

# TOWN OF FLETCHER

PRESTON BLAKELY  
MAYOR

MARK E. BIBERDORF  
TOWN MANAGER



COUNCIL MEMBERS:  
SHEILA FRANKLIN  
JIM PLAYER  
TREVOR C. LANCE  
KEITH REED

## **Town Council Agenda Review Meeting August 5, 2024 at 6:00 PM**

Call the meeting to order at: 6:00 PM

Moment of Silence:

Pledge of Allegiance:

Public Comments:

*"We will strive to uphold each citizen's First Amendment right to free speech. We will ensure a level of civility and decorum. We ask that all speakers be respectful and adhere to the three-minute time limit. Council is not expected to debate/discuss issues during public comment."*

Approval of minutes - corrections, additions or deletions

- 1) Agenda Review Meeting July 1, 2024.
- 2) Regular Meeting July 8, 2024

Council Updates

Consent Agenda

- 3) Approval of Proclamation # P-24-02 for the Fall Litter sweep which runs from September 14 through September 28, 2024.
- 4) Approval of reduced performance bond for Phase I infrastructure in The Authors Subdivision on Rutledge Road

Discussion Items

- 5) Presentation and annual report from Asheville Regional Airport-Lew Bleweis, Executive Director.
- 6) Public Hearing to consider possible amendments to Article 12 & 18 of the Fletcher Land Development Code regarding family subdivision and street access.

- 7) Review of application(s) for candidates for the Henderson County Tourism Development Authority and the Parks & Recreation Advisory Board for the town.
  - a. Application(s) for HC Tourism Development Authority
  - b. Application(s) for Parks & Recreation Advisory Board
- 8) Presentation from Asheville Buncombe Community Christian Ministry - Rev Mary Messarra, Director.
- 9) Report on performance measures activity for the past six months - Mark Biberdorf, Town Manager
- 10) Consideration of an accessible fishing pier at Bill Moore Community Park - Mark Biberdorf, Town Manager

#### Town Manager Report

#### Department Reports

- 11) July Reports

#### Adjourn

#### **Upcoming Events**

Regular Meeting August 12, 2024, at 6:00 pm  
Summer Concert August 17, 2024, at 6:00 pm "Caribbean Cowboys"  
Pooches in the Park Event August 24, 2024, at 9:30 pm  
Agenda Review Meeting September 3, 2024, at 6:00 pm "Tuesday"  
Regular Meeting Monday, September 9, 2024, at 6:00 pm  
Fletcher Family Fun Festival September 21, 2024 4:00 to 7:00 pm

"This Institution is an equal opportunity provider."

Town of Fletcher  
Town Council Agenda Review Meeting  
Minutes  
July 1, 2024

**Call the meeting to order at: 6:00 PM**

Mayor Preston Blakely  
Mayor Pro-Tem Sheila Franklin  
Councilmember Jim Player  
Councilmember Trevor Lance  
Councilmember Keith Reed  
Town Manager Mark Biberdorf

**Moment of Silence:**

**Pledge of Allegiance:**

**Public Comments:**

No comments were made at this time.

**Approval of minutes - corrections, additions or deletions**

**Agenda Review Meeting June 3, 2024**

**Regular Meeting June 10, 2024**

**Special Call Meeting June 13, 2024**

**Special Call Meeting June 27, 2024**

No comments were made on the minutes at this time.

**Council Updates**

No comments were made at this time.

**Consent Agenda**

**Tax refunds/releases**

**Reappointment and charge Tax Collector Cynthia Broome to collect property taxes for 2024-2025 for the Town of Fletcher**

**Set Public Hearing for the August 12, 2024 meeting to consider possible amendments to Article 12 and 18 of the Fletcher Development Code regarding Family Subdivisions.**

**Approval of revised agreement with Fletcher Fire & Rescue.**

Mayor Blakley asked council did they have any questions at this time on the Consent Agenda?

There were no comments at this time from council.

