposed streets, alleys, driveways and the location, type and size of vehicular entrances to the site;

(13) Proposed finished grading at two-foot intervals and/or by spot elevations. This requirement may be waived in the same manner as in division (D)(7) above;

(14) Provisions for the adequate disposition of natural and stormwater indicating location, and stormwater indicating location, sizes, types and grades of ditches, catch basins, pipes, retention facilities and connections to existing drainage systems or suitable outlet;

(15) Provisions for the adequate control of erosion and sedimentation indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction;

(16) Delineation of any flood hazard areas as shown on the city’s FEMA maps;

(17) Location, type, size and height of fencing, retaining walls and screen planting where required under the provisions of this or any other city ordinance;

(18) The location of wooded areas on the property and the location of trees and wooded areas that will be retained;

(19) The location and dimensions of proposed recreation areas, open space and required amenities and improvements;

(20) The location, character, size, height and orientation of proposed signs and outdoor lighting systems; and

(21) Manufacturing, refining, processing and assembly type land uses shall provide the following additional information:

(a) Water usage information including estimated short term and long term water usage projections, total gallons per day usage, maximum gallons per minute and duration of maximum gallons per minute.

(b) Water pressure requirements to accommodate the proposed use including the requested maximum and minimum pressure needs.

(c) Water pressure requirements to accommodate fire suppression system, if applicable, including maximum and minimum pressure requested and gallons per minute draw.

(d) Wastewater discharge information including estimated short term and long term wastewater discharge projections, total maximum discharge, time and duration of discharge and average daily and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations if any.

(e) Traffic volumes generated by the existing and proposed development, including the morning peak, afternoon or evening peak and average daily traffic levels based on the latest edition of the ITE Trip Generation Manual. In the event the projected traffic volumes are likely to significantly impact the street network, a traffic impact analysis of the proposed development may be required.

1. Generally, a traffic impact analysis may be required whenever a development is expected to generate 100 or more new inbound or outbound trips during the peak hours. Even if the development does not generate the threshold level of trips, a traffic impact analysis may still be necessary under the following conditions:

a. High traffic volumes on surrounding roads that may affect movement to and from the proposed development;

b. High accident locations in the vicinity;

c. Lack of existing turn lanes on the adjacent roadway at the proposed access drive(s);

d. Inadequate sight distance at access points; or

e. The proximity of the proposed access points to other existing drives or intersections.

2. The traffic impact analysis shall be prepared under the direct charge of and sealed by a licensed North Carolina professional engineer with expertise in traffic engineering; and

3. The traffic impact analysis shall conform with the NCDOT Policy on Street and Driveway Access to North Carolina Highways, Chapter 5 or as determined by city staff.

(E) Compliance with other requirements. All features and elements of the site plan shall in all respects conform to all applicable provisions and standards of the General Statutes of the state; the ordinances of the city; and the standards and requirements of the State Department of Transportation and the State Department of Health and Environment.

(F) Procedure for processing.

(1) The Administrator shall review all site plans submitted to him or her. The Administrator shall verify the completeness and compliance of the site plan and circulate the site plan to the

relevant city, county and state agencies and officials for comments as to the proposed development's conformance to all applicable standards and requirements and whether approval of the site plan is recommended.

(2) The reviewing agencies and officials may include, but need not be limited to:

(a) City Director(s) of Public Works, Services, and Utilities;

(b) City Engineer or other assigned Professional;

(c) City Fire Department;

(d) City Police Department;

(e) County Planner and other applicable County Departments;

(f) Superintendent of County Schools;

(g) County Health and Environmental Health Departments;

(h) State Department of Transportation;

(i) State Department of Health and Environment; and

(j) U.S. Soil Conservation Service, District Office.

(3) Except under abnormal circumstances, or unless an additional review by TRC is required, within 21 days of the receipt of the site plan, the Administrator shall approve, approve subject to conditions, or disapprove the site plan and notify the applicant in writing of the action taken.

(a) In cases when the site plan approval is subject to conditions or when the site plan is denied approval, the Administrator shall set forth in writing any conditions or changes that might make the site plan acceptable.

(b) All resubmittals must include a document outlining all changes made to the plan and address any outstanding comments.

(4) An applicant may appeal any decision of the Administrator in accordance with § 153.276 of this chapter.

(Prior UDO, § 14.4) (Ord. ZTA-2-2014, passed 7-10-2014; Ord. O-5-23, passed 4-6-2023) Penalty, see § 153.999

LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: Jean Derby, Planning Director

Subject: Consideration of Resolution Directing the Clerk to Investigate a Petition Received Under NCGS 160A-31 of contiguous property owned by Lincoln Bible Church concerning property located at 910 Wilma Sigmon Road (Parcel ID 80966)

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

1. ANX-4-2026 Memo to Council

MEMO TO: Mayor and City Council Members

FROM: Planning Staff

SUBJECT: Consideration of Resolution Directing the Clerk to Investigate a Petition Received Under NCGS 160A-31 of contiguous property owned by Lincoln Bible Church concerning property located at 916 Wilma Sigmon Road (Parcel ID 80966)

DATE: October 1, 2026

Background & Overview:

Petitioner / Property Owner: Lincoln Community Bible Church

Location / Address: 916 Wilma Sigmon Road, Lincolnton, NC 28092

Parcel Identification Number (PIN): 80966

Acreage: 2.765

The subject property is contiguous to the primary corporate city limits of Lincolnton, satisfying the territorial requirements under NCGS § 160A-31. Purpose of the Requested Action

The property owner has submitted a formal, signed Request for Voluntary Contiguous Annexation requesting that the parcel be incorporated into the City limits.

Under North Carolina General Statute § 160A-31, before the City Council can take further action on the merits of an annexation request, it must first adopt a resolution directing the City Clerk to investigate the petition's sufficiency (verifying ownership signatures, metes and bounds descriptions, and contiguous mapping criteria).

Next Steps:

1. The Planning Department, on behalf of the City Clerk, will present the completed Certificate of Sufficiency stating that the petition meets the standards for a contiguous area as specified in NCGS 160A-31.
2. Set a public hearing date for the next City Council meeting on November 5, 2026.
3. Prior to the public hearing, the Clerk/Planning Department will advertise it at least 10 days in advance.
4. Allow any interested parties to be heard on the desirability of the annexation.
5. If the Council finds that the annexation is in the public interest, it may adopt an ordinance annexing the property. From and after the effective date of the annexation ordinance, the territory and its citizens and property shall be subject to all debts, laws,

ordinances and regulations in force in such municipality and shall be entitled to the same privileges and benefits as other parts of such municipality. Real and personal property in the newly annexed territory on January 1 immediately preceding the beginning of the fiscal year in which the annexation becomes effective is subject to municipal taxes as provided in G.S. 160A-58.10.

RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting the annexation of contiguous real property described as Parcel ID 80966 located at 916 Wilma Sigmon Road has been received by the City Council of the City of Lincolnton; and

WHEREAS, N.C.G.S. § 160A-31 provides that an investigation as to the sufficiency of the petition shall be conducted by the City Clerk before further annexation proceedings can take place;

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

1. The City Clerk is hereby directed to investigate the sufficiency of the above-described annexation petition for Parcel ID 80966 and to certify in writing the results of the investigation to the City Council as required by law.

2. This Resolution shall become effective immediately upon its adoption.

Adopted this ____ day of _____, 2026.

_____
Ed Hatley, Mayor

ATTEST:

_____
Daphne Ingram, Clerk

Staff Recommendation

Staff recommends that the City Council adopt the proposed resolution directing the City Clerk to investigate the petition and subsequently schedule a public hearing for the upcoming regular meeting cycle.

Motion:

Motion to approve the Resolution Directing the City Clerk to Investigate the Petition and set the public hearing for November 5, 2026.

Or

Motion to deny

LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: Ritchie Haynes, City Manager

Subject: Consideration of Request to Amend to the City of Lincolnton Code of Ordinance — Reduce Speed Limit on West Main Street Extension from 35 MPH to 25 MPH

Summary:

Request for the Governing Board to amend the City's Code of Ordinances reducing the speed limit on West Main Street Extension.

Background:

Residents and property owners of West Main Street Extension submitted a petition, dated August 27, 2026, formally requesting a reduction of the speed limit on West Main Street Extension from the current posted speed of 35 mph to a safer speed limit of 25 mph. The petition listed the following reasons for the request:
Increased residential development and pedestrian activity
Lack of sidewalks for families and children
Frequent speeding over the limit from non-residents
For the safety of children

Fiscal Impact:

Recommendation:

Approval of Ordinance Amendment

Attachments:

1. Ordinance Amendment- West Main Street Extension Speed Limit

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LINCOLNTON, NORTH CAROLINA, TITLE VII: TRAFFIC CODE, CHAPTER 74: TRAFFIC SCHEDULES, SCHEDULE VII (SPEED LIMITS ON CITY MAINTAINED STREETS) TO REDUCE THE SPEED LIMIT ON WEST MAIN STREET EXTENSION

WHEREAS, the City Council of the City of Lincolnton, North Carolina, is authorized by North Carolina General Statutes § 160A-296 and § 20-141(e) to regulate the speed of vehicles on municipal streets within its jurisdiction in the interest of public safety and general welfare; and

WHEREAS, a formal petition was submitted by residents of the City of Lincolnton requesting a reduction in the posted speed limit on West Main Street Extension from thirty-five (35) miles per hour to twenty-five (25) miles per hour due to public safety concerns; and

WHEREAS, staff has reviewed the petition, considered traffic safety conditions on said roadway, and determined that establishing a lower speed limit is reasonable, prudent, and necessary to protect the safety of pedestrian and vehicular traffic.

