

**Agenda  
Board of Aldermen  
Town of Gibsonville**

**January 27, 2020  
Agenda Meeting**

**Town Hall  
7:00 pm**

1. Public Comments
2. Approval of Agenda
3. FY 2019 Audit Presentation
4. Abbey Glen Street Conversion Letter of Intent
5. Eugene St. Water Improvements
6. Storm Water Policy and Program
7. GDAC Report and Recommendation Presentation
8. Motley Update Presentation
9. Reports
  - a. Town Manager
  - b. Mayor
  - c. Board Members

## **Addendum**

- 3. FY 2019 Audit Presentation** – Craig Hopkins with Gibson & Company, Town Auditor, will be present to present the FY 2019 Town Audit & FY 2019 Housing Authority Audit.  
Attachments: FY 2019 Town Audit & FY 2019 Housing Authority Audit
- 4. Abbey Glen Street Conversion Letter of Intent** – Abbey Glen is requesting that the Town accept their private streets within their subdivision. If the Board wishes to accept their private streets, the Board will need to approve a Letter of Intent; which is attached. Josh Johnson with AWCK will be present to discuss this with the Board and answer any questions.  
Attachments: Draft Letter of Intent, Maps, & Plan of Action
- 5. Eugene St. Water Improvements** – The proposed Eugene Street waterline is approximately 700' long and will run from Wharton Avenue to Lewis Street. The waterline will be an 8" line that will be within the existing street. The line will significantly improve fire flow throughout the downtown area while providing redundancy for downtown and the surrounding area. Currently the businesses on the Northside of Main Street and west side of Lewis are fed from a 6" line off of Main Street that goes underneath a structure. If maintenance or a repair needs to be done to this 6" line then these businesses will be out of water service until the repair is completed. The line has been designed and is currently being permitted but has not been bid at this time. The estimate for installation is approximately \$120,000. This item is not in the current budget but Public Works would like to move forward with it in this budget due to concerns about the line coming from Main Street. Josh Johnson with AWCK will be present to discuss this with the Board and answer any questions. This will be on the February 3, 2020 agenda for the Board's consideration.  
Attachment: Maps
- 6. Storm Water Policy and Program** – Staff is requesting that the Board adopt a policy addressing storm water and storm drainage projects and maintenance. The Town is often approached about assisting residents with drainage improvements. This policy would provide procedures, types of projects, and a prioritization process for the town sharing in projects on private property. Josh Johnson with AWCK will be present to discuss this with the Board and answer any questions. Approval of the Storm Water Policy and Program will be on the February 3, 2020 agenda for the Board's consideration.  
Attachments: Draft Storm Water and Storm Drainage Project and Maintenance Policy
- 7. GDAC Report and Recommendation Presentation** – At the February 3, 2020 meeting, Shawn Dowell with the GDAC Committee will present a report and make a presentation on recommendations from the GDAC Committee.
- 8. Motley Update Presentation** – At the February 3, 2020 meeting, Chelsea Dickey with Motley will give an update and presentation regarding economic development activities.
- 9. Reports**

  - a. Town Manager**
  - b. Mayor**
  - c. Board Members**

TO BE PLACED ON TOWN LETTERHEAD

Item 4

January 27, 2020

Mr. Jim McLeoud, HOA President  
Abbey Glen Condominiums Homeowners Association, Inc.  
317 Faith Drive  
Gibsonville, NC 27249

Re: Private Street Acceptance  
Intent to Accept Private Streets

Mr. McLeoud:

The Town of Gibsonville Board of Aldermen has been asked to consider accepting the private streets within the Abbey Glen subdivision by the Abbey Glen Condominiums Homeowners Association. Abbey Glen has proposed a Plan of Action that is attached that would guide this process. It is the consensus of the Board of Aldermen to accept the streets as public streets based upon this plan of action and the attached preliminary plan prepared by Stoltzfus Engineering.

This intent is good for 12 months and is contingent upon the construction of the streets meeting Town of Gibsonville standards based upon Town staff review of the investigation documents provided through the Plan of Action.

We ask that you work with Town Manager Ben Baxley and Town staff during this process.