### **Discussion Items**

#### **Year-end Tax Collectors Report for the FY 23/24 tax year - Cynthia Broome, Tax Collector.**

Tax Collector Cynthia Broome gave her year-end tax collectors report for FY 23/24. She stated that we are 99.8 % collected and have a balance of \$9,551.72 left on the books. (see report attached to the July 8th agenda item # 9)

#### **Discussion on potential grant application for the Cane Creek Greenway extension; Rebekah Robinson, Conserving Carolina.**

Rebekah Robinson of Conserving Carolina gave a brief update on the grant application for the Cane Creek Greenway extension and answered questions that council had for her.

Discussion Followed:

Council agrees to have Rebekah Robinson submit an application for funding to help with greenway extension on behalf of the town.

### **Town Manager Report**

On June 19 we met with Retail Strategies and, as I mentioned, they were going to have a field visit, and they did some demographic analysis of the area. It was a good opportunity to meet with them and discuss the town center project and get feedback on other areas of local development. The next step is that they will be coming back to us later this summer with an improvement plan.

On the town center project we are continuing to get inquiries and Eric and I met with Buchannon Construction, and while they mostly do higher end residential they also do some commercial construction as well. They are going to look at potential partners that may have an interest in our project.

There is a relator/broker group (Realty One) that I am meeting with tomorrow, and they have some investor clients that may be interested. They mostly do restaurant development.

I emailed you a little earlier today about a vacancy on the Tourism Development Authority Board. Jeremy Weber, who has been serving on the board, has to come off the board with

Blue Ghost Brewery closing. Ray Dickerson of Baabals has expressed interest in serving on the board. You can either go out and advertise for this vacancy or you could appoint Roy as early as next week, given that he meets the criteria for the board.

The council agrees to advertise this vacancy on the website.

Crown Castle has selected another site other than Windsor Forest for the small cell wireless facility and are moving the placement of this near Hwy 25 and Airport Road (Sweeten Creek) and they are not looking at another location. I will let the residents of Windsor Forrest know this.

## **Department Reports**

### **June Reports**

### **Adjourn**

**Mayor Blakely** asked for a motion to Adjourn.

Councilmember Keith Reed motioned to adjourn, and it was seconded by Councilmember Jim Player.

Motion all in favor.

Adjourned at: 6:53 pm

## **Upcoming Events**

**Regular Meeting July 8, 2024, at 6:00 pm**

**Summer Concert July 13, 2024, at 6:00 pm "Tuxedo Junction"**

**LGCCA Tuesday, July 16, 2024, at 3:00 pm Henderson County Historic**

**Courthouse "City of Hendersonville" hosting**

**Agenda Review Meeting August 5, 2024, at 6:00 pm**

**Regular Meeting August 12, 2024, at 6:00 pm**

**Summer Concert August 17, 2024, at 6:00 pm "Caribbean Cowboys"**

Approved.

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Date

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Signed

Town of Fletcher  
Town Council Regular Meeting  
Minutes  
July 8, 2024

**Call the meeting to order at: 6:00 PM**

Mayor Preston Blakley  
Mayor Pro-Tem Sheila Franklin  
Councilmember Keith Reed  
Councilmember Jim Player  
Town Manager Mark Biberdorf

Councilmember Trevor Lance did not attend this meeting.

**Moment of Silence:**

Mayor Blakley led the group in a moment of silence

**Pledge of Allegiance:**

Mayor Blakely led the group in the Pledge of Allegiance.

**Public Comments:**

Joe Black of 340 Howard Gap Road, Fletcher, spoke on handicap access to be placed at cane creek in that park so that everyone could have access to the water for fishing activities.

**Approval of minutes - corrections, additions or deletions**

**Agenda Review Meeting June 3, 2024**

**Regular Meeting June 10, 2024**

**Special Call Meeting June 13, 2024**

**Special Call Meeting June 27, 2024**

**Mayor Blakely** asked for any comments or questions on the minutes and if not, can I have a motion to approve the minutes as presented?

Councilmember Jim Player motioned to approve the minutes, and it was seconded by Mayor Pro-Tem Sheila Franklin.

Motion all in favor.

## **Council Updates**

Councilmember Jim Player commented on Mr Black's suggestion of handicap access to the creek in the park and said that he had already asked the town manager to look into this.