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

SECTION 1. AMENDMENT OF CODE OF ORDINANCES

Title VII (Traffic Code), Chapter 74 (Traffic Schedules), Schedule VII (Speed Limits on City Maintained Streets) of the Code of Ordinances of the City of Lincolnton, North Carolina, is hereby amended by modifying the existing speed limit designated for West Main Street Extension and enacting the following addition to Schedule VII:

Street Name	Location / Segment	Speed Limit
West Main Street Extension	Entirety (Within Municipal Limits)	25 MPH

SECTION 2. INSTALLATION OF TRAFFIC CONTROL SIGNS

City Staff is hereby authorized and directed to procure and erect appropriate signage giving notice of the revised twenty-five (25) miles per hour speed limit on West Main Street Extension in accordance with applicable traffic control standards.

SECTION 3. ENFORCEABILITY AND PENALTIES

Upon the installation of official speed limit signs along West Main Street Extension, the revised speed limit established herein shall become fully enforceable by law enforcement, and violations shall be subject to the penalties set forth in the City of Lincolnton Code of Ordinances and North Carolina law.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES

All ordinances, motions, or provisions of the Code of Ordinances of the City of Lincolnton in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6. EFFECTIVE DATE

This Ordinance shall take effect and be in full force immediately upon its passage, posting, and the erection of official traffic control signs reflecting the revised speed limit.

DULY ADOPTED AND ENACTED this _____ day of _____, 20____, by the City Council of the City of Lincolnton, North Carolina.

CITY OF LINCOLNTON, NORTH CAROLINA

_____

Ed Hatley, Mayor

ATTEST:

_____

Daphne Ingram, City Clerk

LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: David Ramsey, Business Services Director

Subject: **Consideration of Request for Approval to Apply for the NCLM Reimbursement Safety Grant — up to $5,000.00**

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

1. NCLM safety grant Street Dept request
2. NCLM safety grant details
3. WWTP safety grant letter
4. WWTP safety grant quote Bisulfite Contact Chamber Improvements
5. WWTP safety grant quote DAFT Handrail and Grate Install
6. D and C safety grant letter and quote

For the NCLM Equipment and Services Grant:

Description of Equipment

Vivax – Metrotech vLoc3-Cam with carry bag:

The **vLoc3-Pro** from Vivax-Metrotech is the new industry benchmark for utility locating. The vLoc3-Pro's Triaxial 3D architecture provides "must-have" features and offers powerful best-in-class performance and reliability. Its bold stance, curved silhouette, robust construction, super-fast processor engine, market-leading software innovation, and its class-leading 4.3" color LCD, high visibility display provide a locating refinement that is new to this industry. Its class-exclusive technologies are optimized to deliver an immense level of performance, allowing technicians to be in complete command of challenging utility locates.

The vLoc3 patented integrated self-test feature provides users with in-the-field calibration verification. A unique signal injection confirms the six antenna's operation using a low, medium, and high frequency, and other aspects test the circuitry and LCD. Self-test measurements are compared to the initial factory calibration, and results are stored on internal memory with date and time stamps and can be accessed using MyLocator3 software.

Vivax – Metrotech vCam-6 D46:

The **vCam-6 HD** professional pipe inspection camera system from Vivax-Metrotech is our best-equipped camera system. It offers full 1024x768 high-definition resolution video via its 1.8" (**D46-HD**) high definition 1080p camera heads. Camera lighting up to 44.02 Lumens (D46-HD). The vCam-6 HD screen is an industry-leading 9.7" Daylight viewable display.
A professional-grade reel, **type-CP reel** (200ft), is a variant with a stainless-steel frame construction. The **MX compact reel** (100/150ft) is a stainless steel frame with a high-strength carbon fiber drum. Both materials eliminate rust and corrosion, commonly found to occur on older lower-cost painted steel frame designs.
Every **vCam-6 HD** includes built-in 1-TB (Terabyte) HD for video storage and an internal Li-Ion battery (4-6 hr.). However, it can also run on any 120VAC main outlet or 12DC auto outlet. Other features include "Locatable" push-rod, built-in sonde (512Hz/640Hz/33kHz), and Wi-fi (150ft range) for smartphone/tablet app use.

Quotes attached:

FROM

Eric Prince

Tracer Electronics LLC

6981 Eastgate Blvd.
Lebanon, TN 37090
www.tracerelectronicsllc.com

FOR

Brad Gates

EMAIL
bgates@lincolntonnc.org

ADDRESS
128 Motz Ave
Lincolnton
NC 28092

HOME PHONE
704-473-0283

WORK PHONE
980-241-6521

PHONE

QUOTE NUMBER
17923

DATE
September 21, 2026

EXPIRY DATE
November 20, 2026 at 6:00 AM

Vivax-Metrotech vLoc3-Cam

1.225.01.00008
vLoc3-Cam Receiver

Vivax-Metrotech vLoc3-Cam Receiver (sonde/camera) (Requires: 6 ea. AA alkaline batteries)





vLoc3-Cam-Technical-Specifications-VXMT-Eng-V1.4-Publish-20190821

vLoc3-Cam-Sales-Sheet-VXMT-US-V1.2-8.5inchX11inch-20191204-1

Sole Source-VIVAX-2026

2,280.00
x 1
5% discount
2,166.00

2.220.01.00009

Bag, vLoc3 Kit

Carry Bag for vLoc3-Series Kit, vScan



Locator-Accessory-Brochure-VXMT-Eng-V1.0-8.5X11inch-20191126

190.00
x 1
190.00

Options selected	2 of 2
Discount	-114.00
Subtotal	2,356.00
Total	**$2,356.00**

Ordering Information

FOB Origin, Freight Prepaid Lebanon, TN: (Freight charges will be added to the final invoice).
CUSTOMER PICK-UP: No shipping charges for orders picked up at our Lebanon, TN warehouse.
STATE SALES TAX: AL/CO/FL/GA/IN/KY/NC/OH/OK/SC/TN sales tax may be added to the invoice unless proof of tax-exempt status is provided.
TERMS OF PAYMENT: a). Cash In Advance, b). Credit Card, c). Net 30-day, subject to credit approval.
PRICE VALIDITY: Prices are valid 60 days from the date of quote.
DELIVERY: Normal delivery for stock items in 1-2 days. 1-2 weeks if not in stock.
ON-SITE TRAINING: Only available for the USA states listed: AL/KY/FL/GA/NC/SC/TN.
ORDERING: Call (615) 285-3952 or Email us at sales@tracerllc.com or Fax at (615) 285-3970
MAILING ADDRESS: TRACER ELECTRONICS LLC - 6981 Eastgate Blvd., Lebanon, TN 37090

If you have any questions, don't hesitate to contact us.

Regards,

Eric Prince

AREA SALES MANAGER - NC / SC
(615) 450-8581
eprince@tracerllc.com

FROM

Eric Prince

Tracer Electronics LLC

6981 Eastgate Blvd.
Lebanon, TN 37090
www.tracerelectronicsllc.com

FOR

Brad Gates

EMAIL
bgates@lincolntonnc.org

ADDRESS
128 Motz Ave
Lincolnton
NC 28092

HOME PHONE
704-473-0283

WORK PHONE
980-241-6521

PHONE

QUOTE NUMBER
17922

DATE
September 21, 2026

EXPIRY DATE
November 20, 2026 at 6:00 AM

Vivax-Metrotech vCam-6 D46

VC6-C200B-D46HDN-US
vCam-6, 200' (12mm), D46 (1.8")

Vivax-Metrotech vCam-6, 200' (12mm), D46 (1.8) Self leveling w/short termination. "Online information

11,420.00
x 1
5% discount
10,849.00





D46-HD

vCam-Inspection-Products-Brochure-VXMT-Eng-V1.2-8.5X11inch-20191115-web

vCam-6-HD-Inspection-System-Sales-Sheet-VXMT-Eng-V1.4-8.5X11inch-20191108

vCam-6-Technical-Specifications-VXMT-Eng-V1.3-Publish-20190729

vCam-6 - D46-HD-200 Bid Specs-2023

Sole Source-VIVAX-2026

Options selected	1 of 1
Discount	-571.00
Subtotal	10,849.00
Total	**$10,849.00**

Ordering Information

FOB Origin, Freight Prepaid Lebanon, TN: (Freight charges will be added to the final invoice).
CUSTOMER PICK-UP: No shipping charges for orders picked up at our Lebanon, TN warehouse.
STATE SALES TAX: AL/CO/FL/GA/IN/KY/NC/OH/OK/SC/TN sales tax may be added to the invoice unless proof of tax-exempt status is provided.
TERMS OF PAYMENT: a). Cash In Advance, b). Credit Card, c). Net 30-day, subject to credit approval.
PRICE VALIDITY: Prices are valid 60 days from the date of quote.
DELIVERY: Normal delivery for stock items in 1-2 days. 1-2 weeks if not in stock.
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MAILING ADDRESS: TRACER ELECTRONICS LLC - 6981 Eastgate Blvd., Lebanon, TN 37090

If you have any questions, don't hesitate to contact us.