Regards,

Leonard Williams  
Mayor of Gibsonville

cc: Ben Baxley, Town Manager



MAIL TO: SCOTT LAND SURVEYING, INC. 128 WEST MOUNTAIN ST., KERNERSVILLE, NC 27284

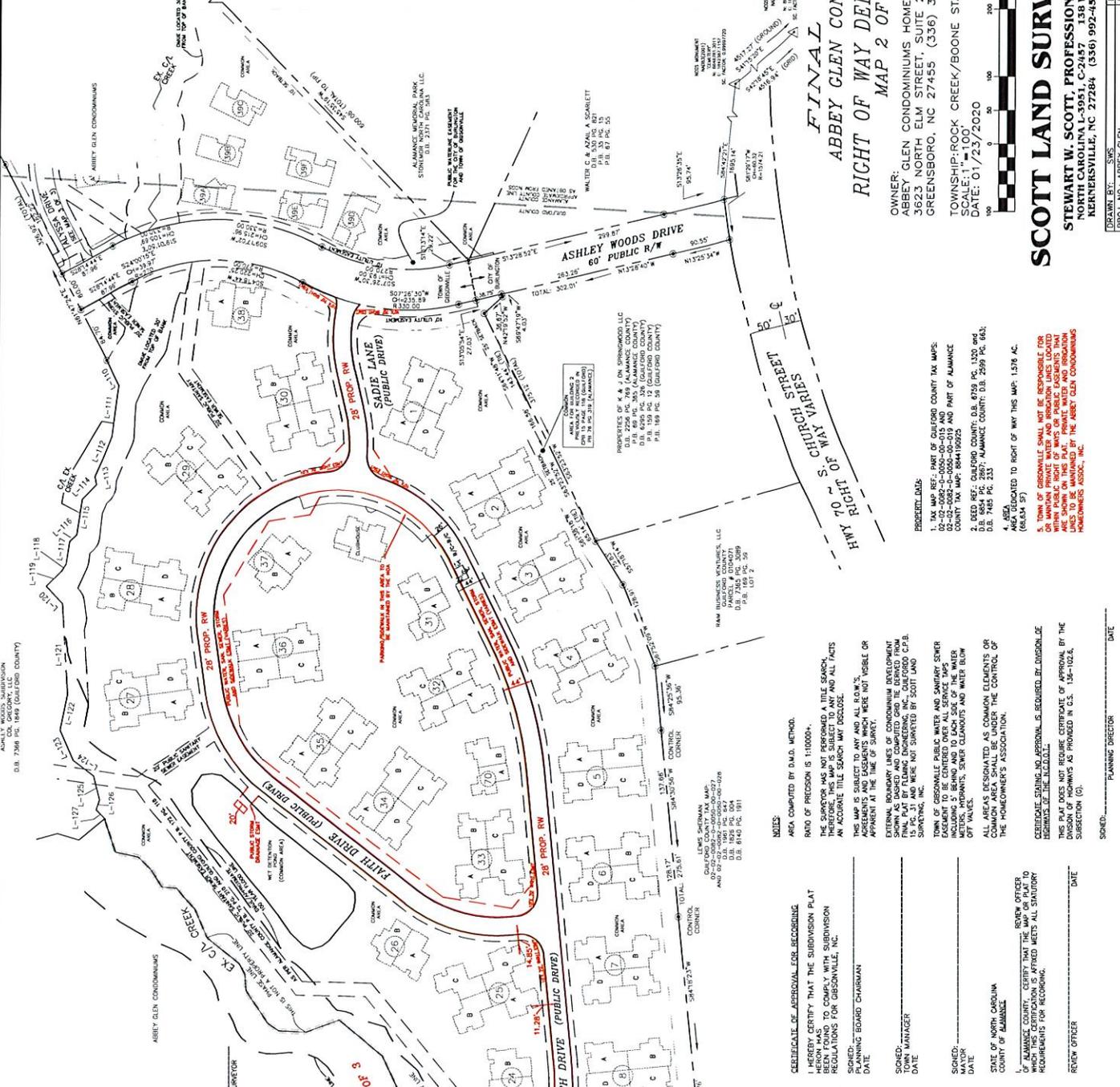
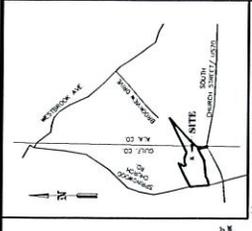
**CERTIFICATE OF ACCURACY**  
 I HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE IN ACCORDANCE WITH THE REQUIREMENTS OF G.S. 170-100.1 THROUGH 170-100.5. THIS PLAT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF NORTH CAROLINA. I HAVE CONDUCTED A REASONABLE INVESTIGATION OF THE INFORMATION PROVIDED TO ME AND I BELIEVE THE INFORMATION TO BE TRUE AND CORRECT. I HAVE ALSO CONDUCTED A REASONABLE INVESTIGATION OF THE INFORMATION PROVIDED TO ME AND I BELIEVE THE INFORMATION TO BE TRUE AND CORRECT. I HAVE ALSO CONDUCTED A REASONABLE INVESTIGATION OF THE INFORMATION PROVIDED TO ME AND I BELIEVE THE INFORMATION TO BE TRUE AND CORRECT.



PROFESSIONAL LAND SURVEYOR  
 STEWART W. SCOTT  
 REGISTRATION NUMBER: 10000

VICINITY MAP  
 1" = 2000'

LINE	LENGTH	BEARING
L-111	75.06	S80°20'33"W
L-112	64.87	S58°21'32"E
L-113	31.15	S43°20'21"E
L-114	31.15	S43°20'21"E
L-115	14.67	S43°20'21"E
L-116	14.67	S43°20'21"E
L-117	33.71	S58°14'32"E
L-118	33.71	S58°14'32"E
L-119	31.87	S43°20'21"E
L-120	33.63	N68°27'25"E
L-121	33.63	N68°27'25"E
L-122	58.13	S72°22'38"E
L-123	58.13	S72°22'38"E
L-124	36.05	N78°23'00"E
L-125	36.05	N78°23'00"E
L-126	18.37	N43°52'42"E
L-127	18.37	N43°52'42"E



**CERTIFICATE OF APPROVAL FOR RECORDING**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT HEREON HAS BEEN FOUND TO COMPLY WITH SUBDIVISION REGULATIONS FOR GORDONVILLE, NC.  
 PLANNING BOARD CHAIRMAN  
 DATE: \_\_\_\_\_  
 TOWN MANAGER  
 DATE: \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 THE UNDERSIGNED HEREBY ACKNOWLEDGES THIS PLAT AND ALLOTMENT TO BE A FREE ACT AND EASEMENTS, PARKS, OPEN SPACES, AND STREETS, PLAYGROUNDS, PARKS, OPEN SPACES, AND EASEMENTS FOREVER ALL AREA SO SHOWN OR HEREON. I HEREBY DEDICATE TO THE TOWN OF GORDONVILLE TO RECORD THIS PLAT IN THE OFFICE OF THE REGISTER OF DEEDS OF GUILFORD COUNTY, NC.  
 ABBEY GLEN CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.  
 DATE: \_\_\_\_\_

**CERTIFICATE OF APPROVAL FOR RECORDING**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT HEREON HAS BEEN FOUND TO COMPLY WITH SUBDIVISION REGULATIONS FOR GORDONVILLE, NC.  
 PLANNING BOARD CHAIRMAN  
 DATE: \_\_\_\_\_  
 TOWN MANAGER  
 DATE: \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 THE UNDERSIGNED HEREBY ACKNOWLEDGES THIS PLAT AND ALLOTMENT TO BE A FREE ACT AND EASEMENTS, PARKS, OPEN SPACES, AND STREETS, PLAYGROUNDS, PARKS, OPEN SPACES, AND EASEMENTS FOREVER ALL AREA SO SHOWN OR HEREON. I HEREBY DEDICATE TO THE TOWN OF GORDONVILLE TO RECORD THIS PLAT IN THE OFFICE OF THE REGISTER OF DEEDS OF GUILFORD COUNTY, NC.  
 ABBEY GLEN CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.  
 DATE: \_\_\_\_\_

**PERMITS**  
 1. TAX MAP REF: PART OF GUILFORD COUNTY TAX MAPS: 02-02-0002-0000-00-015 AND 02-02-0002-0000-00-016 AND PART OF ALAMANCE COUNTY TAX MAP 864189225  
 2. DEED REF: GUILFORD COUNTY, D.B. 6759 P. 1330 and D.B. 6844 P. 2867; ALAMANCE COUNTY, D.B. 2599 P. 663; D.B. 7485 P. 233  
 3. AREA DESIGNATED AS COMMON ELEMENTS OF THE HOMEOWNER'S ASSOCIATION.  
 4. AREA DESIGNATED AS COMMON ELEMENTS OF THE HOMEOWNER'S ASSOCIATION.  
 5. TOWN OF GORDONVILLE SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE WATER AND SEWER LINES LOCATED WITHIN PUBLIC RIGHT OF WAY OR PUBLIC EASEMENTS THAT ARE NOT TO BE MAINTAINED BY THE ABBEY GLEN CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.

**FINAL PLAT**  
**ABBEY GLEN CONDOMINIUMS**  
**RIGHT OF WAY DEDICATION PLAT**  
**MAP 2 OF 3**  
 OWNER:  
 ABBEY GLEN CONDOMINIUMS HOMEOWNERS' ASSOCIATION, INC.  
 3623 NORTH ELM STREET, SUITE 200  
 GREENSBORO, NC 27455 (336) 378-1899  
 TOWNSHIP: ROCK CREEK/BOONE STA.  
 SCALE: 1" = 100'  
 STATE: 01/25/2020  
 GULFORD CO. & ALAMANCE CO.  
 NORTH CAROLINA

**SCOTT LAND SURVEYING, INC.**  
 STEWART W. SCOTT, PROFESSIONAL LAND SURVEYOR  
 NORTH CAROLINA L-19951, C-2457  
 138 WEST MOUNTAIN STREET  
 KERNERSVILLE, NC 27284 (336) 992-4945 FAX (336) 995-5626  
 DRAWN BY: SWS  
 CHECKED BY: ABBEY GLEN  
 REF. NO.: \_\_\_\_\_

**CERTIFICATE OF ACCURACY**  
 I, STEWART W. SCOTT, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE IN ACCORDANCE WITH THE REQUIREMENTS OF G.S. 160A-203. THE BOUNDARIES NOT SHOWN ARE CLEARLY INDICATED AS SUCH ON THIS PLAT. THE AREA OF THIS PLAT IS 110,000± SQ. FT. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF G.S. 160A-203. I HEREBY CERTIFY THAT THESE PLATS AND PLANS ACCURATELY DEPICT THE LEGAL BOUNDARIES OF THE UNITS OF THIS SUBDIVISION AND THAT THE BOUNDARIES OF THE UNITS OF THIS SUBDIVISION ARE CORRECTLY SHOWN ON THIS PLAT. THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE BOUNDARIES OF THE SUBDIVISION AND THAT THIS AN INSTRUMENT THAT REGULATES PARCELS OF LAND. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 21st DAY OF JANUARY, 2020 AD.



**CERTIFICATE OF APPROVAL FOR RECORDING**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT HAS BEEN FOUND TO COMPLY WITH SUBDIVISION REGULATIONS FOR GIBSONVILLE, NC.  
 SIGNED: \_\_\_\_\_  
 PLANNING BOARD CHAIRMAN  
 DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
 MANAGER  
 DATE: \_\_\_\_\_