Regards,

Eric Prince

AREA SALES MANAGER - NC / SC
(615) 450-8581
eprince@tracerllc.com

NCLM Insurance Pool Safety Grant Guidelines

2026-2027 Fiscal Year

A program exclusively for NCLM workers' compensation and property and liability pool members



Overview

The Safety Grant program has allocated funds for each pool to assist members in purchasing equipment and services that will significantly reduce the likelihood of future workers' compensation, property/casualty, or liability insurance claims. Members can qualify for up to $5,000 in matching grants for every pool they participate in. Refer to Section V for maximum award amounts based on premium contribution.

Award amounts for all applications will be determined by how effectively the applicant has followed up on and fulfilled risk control recommendations over the past two years. Grant applications may be denied or partially awarded based on this evaluation. This is in addition to the requirement that all level "4 and 5" risk control recommendations be completed. See Section IV for more details about these award considerations.

Please review this document carefully to understand eligibility for equipment and services, grant limitations, and other requirements before completing the 2026 application. This will save valuable staff time and help us serve you more efficiently.

The grant process is automated and available on the NCLM website. The portal and uploading instructions are included in this guide.

You are required to contact your Risk Control Consultant (see appendix) for pre-application approval

For any questions before completing your application and identifying appropriate risk mitigation items and equipment, please call Tom Anderson, Director of Risk Control, at 704-517-8496.

NOTICE:

Members must review their Safety Grant requests with their associated Risk Control Consultants before submission.

- **Western Region**- Andrew Smith, 828-334-5544, asmith@nclm.org
- **Eastern Region**- Matt Reid, 919-404-1857, mreid@NCLM.ORG
- **Southern Region**- Darius Chisholm, 704-491-9493, dchisholm@nclm.org
- **Fire Department Requests**- TJ Deluca, 919-830-6999, tdeluca@nclm.org
- **Police Department Requests:**
  - Joseph Graziano, 609-868-9553, jgraziano@nclm.org;
- **Human Resources Requests:**
  - Lou Bunch, 919-539-8958, lbunch@nclm.org
  - Sara Wilson, 316-833-3993, swilson@nclm.org

Pre-Application Checklist

✔ **Contact your Risk Control Consultant for pre-approval**

✔ **Complete all risk recommendations**

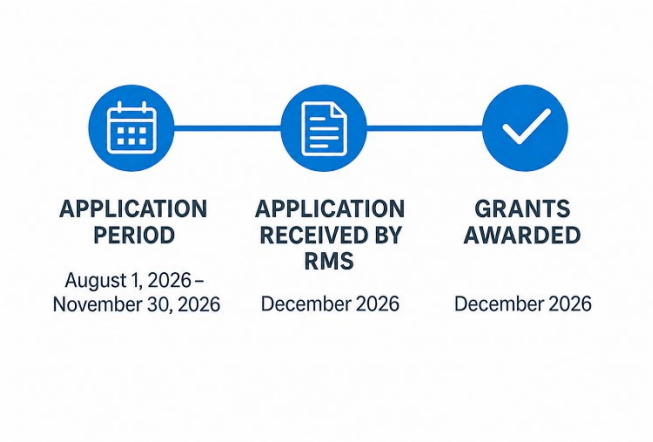
✔ **Review eligible equipment and services**

✔ **Gather documentation to support your request**

✔ **Submit via the NCLM online portal**

Section I: Applicant Eligibility and Application Schedule

According to the schedule below, only current NC League of Municipalities Risk Management Services (RMS) workers' compensation or property and liability insurance pool members may apply.



- **Each member can receive only one grant award (per membership pool) each fiscal year (July 1 – June 30). Requests from multiple departments must be combined into a single application.**

- **Members may apply for up to five (5) individual items per pool grant submission. Please list the items for reimbursement in order of priority, as not all reimbursement requests are guaranteed. This does not apply to items that require multiple parts for full implementation, such as surveillance systems.**

- **Grant requests, including quotes, must be submitted by the close date of November 30, 2026.**

- All eligible grant items must be purchased within the current grant cycle's fiscal year. Items acquired without prior approval from Risk Management Services (RMS) staff or purchased during a previous fiscal year will not be considered for reimbursement or approval.

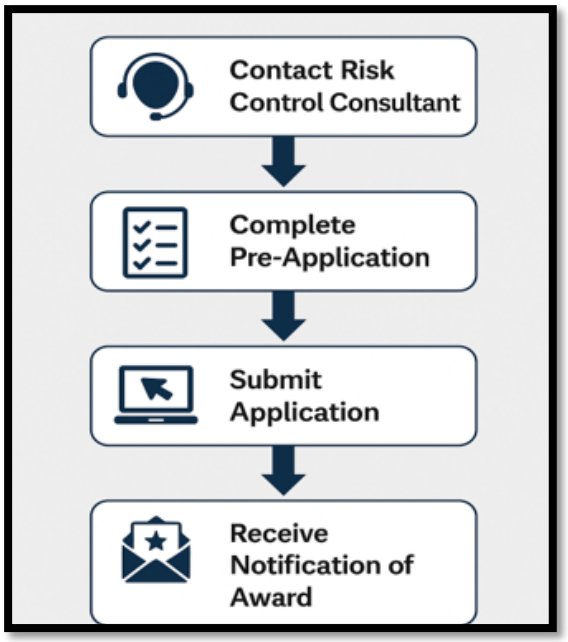
- There is no guarantee that a grant will be awarded or fully funded. Please keep this in mind if you purchase equipment before receiving an award letter.

- If special circumstances arise where equipment is required to address a high-hazard or imminent danger situation, we encourage you to contact your Risk Control Consultant. They can evaluate the issue and present it to the Awards Committee for immediate consideration. After the committee reviews the case, we will inform you of the award decision.

- The equipment or service **must be associated with the participating member's insurance pool**. For example, members who only participate in the RMS workers' compensation pool would not be eligible for a grant to purchase video security equipment for their facility.

- Grant awards are valid for **six months** from the date the award letter or email was issued to the member. After that time, they expire. **Purchase proofs, including copies of checks and paid invoices, must be submitted within three months following the issuance of the award letter. Unused grant awards will immediately expire if a member leaves the RMS insurance pool.**

- A member who does not use at least a portion of a grant award before it expires will be ineligible for the grant program for one year. Members with unused grant awards must complete their existing grant-related expenditures before submitting a new grant application.



Section II: Eligible Equipment & Services

The equipment or services requested in the application must have a legitimate, beneficial impact on the member's loss exposure(s). The primary benefit of the item must be to reduce the likelihood of a claim and/or improve the municipality's risk management efforts. Equipment must directly and primarily benefit the municipality, its employees, facilities, etc., rather than the general public at large.

Equipment or items required for normal business operations, routine operating expenses, repairs, or disposable personal protective equipment are not eligible for the program. It is required to contact the designated Risk Control Staff when considering equipment with limited claims-reduction or risk-management benefits to obtain feedback on the items' potential eligibility. This can help avoid rejection of the application and the potential loss of grant funds.

Regarding services, the cost of installing an approved item (e.g., electrical work, security system installation) is eligible for the program, as is the consulting fee for performing an ergonomic functional analysis when it is used to update a high-risk job description.

The spirit of this program is to help make high-cost risk-mitigation items more affordable while ensuring that as many members as possible can apply. In all cases, the total reimbursement request must be at least $200.

Examples of eligible requests: (This is not a complete list. Ensure you speak with RMS Staff prior to submission to confirm that your request is assigned to the appropriate pool.)

- Portable or installed eye wash stations meeting ANSI Z358.1.
- Ergonomics-focused gear for law enforcement, such as under-clothing duty-belt harnesses and external carrier vests, designed to transfer the weight of the duty belt from the officer's hips to the shoulders. This may **not** be used in addition to purchases under the RMS Body Armor Grant Program that included carrier vests.
- Material handling equipment such as utility cover lifters, hydraulic lifting tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, miscellaneous lifting equipment, fire hose rolling equipment, wheel dollies, and drum grasps for forklift.
- Portable multi-gas meters.
- Portable light towers for work zone and flagger station illumination. These lighting units are eligible only if they provide down-lighting or are mounted on light stanchions. The stanchion height must be at least 12 feet, and the light output must be at least 20,000 lumens. Ground-level illumination is typically not eligible.
- General safety equipment such as flammable liquids cabinets, oily waste/shop rag containers, spill containment pallets, and equipment related to lockout/tagout, fall protection, and machine guarding.

- Bollards are to protect above-ground fuel storage tanks, insured structures, etc.
- Fuel nozzle shutoffs and breakaway hose valves for vehicle fuel systems.
- Trench protective systems such as trench boxes, shielding systems, and shoring.
- Video cameras specifically designed for sewer pipeline inspection to prevent sewer back-ups.
- Theft/vandalism deterrent video surveillance systems for buildings. Systems must be viewable via the internet or provide proof of secure installation (or have the DVR located offsite) to prevent unit theft. Video surveillance systems that record to DVRs only and have no internet access will be permitted only if the member provides supporting evidence that the DVR is secured in a lock box and cannot be removed from the premises during a burglary.
- Equipment and/or facility upgrades are permitted as noted in member-specific RMS Risk Control recommendations, except as otherwise prohibited. This includes the cost of professional installation services, such as hiring a licensed electrician to address identified electrical hazards.
- Requests for training must be reviewed with your RMS Risk Control Consultant prior to submitting the grant application.
- Drones – Criteria for approval include a copy of the drone policy, training documents, and any licenses and permits required for operations.
- Police body cameras – The following criteria must be satisfied prior to approving a grant for police body cameras:
    - The agency must complete the Leagues' Law Enforcement Risk Review Program.
    - The agency's budget must include funding for continued operation (maintenance, data storage, replacement units, etc.).
    - All first-responding officers must be equipped with in-car camera systems,
    - Policies must address privacy concerns and data acquisition, storage, and retention.
    - Body cameras will not replace in-car cameras
    - NCLM Risk Management must approve the model of the body camera
    - The agency must address the 33 recommendations outlined in the U.S. Department of Justice's "Implementing a Body-Worn Camera Program, Recommendations and Lessons Learned."
- Ergonomic functional analyses are intended to document the essential physical functional elements associated with a given job. We want to support municipal efforts to update the functional elements in their job descriptions–particularly in higher-hazard positions. Updating these elements supports the hiring process, improves ADA compliance, and positively impacts the transitional return-to-work process when an employee is injured at work. To qualify for an award and reimbursement, the following parameters apply:

- The functional assessment must be performed by a licensed provider who holds a PT, OT, CEES, or other appropriate certification and has demonstrated experience conducting these evaluations.
- The assessment results must be used to update a high-hazard job description. Eligible positions include highway maintenance worker, working road foreman/supervisor, police officer, full-time paid firefighter, and transfer station attendant.
- The completed functional analysis must be used to update the job description. The completed job description, along with a copy of the functional analysis report, must be provided to us when reimbursement is requested.
- The maximum reimbursement amount is up to $600 per analysis (subject to the limits noted in Section V). This award and reimbursement are also subject to the eligibility and reimbursement requirements and limitations outlined elsewhere in this document.
- Personnel Policy Review and Revision Projects evaluate and revise current town personnel policies to ensure compliance with workplace laws, stay current with industry best practices, maintain a fair and consistent workplace, and protect both the municipality and its employees from employment liability.
    - Projects must be completed by a professional human resources consultant or consulting firm, or by an employment law attorney.
    - Projects must be adopted by the governing body and implemented by staff. A copy of the minutes and/or resolution approving the policy must be submitted with your supporting documentation.
    - Projects spanning two fiscal years are only eligible for the fiscal year in which the project is completed, final payment has been made, and the policy adopted.

Examples of ineligible requests - note that this list is not exhaustive:

- Radio communication equipment
- Flashlights, backup lighting, and strobe lights
- Weapons or ammunition
- Power tools
- Equipment repair or inspections
- Permanent roadside traffic signage
- Electronic speed advisory signage
- Emergency apparatus reflective markings
- Automatic emergency defibrillators (AEDs)
- First aid kits
- Fire extinguishers
- ADA compliance retrofitting
- Emergency standby generators
- **Any personal protective equipment (PPE) OSHA requires the employer to provide to employees**
- **General repairs and maintenance**
- Ladders
- Speed bumps
- Licensing fees
- Central station monitoring fees
- Gloves (except puncture-resistant gloves for law enforcement and firefighting gloves)
- Jack and Jack stand
- Routine maintenance
- Repairs/maintenance to buildings, roads, and sidewalks
- Safety vests or reflective clothing
- Police Soft Body Armor (see the body armor grant application)

Section III: Vendor Quotes & Supporting Information

After obtaining preapproval from your risk consultant, interested members need to submit applications that specify what is desired, explain its intended purpose, and provide cost details in the form of a quote. We strongly encourage members to control costs (so the program can help more municipalities) by seeking competitive pricing from multiple vendors. Quotes must be uploaded to the grant portal for each item to be purchased.

- Requested equipment must meet applicable ANSI, ASTM, NFPA, or other performance standards. Product literature must accompany the application to document that the requested equipment or items meet applicable codes or standards.
- When applying for ergonomic functional analysis, please provide vendor qualifications and experience, along with a quotation for the desired services.
- Photocopied pages from the "USABlueBook" or similar sources will not be considered an adequate quote due to the high cost of these vendors. Members who submit quotes from these sources with their application will be asked to obtain alternate quotes unless they can demonstrate that other quotes are higher.
- Shipping costs should be included as part of the grant application. To do that, make sure your vendor includes a shipping cost estimate in the quote you submit with your application.
- **Do not include state tax as part of the grant request.**
- The cost of professional installation of equipment is grant-eligible. It is crucial that members obtain a quote or estimate for these costs in advance and include that information as part of the application.
- Applications must include actual copies of the vendor quotes, with costs itemized and detailed item names and descriptions. Illustrated product literature must also be included to provide a visual representation of each item and to confirm that each meets the required standards.
- Summarize the vendor's quote information and write it in the application form. Indicate the cost per item and the number of items requested.

Section IV: Application Guidelines

Applications will be considered only when they meet the following requirements:

- All uploaded applications **must include a signature page signed by a senior municipal official** (e.g., a manager or administrator, a mayor, or a select board member). For this grant, department heads are NOT considered senior municipal officials.
- Complete and signed applications must be uploaded to the grant portal and received within the prescribed application periods outlined in Section I.
- To be considered "complete," all applications must include the required elements outlined in Section III of this guideline. We strongly encourage you to use the checklist in Section VII to help determine whether you are submitting a complete application.
- To be eligible for a full award, the applicant must have completed any recommendations that NCLM Loss Control has made, if applicable.

  Recommendations are considered outstanding if they have not been addressed within 60 days of the risk control visit date. This requirement applies to all departments or operating units within a given municipality.

  Members with outstanding recommendations may submit applications that include systems and/or equipment to correct those recommendations. For example, if a member has an outstanding recommendation, they may submit an application that includes equipment or services that address the recommendation, along with other appropriate items. This application would be eligible for consideration because it addresses outstanding recommendations that would otherwise render the member ineligible for the program.

  You should review recent risk control action plans to determine whether the recommendations have been addressed. Alternatively, you may contact your risk control representative to obtain copies of these reports or to ask questions about the level of compliance with risk control recommendations.
- Applications should be completed electronically at www.nclm.org
- All documents must be legible.

Additional application requirements include:

- Funding applied for or received from any other grant sources must be deducted from the cost of the requested item(s). The member's "net" costs (after consideration of other grant monies) remain eligible for reimbursement under the RMS equipment grant program.
- The application must include supporting documents that provide:
    1. A **clear** description of the equipment requested and vendor price quotations.
    2. Be sure to include additional costs such as shipping and installation as part of the application documentation.
    3. **Taxes must be excluded and will not be reimbursed.**
- **IMPORTANT:** In the application, explain why this equipment is needed and how it will aid in reducing the frequency and/or severity of workers' compensation, property, auto, or liability claims.

Section V: Award Amounts

Members are eligible for up to 50 percent of the quoted cost of qualifying equipment, with the maximum award limited by the member's 2026 RMS insurance pool premium. Award amounts are shown in the table below:

2026/2027 RMS Pool Premium	Maximum Award
Minimum contribution to $1,000	$250
$1,001 - $3,000	$500
$3,001 to $5,000	$1,000
$5,001 to $10,000	$1,500
$10,001 to $15,000	$2,000
$15,001 to $20,000	$3,000
$20,001 to $25,000	$4,000
$25,001 +	$5,000

- Grants will be awarded or declined at the sole discretion of the Awards Committee, which is comprised of NCLM Risk Management Services staff. The Awards Committee will award grants in December of each year, after which the applicant and RMS contact will be notified of the award or rejection.
- Applications are considered on a first-come, first-served basis, but priority may be considered. There is no guarantee that funding will be available for the entire application period.
- All applicants will receive an award letter via email indicating the award amount or a rejection notification indicating why the application was rejected in whole or in part. Amounts noted in the award letter will be based on the quote detail provided in the application and its supporting documents, as well as program limitations. Please contact us if you have any questions about the award or rejection correspondence.

- The grant program will reimburse only up to 50 percent of the member's final (net) costs. Anticipated or received funds from other grant sources will be deducted before calculating awards.