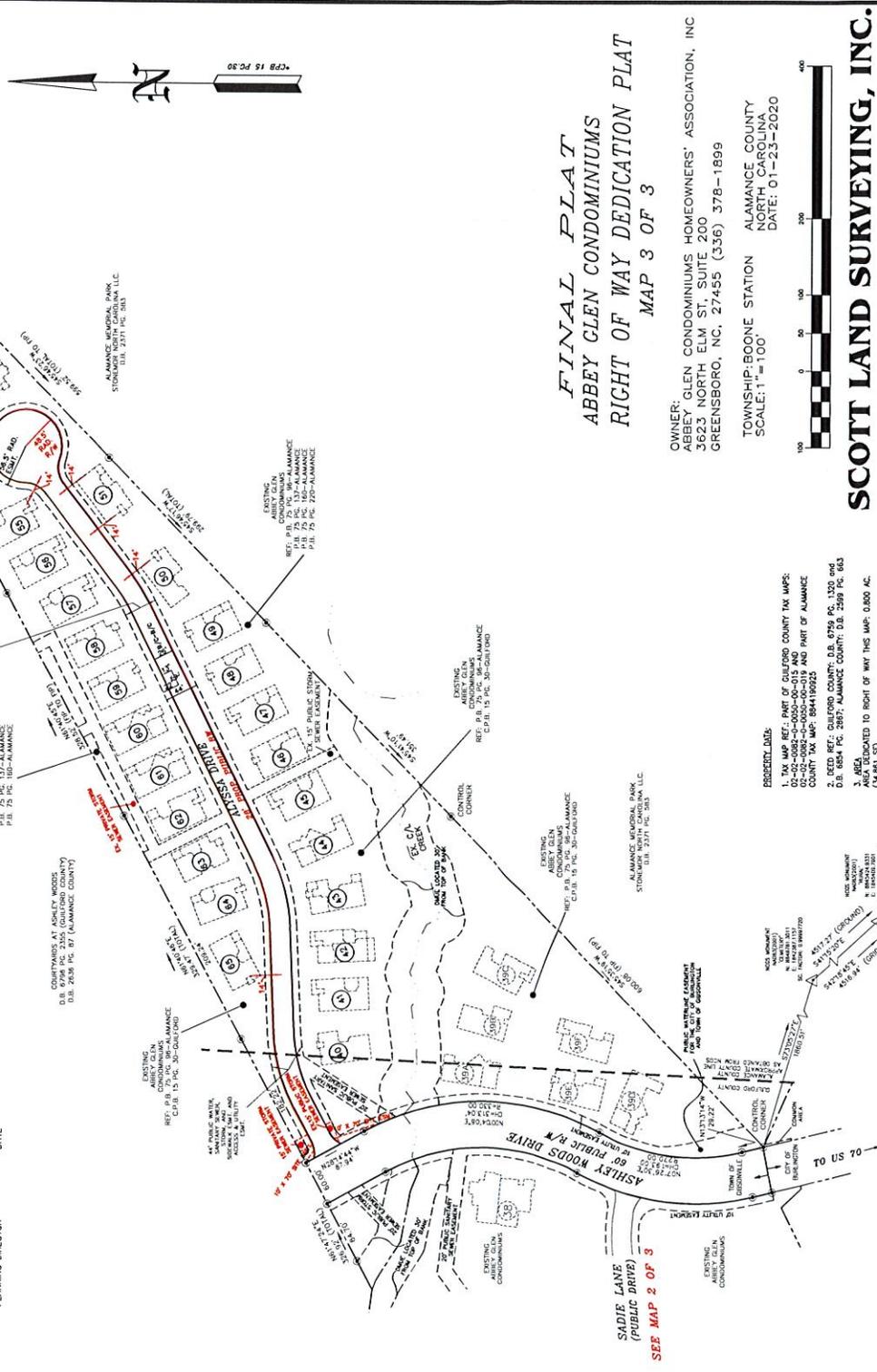
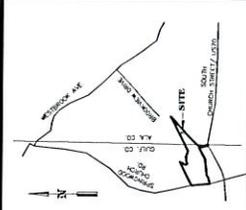
SIGNED: \_\_\_\_\_  
 MAYOR  
 DATE: \_\_\_\_\_

**CERTIFICATE STATING NO APPROVAL IS REQUIRED BY DIVISION OF HIGHWAYS OF THE N.C. DEPT. OF TRANSPORTATION**  
 THIS PLAT DOES NOT REQUIRE CERTIFICATE OF APPROVAL FROM THE DIVISION OF HIGHWAYS AS PROVIDED IN G.S. 160A-203, SUBSECTION (C).  
 SIGNED: \_\_\_\_\_  
 PLANNING DIRECTOR  
 DATE: \_\_\_\_\_

STATE OF NORTH CAROLINA  
 COUNTY OF GIBSONVILLE  
 REVIEW OFFICER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

STATE OF NORTH CAROLINA  
 COUNTY OF GIBSONVILLE  
 REVIEW OFFICER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

STATE OF NORTH CAROLINA  
 COUNTY OF ALAMANCE  
 REVIEW OFFICER: \_\_\_\_\_  
 DATE: \_\_\_\_\_



**FINAL PLAT**  
**ABBEY GLEN CONDOMINIUMS**  
**RIGHT OF WAY DEDICATION PLAT**  
**MAP 3 OF 3**

OWNER:  
 ABBEY GLEN CONDOMINIUMS HOMEOWNERS' ASSOCIATION, INC.  
 3025 NORTH ELM ST., SUITE 200  
 GREENSBORO, NC, 27455 (336) 378-1899

TOWNSHIP: BOONE STATION  
 SCALE: 1" = 100'



**SCOTT LAND SURVEYING, INC.**  
 128 WEST MOUNTAIN STREET  
 KERNERSVILLE, NC 27284 (336) 992-4848 FAX (336) 993-8626

DRAWN BY: SWS  
 CHECKED BY: ABBEY GLEN  
 REF. NO.: \_\_\_\_\_

- RECORDING DATA:**
1. TM MAP REF. PART OF GIBSONVILLE COUNTY TAX MAPS 02-02-0082-00-0000-00-015 AND PART OF ALAMANCE COUNTY TAX MAP 08-04-192025
  2. DEED REF. GIBSONVILLE COUNTY: D.B. 6759 PG. 1370 PG. 653 D.B. 6854 PG. 2897; ALAMANCE COUNTY: D.B. 2289 PG. 653 (4,861 SQ')
  3. AREA DEDICATED TO RIGHT OF WAY THIS MAP: 0.800 AC.