Section VI: Obtaining Reimbursement After Purchase

After your municipality has purchased **all** desired qualifying equipment or services within the required timeframe, you must provide proof of purchase **and** payment to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to the items approved during the application process; otherwise, they may not qualify for reimbursement. Substituting lower-quality items may result in no reimbursement for those items. Purchasing fewer items than proposed in the application will result in a reduction in any reimbursement. The reimbursement award will not exceed the amount originally quoted. Please contact us if you have any questions.
- If actual expenditures for approved items exceed the quoted costs, reimbursement will be based on the approved quoted costs for those items. If the actual purchase costs are less than the quoted costs, reimbursement will be based on the approved actual cost of the items. In no case will the grant pay more than the amount stated in the award letter.
- Grant funds not spent on equipment specified in the grant application may not be "reallocated" to other equipment. If specific items are not purchased, the reimbursement funds are forfeited unless prior written approval has been obtained.
- Send the following documentation for all items purchased:
  - A clear description of the items purchased, including cost per item and shipping costs, is clearly shown.

    NOTE: (Reimbursements will not be provided if the items and paid proofs are not clear, concise, and verifiable)
  - Vendor paid invoice(s).
  - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment. Ideally, the check(s) should reference the vendor's invoice #.
  - For fire and security systems, include evidence that the system is centrally monitored. For on-site DVR/video surveillance systems, submit evidence that the DVR is securely located.
  - Reimbursement for completed ergonomic functional analysis must include the completed functional analysis report and the updated job description that includes the new functional analysis information. This is in addition to the above financial documentation.
  - Reimbursement for personnel policies requires proof of policy adoption (minutes, resolution, or ordinance) in addition to proof of payment.

- Submit and attach the above documentation to the grant portal, as the original quotes were submitted.

Section VII: Application Checklist

Before you submit your application, please use the following checklist to help ensure it won't encounter administrative issues. This is a tool for you: do not send it with your application. If you answer "No" to any question, review your application and these guidelines to confirm you qualify for the program and that all requirements have been met**. Incomplete applications are subject to rejection!**

Pre-Application Evaluation Checklist	Yes	No
1. Is your municipality currently an RMS workers' comp or property/liability pool member?	☐	☐
2. Have you read all the grant guidelines?	☐	☐
3. Are requests for equipment from different municipal departments consolidated into a single application?	☐	☐
4. If an RMS Safety Grant was awarded to your municipality in 2025, has it been spent, and has the reimbursement received? (See Section I above for information.)	☐	☐
5. Has your municipality committed funds for this purchase?	☐	☐
6. Does the equipment itemization section of the application have clear item descriptions and cost-per-item information, including professional installation (if appropriate)?	☐	☐
7. Has your municipality addressed any outstanding risk control recommendations? (See Section IV) It is important to check with all municipal departments (and the volunteer fire department if it is covered by RMS). If not, you are ineligible for an award. Contact Risk Control if you are unaware of your status.	☐	☐
8. If any item is not on the list of previously approved items (see Section II above), have you contacted a member of the RMS Risk Control team to discuss the item?	☐	☐
9. Have you obtained a vendor quote for shipping and included the cost in the application, **excluding taxes**?	☐	☐
10. Have you attached vendor quotes and product descriptions to your application?	☐	☐
11. Is the grant award (reimbursement) request more than $200?	☐	☐
12. Have you provided appropriate contact information (including email addresses) in case we need to obtain additional information about the application or requested equipment?	☐	☐
13. Has the application been signed by the **senior municipal official (**e.g. manager/administrator, mayor, or select board member)? For the purpose of this grant, department heads are **NOT** considered senior municipal officials.	☐	☐
I understand that unused grant awards will immediately expire if my organization leaves the RMS insurance pool.	☐	☐

David,

Attached, you will find two separate bids intended to increase safety within the plant and reduce our liability due to unsafe conditions.

Currently, there are no handrails down the middle of the Dissolved Air Flotation (D.A.F.) walkway. As a result, to check the back end of the D.A.F. for proper functioning, operators are forced to either climb an unsecured ladder or walk down the middle walkway. This path has a large, chain-driven mechanism on one side and an open, empty tank on the other that is approximately 15 feet deep. If someone were to fall off the ladder or fall in either direction on the middle walkway, the liability to the city would be catastrophic.

The second bid is for steps at the Bisulfate contact chamber. Currently, operators must step up approximately 18 inches at the lowest point with no handrails to access the chamber. Access is required multiple times daily, every day of the week (including weekends), to collect samples and monitor the Effluent Sampler.

Thank you for your attention to this matter.

Terry D. Conner
City of Lincolnton, NC
WWTP / BORC

Kemp Construction Inc
www.kempinc.com

2217 LYNMORE DRIVE
SHERRILLS FORD, NORTH CAROLINA 28673
828-478-3040 FAX 828-478-3940

Proposal: AC-P-145

Terry Connor
Lincolnton WWTP
City of Lincolnton, NC
Phone (704) 466-5670
Email dperry@lincolntonnc.org
PO Box PO Box 738, Lincolnton, NC 28093

September 8th, 2026

Re: ***Lincolnton WWTP***
Bisulfite Contact Chamber Improvements

Dear Mr. Connor,

Kemp Construction Inc. is pleased to submit this proposal to make improvements to your Bisulfite Contact Chamber Area.

Scope of Work

1. **Aluminum Stair Installation**

- Furnish and install one 4′ wide aluminum stair assembly with dual handrails, providing a 32″ vertical rise from grade to the existing concrete landing.
- Excavate and prepare the installation area as required for proper alignment and safe access.
- Pour a reinforced concrete footer to support the stair base and ensure long-term stability.
- Secure the stair assembly by anchoring it to the vertical concrete wall using stainless steel hardware suitable for wastewater environments.
- All stair components will be corrosion-resistant and designed for long-term exposure to moisture and chemical vapors typical of WWTP operations.

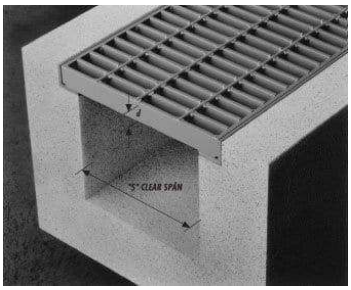


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www.kempinc.com

2217 LYNMORE DRIVE
SHERRILLS FORD, NORTH CAROLINA 28673
828-478-3040 FAX 828-478-3940

2. **FRP Grating Installation (Safety Cover)**

- Provide and install 1″ thick FRP grating, sized 24″ × 24″, to serve as a safety cover over the vault opening.
- Notch the existing concrete to create a recessed pocket for the grating frame.
- Set the FRP grate flush with the surrounding concrete surface to eliminate trip hazards and prevent accidental stepping into the vault.
- Mechanically anchor the grating frame to ensure a secure, level, and durable installation.



3. **Erosion Control and Stone Placement**

- Excavate the designated area to achieve a uniform base depth suitable for stone placement.
- Install erosion control matting across the prepared subgrade.
- Place approximately 7 tons of washed stone at a consistent 4″ depth across the entire area.
- Spread, level, and compact the stone to create a stable, low-maintenance surface that mitigates erosion and improves access around the Bisulfite Contact Chamber.

4. **Site Cleanup and Restoration**

- Remove all construction debris, excess materials, and spoil from the site.
- Perform final grading and cleanup to leave the area in a clean, safe, and operational condition.
- Conduct a final inspection to verify proper installation, anchorage, and alignment of all components.

Proposal Cost: $15, 200.00

Clarifications & Terms

• Payment Terms: 100% NET 30 Days from invoice date.

Kemp Construction Inc. is a fully licensed General Contractor with specialization in Water and Wastewater infrastructure. We appreciate the opportunity to collaborate on this essential maintenance project and ensure your systems are operating at optimal capacity.

Sincerely,

Ashley Carpenter
Kemp Construction Inc.

Kemp Construction Inc
www.kempinc.com

2217 LYNMORE DRIVE
SHERRILLS FORD, NORTH CAROLINA 28673
828-478-3040 FAX 828-478-3940

Terry Connor
Newton WWTP
City of Newton, NC
Phone (704) 466-5670
Email dperry@lincolntonnc.org
PO Box PO Box 738, Lincolnton, NC 28093

Proposal: AC-P-104

September 8th, 2026

Re: ***Newton WWTP***
D.A.F.T Handrail and Grate Install

Dear Mr. Connor,

Kemp Construction Inc. is pleased to submit this proposal for the installation of new 1.5” Aluminum Safety Handrails and Bar Grate extension on your D.A.F.T.

Scope of Work – Fabrication & Installation of Removable Aluminum Handrail System

1. Project Overview
This scope covers the fabrication and installation of new 1.5” aluminum safety handrails along both sides of the grated walkway. The system will utilize permanent, non-removable base mounts installed into the existing concrete. These bases allow the handrail assemblies to be removed, but the bases themselves remain fixed.

2. Existing Conditions
- Work will be performed on an existing concrete walkway approximately 55 feet in length on each side.
- Existing concrete will be notched and prepared to receive new 1” bar grating, ensuring a smooth and continuous transition into the existing grated surface.
- Handrail system will tie into the existing railing via a removable stainless-steel chain installed perpendicular to the walkway.

3. Handrail Fabrication
- Fabricate new 1.5” aluminum handrail assemblies, built 74.25” on center.
- Handrail heights will be constructed to 48” (top rail) and 27” (bottom rail).
- All aluminum tubing will be notched and welded per design requirements to ensure structural integrity and clean fitment into the permanent bases.
- All components will be fabricated to allow removal and reinstallation without compromising alignment or safety.