- NOTES:**
- F.I.P. = FOUND IRON PIPE
  - SLIP-SET #8 REBAR
  - R/W=RIGHT OF WAY
  - P.B.=PAGE BOOK
  - D.B.=DEED BOOK
  - RAD.=RADIUS
  - CL=LINE OF CURVE
  - L=LIMITED COMMON ELEMENTS

AREA COMPUTED BY D.M.D. METHOD.  
 RADIUS OF PRECISION IS 1:10,000±.  
 THE SURVEYOR HAS NOT REFERENCED A TITLE ORIGIN, THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AN ACCURATE TITLE SEARCH MAY DISCLOSE.  
 THIS MAP IS SUBJECT TO ANY AND ALL R.O.W.'S, AGREEMENTS AND EASEMENTS WHICH WERE NOT VISIBLE OR APPARENT AT THE TIME OF SURVEY.  
 SYSTEM'S BOOKING AND RECORDING INFORMATION FOR THIS PLAT WAS OBTAINED FROM THE GIBSONVILLE PUBLIC PLAT BY FLEMING ENGINEERING, INC., GIBSONVILLE, NC. THIS PLAT WAS NOT SUPERSEDED BY SCOTT LAND SURVEYING, INC.  
 TOWN OF GIBSONVILLE PUBLIC WATER AND SANITARY SEWER EASEMENT TO BE CENTERED OVER ALL SERVICE MAPS INCLUDING 5' BENCH AND TO EACH SIDE OF THE WATER MAINS, SEWER CLEARINGS AND WATER CLEARINGS OFF VALVES.  
 ALL AREAS DESIGNATED AS COMMON ELEMENTS OR COMMON AREA SHALL BE UNDER THE CONTROL OF THE HOMEOWNER'S ASSOCIATION.  
 TOWN OF GIBSONVILLE SHALL NOT BE RESPONSIBLE FOR OR PROVIDE MAINTENANCE OF ANY PUBLIC EASEMENTS THAT ARE SHOWN ON THIS PLAT. PRIVATE WATER AND SEWERAGE SYSTEMS SHALL BE THE RESPONSIBILITY OF THE ABBEY GLEN CONDOMINIUMS HOMEOWNERS ASSOC., INC.

## **Abbey Glen Streets Turnover to City of Gibsonville**

January 16, 2020 Revised (Rev.2)

### **Plan of Action (As Agreed):**

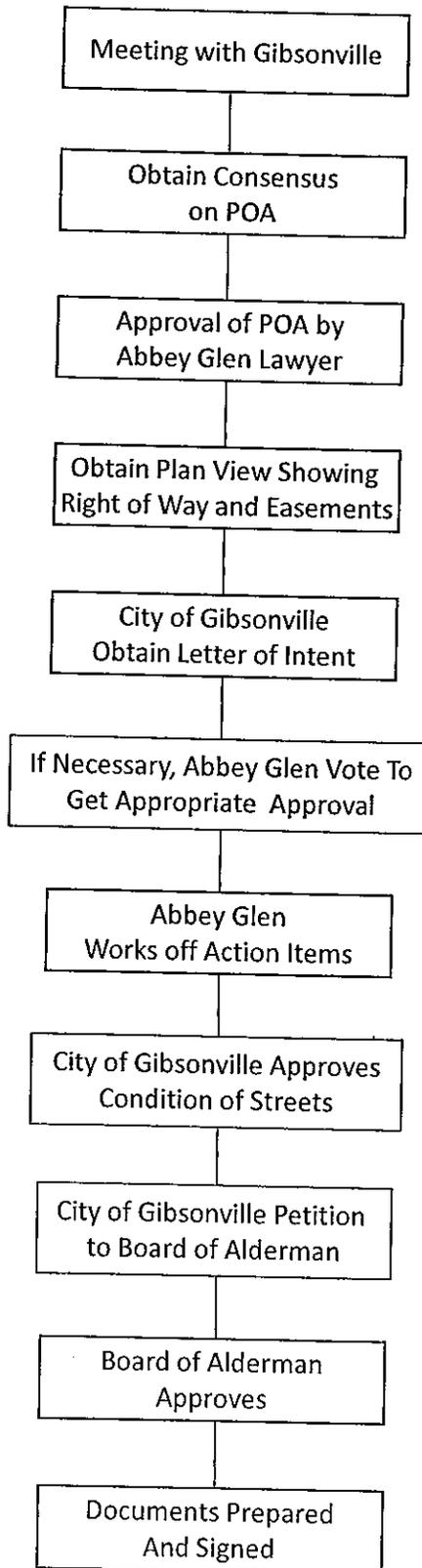
The following is a suggested plan of action with the ultimate objective to turn over Abbey Glen Condominiums, Inc. (Abbey Glen) Streets to the City of Gibsonville (Gibsonville). It is based on previous meetings and correspondence on the subject.

On May 9, 2019 Gibsonville indicated via email to Abbey Glen that it had found a way administratively to accept the streets turnover. It involves "conveying" a 28-foot right-of-way for the streets which would allow the zoning requirement to be met.

The Plan of Action (POA) consists of the following:

1. Abbey Glen to meet with Gibsonville to review (this) POA
2. Once POA consensus is reached, Abbey Glen to involve their Attorney to approve plan.
3. Get Stoltzfus Engineering to Develop Drawing (Preliminary Plan) showing 28 ft. Right of Way and other necessary easements to present to Board of Aldermen.
4. After Attorney approval, City of Gibsonville will submit POA and Preliminary Plan to Board of Aldermen to vote for tentative approval and issue a "Letter of Intent" (LOI)
5. Once the LOI has been provided to Abbey Glen, Abbey Glen will determine if vote is actually necessary and, if so, will organize and hold a "Vote-of-Approval" (Vote) by mail (presumably) to get permission from the appropriate percentage of Unit Owners and First Mortgage Holders, otherwise proceed with step 6.
6. Upon approval of Unit Owners and First Mortgage Holders, if one was required, the process of turnover will begin to include "what Abbey Glen will do":
  - a. Work with Stoltzfus engineering to produce a "Final Plat" showing the 28-foot right of way. Streets included for turnover include Alyssa Drive, Faith Drive including the Bridge, Mikaila Drive, and Sadie Lane.
  - b. Arrange for a video camera inspection of storm drains and submit to Gibsonville. Resolve any issues identified.
  - c. Work with Gibsonville on process for review of street condition. To extent possible rely on available engineering and inspection reports from when road was constructed and visual inspection of condition. If necessary and required, take core samples. Resolve any issues identified.
  - d. Perform a walking inspection of gutters and sidewalks with Gibsonville staff. Resolve any issues identified.
7. Once Items 5.a thru 5.d have been completed as agreed to by Gibsonville, the Board of Aldermen will be asked to vote for final acceptance of the Abbey Glen Streets.
8. After the Vote to accept has passed, the 28-foot right of way for the streets per the plat (Item 5.a) will be conveyed to Gibsonville. Conveyance of these streets will ensure that the Streets and the Bridge will be maintained by Gibsonville including snow removal.