Kemp Construction Inc
www.kempinc.com
2217 LYNMORE DRIVE
SHERRILLS FORD, NORTH CAROLINA 28673
828-478-3040 FAX 828-478-3940

4. Installation of Permanent Base Mounts

- Layout and mark all post locations according to approved rail geometry.
- Drill and prepare the existing concrete to receive the fixed aluminum base mounts.
- Install bases using manufacturer-approved concrete anchors suitable for long-term structural attachment.
- Bases will be set plumb, level, and aligned to maintain consistent rail spacing and proper engagement of removable posts.
- Bases remain permanently installed; only the handrail assemblies are removable.



5. Integration With Existing Railing

- At the walkway end, new handrails will tie into the existing railing using a removable stainless chain with appropriate hardware.
- Chain will be installed with slight slack to allow easy removal while maintaining a secure barrier when in place.

6. Bar Grating Installation

- Existing concrete will be notched to accept new 1” bar grating.
- Grating will be installed flush to the surrounding surfaces to ensure smooth transition and proper flow into the existing grated walkway.

7. Quality Assurance & Finalization

- All drilling, anchoring, welding, and mounting will follow industry standards for aluminum handrail systems and concrete attachment.
- Alignment of bases and handrail assemblies will be verified to ensure smooth removal and reinstallation.
- Work area will be cleaned and all debris removed upon completion.

Kemp Construction Inc
www.kempinc.com

2217 LYNMORE DRIVE
SHERRILLS FORD, NORTH CAROLINA 28673
828-478-3040 FAX 828-478-3940

8. Deliverables

- Fully installed permanent base mounts anchored into existing concrete.
- Fabricated and installed removable 1.5” aluminum handrail system on both sides of the walkway.
- Installed 1” bar grating with proper concrete notching and flush transition.
- Installed removable stainless chain connection to existing railing.

Proposal Cost: $25,000.00

Clarifications & Terms

• Payment Terms: 100% NET 30 Days from invoice date.

Kemp Construction Inc. is a fully licensed General Contractor with specialization in Water and Wastewater infrastructure. We appreciate the opportunity to collaborate on this essential maintenance project and ensure your systems are operating at optimal capacity.

Sincerely,

Ashley Carpenter
Kemp Construction Inc.

Lincolnton NC

Near the City. Near the Mountains. Near Perfect.

September 28, 2026

To Whom It May Concern:

The City of Lincolnton currently is wanting to purchase a shoring/trench box. Currently the City of Lincolnton does not have a trenching box and has to rent one when needed or call a contractor to help. One of the main concerns is needing it after hours, on weekends or in an emergency and not being able to get access to one. It would make it safe having one the guys are familiar with using and would also be available for all city departments including Fire Department if one is ever needed.

Todd Elmore
Water Resources Director
City of Lincolnton
toddelmore@lincolntonnc.org
980-241-7920

FERGUSON WATERWORKS

FERGUSON WATERWORKS #1638
5001 SUNSET ROAD
CHARLOTTE, NC 28269-0000

Phone: 704-509-5901
Fax: 704-509-5975

Deliver To:
From: Christopher Chelston
christopher.chelston@ferguson.com
Comments:

FERGUSON ENTERPRISES LLC #1638
Price Quotation
Phone: 704-509-5901
Fax: 704-509-5975

Bid No: B028787
Bid Date: 09/24/26
Quoted By: CTC

Cust Phone: 704-736-8970
Terms: NET 10TH PROX

Customer: CITY OF LINCOLNTON
PO BOX 617
LINCOLNTON, NC 28093

Ship To: CITY OF LINCOLNTON
PO BOX 617
LINCOLNTON, NC 28093

Cust PO#:

Job Name: THRENCH SHEILD

Item	Description	Quantity	Net Price	UM	Total
K562963	8X8 V-PANEL ALUM BX W/ 2 OPEN END	1	25525.680	EA	25525.68
K562123	34 - 56 V-PANEL ADJ SPREADER	4	373.070	EA	1492.28

Net Total:	$27017.96
Tax:	$1954.26
Freight:	$900.00
Total:	$29872.22

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at https://www.ferguson.com/content/website-info/terms-of-sale
Govt Buyers: All items are open market unless noted otherwise.

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!
Scan the QR code or use the link below to complete a survey about your bids:
https://survey.medallia.com/?bidsorder&fc=1638&on=5645

LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: Scott Clark, Assistant City Manager

Subject: Consideration of Request to Approve Agreement with Clayton Engineering & Design for NCDOT BR-0087 Bridge 35 Replacement Project

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Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

1. Agreement - NCDOT Bridge 35 Replacement - Clayton Engineering

CLAYTON
ENGINEERING & DESIGN

Exhibit "A"
Scope of Service
Lincolnton NCDOT BR-0087 Bridge 35 Replacement – Lincolnton, NC
September 8, 2026

Section 1: Project Scope

The project consists of the design, overview & construction administration of the relocation of sewer and water as part of the NCDOT Bridge replacement project along NC Highway 150 in Lincolnton, NC. Included in the design will be any necessary permitting through the City of Lincolnton and NCDOT, as well as necessary construction administration to certify the public lines. Clayton Engineering will be partnering with subconsultant Colliers Engineering & Design for this project. Attachment "A" provides Colliers Scope of Services.

The project is expected to consist of the following items:

1. Initial Site Review
   a. Review of Existing Conditions
   b. Review of Available NCDOT Design Plans
   c. Coordination with Colliers Engineering

2. Design Development.
   a. Review and Coordination with Colliers Engineering
   b. Begin Necessary Permitting Process
   c. One (1) Site Visit

3. Construction Documents. Based on the approved Design Development, CE&D will coordinate completion with Colliers Engineering to complete the required engineering design and produce a set of drawings and specifications:
   a. Sewer Plan & Profiles

4. Construction Administration.
   a. Complete bid package, advertise, and solicit bids.

   b. Review bid submittals and assist owner in contractor selection.

   c. Make periodic visits to the site as necessary to observe as an experienced and qualified design professional the progress and quality of the Contractor's work and to determine in general if the work is proceeding in accordance with the Contract Documents. The ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the contractor(s) or the safety precautions and programs incident to the work of the contractors. During such visits and on the basis of his on-site observation, the ENGINEER shall keep the OWNER informed of the progress of the work, and shall endeavor to determine if such work is proceeding in accordance with the Contract Documents.

   d. Review Shop Drawings and samples, the results of tests and inspections and other data which any Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents; determine the acceptability of substitute materials and equipment proposed by Contractors; and receive and review (for general content as

required by the Specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractors in accordance with the Contract Documents.

e. Review and approval of monthly payment applications

f. Conduct an inspection to determine if the Project is substantially complete and a final inspection to determine if the Project has been completed in accordance with the Contract Documents and if each Contractor has fulfilled his obligations there under so that the ENGINEER may recommend in writing, final payment to each Contractor.

g. During such visits and on the basis of such observations, ENGINEER may disapprove of or reject Contractor(s) work while it is in progress if ENGINEER believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.

h. The ENGINEER'S undertaking herein shall not relieve the contractor of contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; and shall not make the ENGINEER an insurer of the contractor's performance.

i. Revise Drawings to show those changes made during the construction process, based on marked-up prints, drawings and other data furnished by the Contractors. Furnish the original "Record Drawings" to the OWNER within ninety (90) days of OWNER's project acceptance.

j. Observation of testing required for water and sewer mains

k. Certification

4. Perform professional normal civil engineering services incidental to the project.

5. Consult with the CLIENT to determine the PROJECT'S requirements and review available project information.

6. Advise the CLIENT as to the necessity of the ENGINEER providing or obtaining from others data or services and act as the CLIENT'S representative in connection with any such services.

CLAYTON
ENGINEERING & DESIGN

Section 2: Additional Services by Clayton Engineering & Design (Not Included in Base Scope)

1. If authorized by the CLIENT, the ENGINEER will perform additional services of the following types which are not considered normal or customary Basic Services.

   a. Preparation of special documents or reports as may be required by state and federal agencies that may have jurisdiction over the project. This would include but not be limited to environmental assessments, Geotechnical testing, wetland surveys, wildlife surveys, archeological surveys, pilot studies and stream delineation.
   b. Assistance in right of way acquisition
   c. Design of off-site utilities.
   d. Permit/Application fees

Section 3: Period of Service

1. The ENGINEER's period of service shall begin upon the authorization of the CLIENT for each phase of work and shall continue until the final phase is completed.

2. If the CLIENT request modifications or changes in the scope of the PROJECT, the time of performance, outlined in Paragraph 3a below, shall be appropriately adjusted.