**ABBEY GLEN**  
**STREETS TURNOVER PLAN OF ACTION**



Item 5  
111

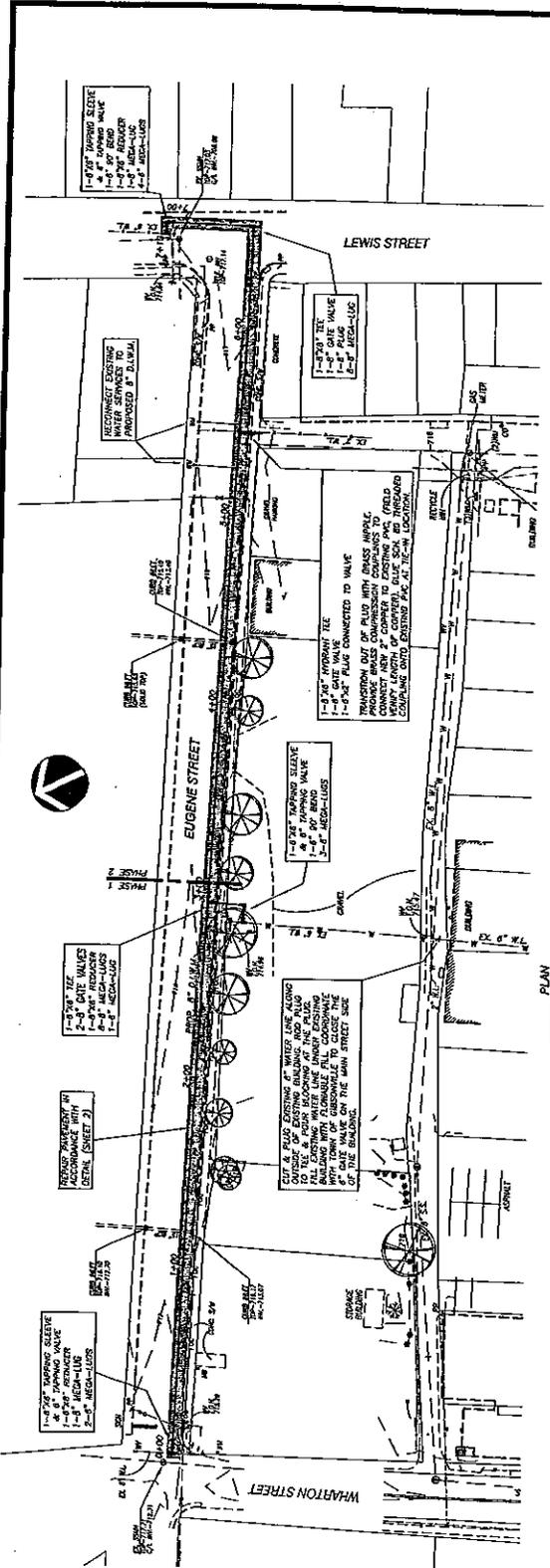


**TOWN OF GIBSONVILLE**  
WATER IMPROVEMENTS

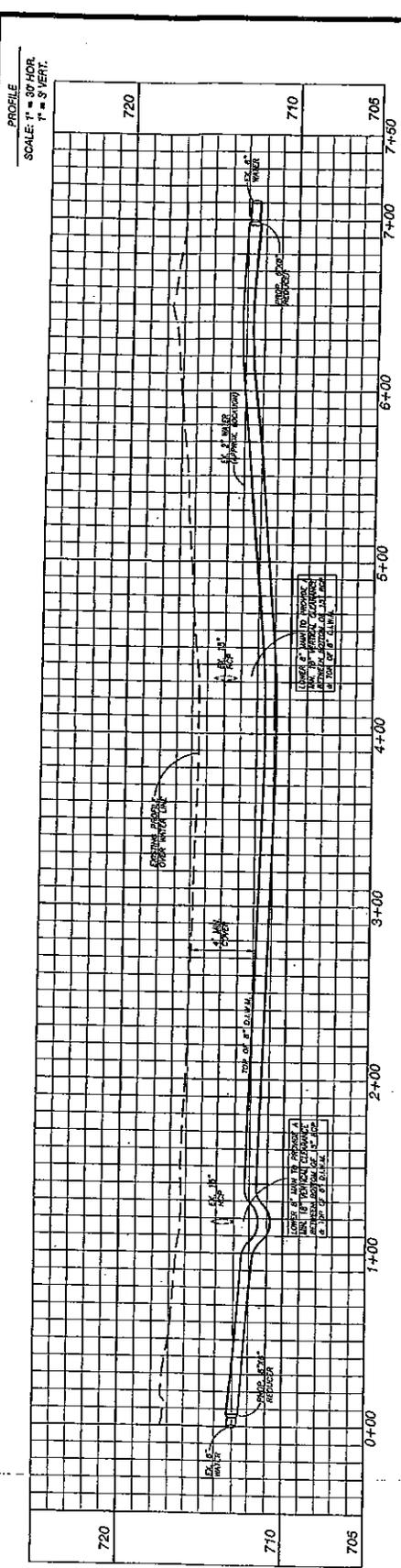
EUGENE STREET 8" WATER LINE  
GIBSONVILLE, NORTH CAROLINA

PROJECT NO. 15085  
SHEET NO. 7  
DATE: 10/20/08

DESIGNED BY: JHW  
CHECKED BY: JHW  
IN CHARGE: JHW



PLAN  
SCALE: 1" = 30'



PROFILE  
SCALE: 1" = 30' HOR.  
1" = 8' VERT.

THE TOWN OF GIBSONVILLE HAS REVIEWED AND APPROVED THE DESIGN AND CONSTRUCTION OF THE WATER MAINS AND VALVES SHOWN ON THESE PLANS. THE TOWN OF GIBSONVILLE IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THE WATER MAINS AND VALVES SHOWN ON THESE PLANS. THE TOWN OF GIBSONVILLE IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THE WATER MAINS AND VALVES SHOWN ON THESE PLANS.

James H. Williams, Engineer & King, Inc.  
Engineers, Architects & Surveyors  
740 Shady Hill Road  
Burlington, N.C. 27215  
P.O. Box 1179  
336/256-5534  
Professional License No. 34025



## **Town of Gibsonville - Storm Water and Storm Drainage Project and Maintenance Policy**

### **Purpose**

To address possible Town participation in new storm water improvement projects and maintenance of existing and or future storm water conveyances or treatment devices.

### **Background**

The Town of Gibsonville's ("the Town") Stormwater Fee was created in 2010 to fund the Town's Phase II Program as mandated by the State of North Carolina and the United States Environmental Protection Agency through the Clean Water Act. The fee is charged to all Town water and sewer customers. The fee currently funds the Phase II program and has also been used to address the Jordan Lake Rules and improvements to the Town's storm drainage system, reduce localized flooding, and other stormwater related improvements. The Town has been asked on occasion to participate in projects on private property. This policy provides the framework to respond to these requests. In addition, the Town has current maintenance practices which are reiterated in this policy.

### **Program Policy**

The Town of Gibsonville defines maintenance responsibilities as well potential stormwater project participation with property owners in the installation of stormwater improvements under the following conditions:

1. Storm drainage and ditches within the dedicated right of way of Town maintained streets which have been accepted for maintenance and for storm drainage outside of the right of way but within dedicated easements. Eligible storm drainage outside of the right of way must have been installed to Town standards, inspected and accepted by the Town with written documentation.
2. Existing unmapped connections to the Town system without documentation of approval are not allowed. Impacts and maintenance of these types of connections are the responsibility of the property owner.
3. The stormwater runoff being carried or treated must carry storm water discharged or being received from existing Town Property or a Town street dedicated for public street purposes. The Town must have accepted these streets for permanent maintenance.
4. The Town will not participate in projects involving proposed construction but may seek to address existing issues near a new construction site in partnership with proposed construction.
5. Projects on private property that connect to proposed public projects within the right of way may be eligible for this policy. Proposed public projects within the right of way may be funded through the stormwater fee and other funding sources (as fund availability exists) and private property owners may seek funding for improvements on private property in accordance with this policy.
6. Storm drainage systems crossing private property which do not carry storm water from existing Town property or Town streets dedicated for public street purposes and accepted for maintenance by the Town shall be the sole responsibility of the property owner and the Town will not participate in the installation or maintenance of said storm drainage systems.
7. No action or lack of action of the Town pursuant to the policy established by this policy, whether in the past, present, or future shall impose upon the Town of Gibsonville its agents, officers, or employees any responsibility or liability of any kind relating to any person or property. The petitioners shall agree to covenant to and to hold the Town

harmless from any death, personal injury or property damage resulting from construction of the project. No such action by the Town shall be considered or construed as accepting responsibility for maintenance of any stream, drain, or any ditch as a part of the Town's drainage system.

8. The conditions and easements set forth as part of this policy shall be binding upon the heirs, successors, assigns, and grantees of the petitioners. These will be included in a letter of agreement between the Town and property owner(s).
9. Nothing herein shall be construed, interpreted, or implied in such a manner as to aid or assist in the development of subdivisions or the development of properties in the Town. The policy set out herein shall be applicable only to existing lots for which no new subdivision or development is anticipated or planned.
10. This policy and procedure does not apply to installation, maintenance, or replacement of driveway pipes or the maintenance of ditches. The Town may, on occasion jet driveway culverts within the right of way to improve right of way drainage.
11. The Town does not typically maintain open channels or ditches that are on private property, regardless of whether the drainage feature is in or out of an easement. The Town may maintain and improve open channels or ditches within dedicated public easements to the Town to improve or maintain the storm drainage system directly connected to Town streets or Town drainage structures in a limited manner to allow or improve drainage within the right of way. The distance from the right of way that the Town maintains will be determined by the depth, flow, and topography of the open channel.
12. All projects must comply with environmental regulations and wetland, stream, or stream buffer impacts on a project must be minimized for the project to be eligible for funding.

### **Program Procedures**

1. In the event that more than one property owner is involved in a project, the cost for each property owner shall be determined by dividing the total cost for the project by the total footage of property owners adjoining the proposed system and multiplying the resultant by the footage of each individual owner.  $[(\text{footage of each owner} / \text{total footage}) \times \text{total cost}]$  unless otherwise agreed prior to installation.
2. All projects on private property shall be on a low priority and shall be done on a scheduled basis so as not to interfere with other Town projects and then only as budgeted funds of the Town are available. These projects will be prioritized annually based upon this document. Projects must be submitted prior to December 31 each calendar year for inclusion in the next year's fiscal year list.
3. Projects will go through an application process with an application fee per the Town's adopted fee schedule.
4. The Town reserves the right to refuse to participate in any project due to lack of funds or that the Town determines have limited benefit with respect to the project prioritization below.
5. The property owner(s) will furnish the Town without cost, a duly signed good and sufficient easement granting permission to the Town to enter and to cross said property as necessary to perform any and all types of work related to the project. The property owner will be responsible for the removal of any trees, shrubs, fences, or other encumbrances that would impede the performance of the work as a separate item that shall be completed prior to the project and not as a part of the construction.
6. The Town will provide all stormwater project design including pipe sizes, stabilized channels, structural accessories, discharge points, materials, and specifications.

7. The Town will determine all materials for the project shall be as determined necessary by the Town and shall include headwalls, manholes, catch basins, brick, block, concrete, flumes, pipe, splash pads, rip rap, stone, fill material, filter fabric, seed, fertilizer, straw, mortar, and any other accessories or materials necessary to complete the project.
8. Upon receiving a request from a property owner(s), Town staff will determine if the request is eligible for Town participation. If the proposed project is determined to be eligible, Town staff will prepare preliminary plans and cost estimates for the project and the most appropriate method of addressing the problem will with the owner(s). The Town and the owner(s) will then decide if the project is viable.
9. If the project is viable and is chosen to move then forward then, if authorized by the owner(s), then plans and specifications will be completed and the project will be let to bids on a lump sum basis. The property owner will provide a down payment of 25% of the preliminary estimate prior to design beginning. If the lowest bid from a responsible, qualified bidder is acceptable to the owner(s) and the Town, the property owner(s) and the Town will share in the cost of the project on a 50% - 50% basis. The total project cost will include the bid cost, cost of design, permitting, construction administration, and any other project associated costs. The Town will prepare a Project Cost Estimate based upon the lowest responsive bid and the estimated cost of design, permitting, construction administration, and any other associated project costs. The Town's share of the cost of the project will be limited to \$10,000 per lot or per owner.
10. The property owner(s) will deposit with the Town their full portion of the Project Cost Estimate. Upon completion of the project and final inspection by Town staff and the owner(s), the final cost including any approved change orders will be determined and any necessary adjustment (refund or additional billing) will be made to the previously deposited amount. The property owner(s) share of any additional costs will be 50% up to the Town's limit of \$10,000 and then all costs above the Town's limit.
11. Projects with positive impacts on town infrastructure will be prioritized and may be subject to additional funding.

### **Types of Projects**

The Town of Gibsonville is willing to fund several different types of projects. The following list includes project types and specific information about each type of project.

1. Storm Drainage Improvements - The minimum distance in which the Town will participate in the installation of storm drainage systems will be the distance required to extend from one property line to another property line of the same lot. Any shorter distances than that required to traverse one lot must be deemed feasible by the Town prior to Town participation. Any application for the installation of storm drainage systems within several lots must be signed by 100 percent of the affected property owners within the proposed project area. All pipes are to be of reinforced concrete unless determined otherwise by the Town.
2. Stormwater Detention Devices (wet or dry ponds) - The Town will only consider stormwater detention devices if a suitable site is available and all nearby property owners are involved in the project. Active maintenance agreements will be required on the device as part of the project.
3. Rain Garden (Bio-Retention Basin) or Stormwater Wetland - The Town will only consider these water quality devices if a suitable site is available and all nearby property owners are involved in the project. Active maintenance agreements will be required on the device as part of the project.
4. Stream Restoration or Stream Stabilization - The Town will only consider stream restoration or stabilization that can be permitted by NCDENR and the USACOE through

nationwide permitting. Stream Restoration/Stabilization projects will be limited to 500' and will only be completed along with a stream buffer restoration component.

**Project Prioritization**

The Town of Gibsonville will prioritize projects annually based upon the following items:

1. Impacts to Town infrastructure (primarily water, sewer, and streets).
2. Water Quality Improvements (including reductions in nutrient loading and erosion).
3. Impacts to Structures.
4. Participation by Multiple Property Owners.
5. Technical Feasibility.
6. Estimated Cost and Proposed Funding (Town and Participants).
7. Public Need.

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