3. Time estimates:

   a. Initial Site Review – 10 days
   b. Design Development – 60 days
   c. Construction Documents – 60 days
   d. Permitting – 45 to 60 days

Section 4: Payments to the Engineer

1. For the Basic Services rendered under Section I the CLIENT shall make payments to the ENGINEER according to the following:

   a. Lump Sum fee of one hundred and two thousand dollars ($102,000.00).

a.	Initial Site Review and GIS Services	$ 3,000
b.	Design Development	$ 5,000
c.	Construction Documents & Permitting	$ 6,000
d.	Colliers Engineering Design Scope (+ ~10%)	$ 88,000

   b. Construction Administration, Bidding & Cert — 5% of Bid Amount

   c. Other direct costs (i.e. direct non-payroll expenses) associated with these Additional Services, will be billed at 1.10 times cost. Reimbursable fees shall be approved by CLIENT prior to ENGINEER incurring such cost. The cost of reproductions, long distance telephone and travel are included in lump sum amount, and shall not be reimbursable fees.

5275 Parkway Plaza Boulevard
Suite 100
Charlotte, North Carolina 28217
Main: 877 627 3772
colliersengineering.com

Colliers
Engineering
& Design

August 25, 2026

VIA EMAIL

William Clayton, President
Clayton Engineering & Design, PLLC
1209 9th Ave NE
Hickory, NC 28603

Proposal for Professional Services
NCDOT BR-0087 Lincolnton Bridge 35 Replacement Project
City of Lincolnton, Lincoln County, North Carolina
Proposal No.: 25014693P

Dear Mr. Clayton,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. (CED) is pleased to submit the following proposal to provide engineering design services for water and sewer relocations as part of an NCDOT Bridge Replacement project along NC Highway 150 in the City of Lincolnton, Lincoln County, North Carolina.

This proposal is divided into four sections as follows:

Section I – Scope of Services
Section II – Business Terms and Conditions
Section III – Rate Schedule
Section IV – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 PROJECT MANAGEMENT

Colliers Engineering & Design will provide Project Management Services for the project phases and tasks described in this document. Anticipated tasks and deliverables shall include:

- Coordination with the Client, as necessary, throughout the design and permitting phase.
- Coordination with the Government Regulators, as necessary, throughout the relocation design and permitting phase.
- Coordination with stakeholders, as necessary, throughout the relocation design and permitting phase.

Phase 1.0 Lump Sum Fee **$11,747.44**

PHASE 2.0 UTILITY COORDINATION

CED will review potential impacts to the water and sewer mains to determine if avoidance design is a more cost-effective solution as opposed to a utility relocation. Anticipated tasks and deliverables shall include:

- We will discuss the outcome of the impact and design reviews. This meeting will be held to obtain concurrence with the proposed extent of all City utilities to be made part of Clayton Engineering & Design Utility by Others (UBOs) plans. We will recommend and/or obtain Level "A" Subsurface Utility Engineering (SUE) data when deemed necessary to determine the actual locations of buried utilities and coordinate with Clayton Engineering & Design, PLLC to establish a Permanent Utility Easement (PUE). Upon receiving comments from Clayton Engineering & Design, PLLC, comments will be incorporated, the PUE will be finalized, and final UBOs plans will be provided.
- CED will secure, review, and prepare all required documents and plans in accordance with City of Lincolnton and NCDOT standards and procedures for utility company authorizations.

Phase 2.0 Lump Sum Fee **$7,177.42**

PHASE 3.0 SUPPLEMENTARY SUBSURFACE UTILITY ENGINEERING (SUE)

Colliers Engineering & Design will provide supplementary professional SUE services in support of the above-named project, on an as needed basis, to the standard of care applicable in the SUE profession. Anticipated tasks and deliverables shall include:

- Per the CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, there are 4 levels of utility data information: each level builds upon the previous level to depict a total portrait of the subsurface utilities in question. For this proposal, Colliers Engineering & Design may need to provide SUE Quality Level A (testholes) and/or SUE Quality Level B (utility designation).
- We will begin the Subsurface Utility Engineering (SUE) process through clear communication and understanding the scope of the assignment with the client's Project Manager (or designated representative). Upon receipt of Notice to Proceed, we will begin work on the project. Following the CI/ASCE 38-02 guidelines for SUE, we will proceed with utility records research and the deployment of SUE crews to the project site. Every crew will begin each day of work by first setting

up advanced MOT warning signs and conducting a tailgate safety meeting to identify potential site hazards and review safe work practices.
- Colliers Engineering & Design field crews photo document all phases of field operations from pre-existing conditions through completion of field efforts.

Phase 3.0 Lump Sum Fee **$825.79**

PHASE 4.0 SUPPLEMENTARY SURVEYING SERVICES

CED will complete supplemental surveying services to ensure the accuracy and constructability of the project.

We will perform a supplementary topographic and property survey that is a graphic pictorial representation of existing site features observed at the time of the field survey such as buildings, curbs, sidewalks, roadways, driveways, retaining walls, fences, gates, foundation corners, cable trenches, designated underground utilities and utility hardware. The map will depict existing contours at a one-foot contour interval and property lines. GNSS surveying techniques will be used to control the project and conventional surveying methods will be utilized with the resulting horizontal datum being North Carolina State Coordinate System requirements of the NCDOT and project.

Visible and accessible utilities and/or utility structures within the survey limits as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures. For the purposes of this project, accessible utilities shall be defined as those utilities that are visible to the naked eye at ground level and are safely accessible by foot by Colliers Engineering & Design field survey personnel without the need for additional safety measures and/or assistance with making pipes visible, open and clear for inspection and measuring.

Supplementary topographic survey will be performed as needed in proximity to the roadway project limits and in coordination with our subsurface utility engineering.

This phase of service may include the following tasks:

- Establish on-site survey control.
- Field traverse, topographic survey.
- Field measure inverts of accessible gravity structures.
- Field survey data reduction and computation.
- Public records research and records review.
- Preparation of topographic survey map in AutoCAD Civil 3D format.

Phase 4.0 Lump Sum Fee **$1,118.81**

PHASE 5.0 CONSTRUCTION PLAN DELIVERABLES

CED will prepare 30% Plans, 60% Plans, 90% Plans and Issued for Construction (IFC) Deliverables. Review meetings will be scheduled with the Client after the issuance of each Deliverable. The Content and Purpose of these Deliverables are outlined in this section.

Anticipated tasks and deliverables under this phase shall include:

30% Plans

CED will use all available survey, environmental, and ROW data to prepare 30% Plans. The 30% Plans will include a Cover Sheet, a General Construction Notes Sheet, and Plan Sheets depicting conceptual water & sewer main relocation alignments. These plans will not include profiles. There will separate plans prepared for water & sewer.

60% Plans

CED will provide 60% design plans based on updated information and/or direction provided by the client. 60% design plans will account for necessary changes in route due to landowner negotiations, areas that are environmentally sensitive, protected areas such as archaeological, historical, or burial sites, and changes in HDD entry/exit points. 60% plans will also show profiles and areas of suggested access roads or temporary workspace. There will separate plans prepared for water & sewer.

90% Plans

Colliers Engineering & Design will provide 90% plans which will include all plan and profile sheets for open-cut utility installation, tie-in details, easement boundaries, temporary workspace, access roads, etc. Plans will also include all necessary information bars such as material and landowner or tax information. There will separate plans prepared for water & sewer.

IFC Plans

We will use NCDOT's Final Design Plans, Final UBOs, and comments from the Client, and/or other project stakeholders to complete IFC Plans and Project Manual for the relocation of the water & sewer mains. The IFC Plans will include a Cover Sheet, a General Construction Notes Sheet, Plan Sheets of the final design of the relocation alignments, and Profile Sheets. A licensed and qualified Professional Engineer will sign and seal the IFC Plans.

Phase 5.0 Lump Sum Fee **$54,687.30**

PHASE 6.0 BIDDING ASSISTANCE

CED will provide Bidding Assistance Support Services regarding this project. It is assumed that Clayton Engineering & Design, PLLC will be responsible for the construction advertisement and bidding. However, Colliers Engineering & Design will support the Client throughout the bidding process by providing the following services:

- Answering Requests for Information (RFI's) from contractors.
- Assisting with necessary addenda.

Phase 6.0 Lump Sum Fee **$4,687.30**

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services. Lump sum tasks are billed according to the attached rate schedule.

Phase Name		Fee
PHASE 1.0	PROJECT MANAGEMENT	$11,747.44
PHASE 2.0	UTILITY COORDINATION	$ 7,177.42
PHASE 3.0	SUPPLEMENTAL SUBSURFACE UTILITY	$ 825.79
PHASE 4.0	SUPPLEMENTAL SURVEYING SERVICES	$ 1,118.81
PHASE 5.0	CONSTRUCTION DELIVERABLES	$54,687.30
PHASE 6.0	BIDDING ASSISTANCE	$ 4,687.30
	TOTAL LUMP SUM FEE	**$80,244.06**

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined above.
- Concept Plans are limited to diagrammatic floor plans.
- Site/Civil and Exterior Building designs.

- Mechanical, Electrical, and Plumbing system design services.
- Structural design services.
- Environmental review of the building and/or property.
- Material testing or sampling.
- Formal drainage studies or detailed modeling.
- Surveying, geotechnical investigation, or environmental delineations.
- Preparation or submittal of permit applications.
- Site visits and meetings beyond those noted.
- Any Phases beyond the concept design phase.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra services.

Section II – Business Terms and Conditions

Our Business Terms and Conditions shall be in accordance with our Teaming Agreement effective November 3, 2025.

Colliers
Engineering & Design

Section III – Rate Schedule

City of Lincolnton, Lincoln County, North Carolina

Rates are effective January 1, 2026 through December 31, 2026

Technical Staff Rates	
Billing Titles	**Hourly Rates**
Senior Project Manager	225.00
Technical Director	220.00
Project Manager	215.00
Senior Project Specialist	210.00
Project Specialist	205.00
Technical Professional	200.00
Technical Specialist	195.00
Specialist	190.00
Senior Data Technician	185.00
Senior Technical Assistant	180.00
Technical Assistant	170.00
Data/Field Technician	150.00
Survey Crew – 1 Person w/Robotic Equipment	195.00
Additional Survey Crew Member	85.00
SUE Crew (designating) – 1 Person	160.00
Additional (designating) Member	85.00
SUE Crew (locating) – 2 Person	220.00
Additional (locating) Member	85.00
Expert Witness	425.00
Sr. LSRP (NJ Only)	330.00
LSRP (NJ Only)	290.00

Reimbursable Expenses	
General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost + 20%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.70 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.20 / Each
Color Photocopies	2.20 / Each
Document Binding	4.50 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	95.00 / Each
Primary Plan Set Submission Digital Signature	325.00 / Set
Additional Plan Set Submissions Digital Signature	100.00 / Set
Mileage Reimbursement*	0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Colliers
Engineering
& Design

Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

WILLIAM S CLAYTON
Signature

09/08/2026
Date

WILLIAM S CLAYTON, PE
Printed Name

PRESIDENT
Title

If you find this proposal acceptable, please sign where indicated above in Section II, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice**. This proposal is valid until October 19, 2026.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.

William M. Deal

William M. Deal, PE
Department Manager

cc: James Priolo, P.E., P.P., CME, Colliers Engineering & Design, Inc. (via email)
Scott Clark, Assistant City Manager, City of Lincolnton (via email)

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LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: Daphne Ingram, City Clerk

Subject: Request for Permission to Post Notice / Accept Application to Fill Upcoming Vacancies on Various Boards and Commissions

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Summary:

Request for permission and authorization from the governing board to publicly advertise for applications to fill current and upcoming vacancies on the various City of Lincolnton appointed boards and commissions

Background:

The City of Lincolnton relies on dedicated resident volunteers to serve on various advisory boards and commissions that assist in shaping city policies, programs, and strategic growth. To ensure full representation and active governance, staff seeks approval to initiate an open recruitment period for vacant seats. Interested citizens must complete and submit an official application online via the City of Lincolnton website. Recommended deadline for submitting applications is November 15, 2026.

Fiscal Impact:

Recommendation:

Direct staff to post a notice, with an application deadline of November 15, 2026

Attachments:

1. Vacancy Notice Ad - 2026 original

CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
Mark Johnson
Jill Tipton
Roby Jetton

Lincolnton NC
Near the City. Near the Mountains. Near Perfect.

CITY MANAGER

Ritchie Haynes
rhaynes@lincolntonnc.org
CITY CLERK
Daphne Ingram
dingram@lincolntonnc.org
CITY ATTORNEY
John M. Friguglietti, Jr.

September 22, 2026

PUBLIC NOTICE

VOLUNTEER BOARD & COMMISSION VACANCIES

The Lincolnton City Council is currently accepting applications from interested citizens to fill upcoming vacancies on the following municipal boards and commissions:

- **Lincolnton Housing Authority** – (1 vacancy)
- **Lincolnton Recreation Commission** – (2 vacancies)
- **Historic Properties Commission** – (1 vacancy)
- **Planning Board / Board of Adjustment** – (2 vacancies)
- **Lincolnton Tourism Development Authority** – (2 vacancies)
  Note: One position requires an individual currently working in the hotel/motel/travel industry.

Serving on a board or commission is a meaningful way to contribute to the growth, character, and quality of life in the City of Lincolnton.

How to Apply

- **Application Method:** Applications must be submitted online through the official City of Lincolnton website at www.lincolntonnc.org.
- **Application Deadline: Sunday, November 15, 2026**

For questions or additional information regarding the application process or board responsibilities, please contact:

Daphne Ingram, City Clerk
Email: dingram@lincolntonnc.org

September ____, 2026

Christian Ministry
of Lincoln County
PO Box 423
Lincolnton, NC 28092

RE: Letter of Intent to Exchange Properties
Exchange of the real estate of the City of Lincolnton,
at 410 Linden St. Lincolnton, NC 28092;
Parcel 01170
for the real estate of Christian Ministry of Lincoln County at
230 E Water St. Lincolnton, NC 28092; and 207 S. Poplar St.,
Lincolnton, NC 28092
Parcel: 00851 & 18520

Christian Ministry of Lincoln County:

We are pleased to submit the following proposal to exchange the City of Lincolnton's real estate located at 410 Linden St. Lincolnton, NC 28092, for your real estate located at 230 E Water St. Lincolnton, NC 28092; and 207 S. Poplar St., Lincolnton, NC 28092.

This Letter sets forth the intent to form a binding agreement between the City of Lincolnton, North Carolina, (hereinafter "City") and Christian Ministry of Lincoln County (hereinafter "Christian Ministry"), outlining the general terms and conditions under which the City will contract to exchange the above-described property with Christian Ministry. City and Christian Ministry have negotiated in good faith to reach mutually satisfactory terms that will address the areas outlined in this Letter and any other terms agreed upon by the City and Christian Ministry that shall be further delineated and detailed prior to the draft and execution of the parties written contract. During this period, Christian Ministry agrees it will negotiate exclusively with the City and no other parties. The Letter is not intended to constitute a complete statement of terms and conditions, but should set out the bulk of the framework and general terms and conditions agreed to by the parties for the drafting of the final contract by the parties respective counsel and allow the parties to begin in earnest with their respective due diligence with the understanding that they are incurring significant expenses in preparation for the final contract between the parties.

CITY OF LINCOLNTON'S REAL PROPERTY: The City of Lincolnton shall exchange to the Christian Ministry of Lincoln County its real property located at 410 Linden St. Lincolnton, NC 28092. Parcel identification number 01170. The property located on parcel 01170 shall be subject to the following covenant: all structures on the land, and the land itself, shall revert back to the City of Lincolnton in the event that the properties are no longer being used by Christian Ministry of Lincoln County member churches as a 501(c)(3) organization in furtherance of its charitable

purposes, or the properties are no longer being used for a public purpose in accordance with NCGS § 160A-279. If the Properties revert to the City, the City shall pay the Ministry the then current tax value of the 410 Linden 01170 minus $40,000.00 per year after the date of the contract. After 20 years from the date of the contract Christian Ministry of Lincoln shall have the right to seek counsel to have such covenant removed from the deed. The City of Lincolnton shall erect a structure on parcel 01170 at a cost of at least $2,200,000.00 for the project. The structure erected on parcel 01170 will be built to the specifications of the 20,000 sq. ft. schematic design project number 250523 by William F Curry Jr, will include paved parking with 50 - 70 parking spaces, truck turn around, and loading dock area. Also fencing around the entire property. A designated parking spot for a City of Lincolnton Police Officer shall be provided in the pursuit of the City's community policing model. Christian Ministry of Lincoln County shall make reasonable efforts to use the site in coordination with the Lincoln County Department of Social Services and any other charitable organization with similar public good goals. Any changes to the design will need to be agreed upon by both parties. The existing structure on the parcel shall include a new tar and gravel roof, provided at the expense of the City.

The existing structure on the parcel shall include a tar and gravel roof, provided at the expense of the City.

CHRISTIAN MINISTRY OF LINCOLN COUNTY REAL PROPERTY: The Christian Ministry of Lincoln County shall exchange to the City of Lincolnton its real property located at 230 E Water St. Lincolnton, NC 28092; and 207 S. Poplar St., Lincolnton, NC 28092. Parcel identification numbers 00851 and 18520.

The parties shall complete the full contract documenting the details of this property exchange within two (2) weeks of the date of this document.

ARBITRATION/MEDIATION OF DISPUTES:

Any controversy arising out of or relating to this Agreement, or the breach thereof, shall be settled by way or arbitration and/or mediation and judgment on the award rendered by the arbitrator(s) and/or mediator(s) may be entered in any court having jurisdiction thereof.

CLOSING FEES:

The City of Lincolnton shall be responsible for all closing fees.

CLOSING:

Closing shall occur on a mutually agreeable date, no later than thirty (30) days after the execution of the Contract.

If these terms are acceptable, please confirm, and we will proceed with preparing a purchase contract.

,_____ Date: _____
Chairman for Board of Christian Ministry of Lincoln County

Ed Hatley _____ Date: _____
Mayor of Lincolnton

Ritchie Haynes _____ Date: _____
Lincolnton City Manager

John M. Friguglietti Jr. _____ Date: _____
City Attorney

LINCOLNTON

AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council

Date: October 1, 2026

From: Ritchie Haynes, City Manager

Subject: Manager's Update — Project(s) Status

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

None