Discussion Followed:

## **Consent Agenda**

### **Tax refunds/releases**

**Reappointment and charge Tax Collector Cynthia Broome to collect property taxes for 2024-2025 for the Town of Fletcher.**

**Set Public Hearing for the August 12, 2024 meeting to consider possible amendments to Article 12 and 18 of the Fletcher Land Development Code regarding Family Subdivisions.**

### **Approval of revised agreement with Fletcher Fire & Rescue**

**Approval of year-end Tax Collectors report for the FY 23/24 tax year.**

**Mayor Blakely** asked for a motion to approve the Consent Agenda as presented.

Mayor Pro-Tem Sheila Franklin stated that she would make that motion, and it was seconded by Councilmember Keith Reed.

Motion all in favor.

## **Discussion Items**

No items on the agenda for Discussion.

## **Town Manager Report**

I mentioned last week that we had our recent meeting with retail strategies (June 19) and it went very well. The next step is that they will be preparing a draft recruitment plan that they will be getting back to us by the end of the summer. If the council has any thoughts or ideas please let me know.

On the town center project, Eric and I met with Buchanan Construction a couple of weeks ago to tell them the perimeters of the project and history and what went on with the most recent developer. They are looking at the information and are looking at some companies that they could partner with.

I also told you last week that I recently met with a broker from Realty One. He brought a group of investors of folks who have done several projects in the area. They did the West Park Center project on Smokey Park Highway and the Weaver Village Shopping Center in

Asheville. They are mostly restaurant developer, and they did have a question about whether we would consider going above two stories on the Hwy 25 project. I said that it is allowed (up to three stories) but in our previous agreement it was restricted to two stories. I heard back from several of you that you wanted to restrict it to two stories.

**Discussion Followed:**

Last week I shared with you about the vacancy on the Travel & Tourism Advisory Board and Jeremy Weber, who has been serving on the board, has to come off the board due to Blue Ghost Brewery closing. We talked a little last week about advertising as we only have one candidate, which is Roy Dickerson from Baabals Ice Cream, so we have advertised, and this person will serve the balance of an existing term.

Ann Brooks of Crown Castle contacted me to let us know that they have decided to locate the small cell node (instead of Windsor Forest) at Airport Road, Hwy 25 and Sweeten Creek Road.

**Department Reports**

**June Reports**

**Adjourn**

**Mayor Blakely** asked for a motion to adjourn

Councilmember Jim Player motioned to adjourn, and it was seconded by Councilmember Keith Reed

Motion all in favor.

**Upcoming Events**

**Summer Concert July 13, 2024, at 6:00 pm "Tuxedo Junction"**  
**LGCCA Tuesday, July 16, 2024, at 3:00 pm Henderson County Historic Courthouse "City of Hendersonville" hosting**  
**Agenda Review Meeting August 5, 2024, at 6:00 pm**  
**Regular Meeting August 12, 2024, at 6:00 pm**  
**Summer Concert August 17, 2024, at 6:00 pm "Caribbean Cowboys"**

Approved.

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Date

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Signed

P-24-02

Town of Fletcher  
Proclamation in Support of 2024 Fall Litter Sweep

**WHEREAS**, the North Carolina Department of Transportation annually organizes a fall litter cleanup to ensure that the great natural beauty of our state and our clean environment are a source of great pride for all North Carolinians; and

**WHEREAS**, the annual cleanup raises awareness of the need for cleaner roads among our citizens and children, attracts tourists and aids in the recruiting of new industry into our State; and

**WHEREAS**, the Fall Litter Sweep roadside cleanup will take place from September 14, 2024 - September 28, 2024 and the Town of Fletcher encourages civic and professional groups, churches, schools, families, business and individual citizens to participate by organizing cleanups in their neighborhoods; and

**WHEREAS**, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering and encourage recycling of solid waste; and

**NOW THEREFORE, BE IT RESOLVED**, the Mayor and Town Council of the Town of Fletcher, North Carolina hereby proclaim a “Fall Litter Sweep” from September 14, 2024 - September 28, 2024 in the Town of Fletcher and encourage all citizens to participate in making our roadsides clean and beautiful.

Adopted this the 12 th day of August 2024

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Mayor Preston Blakely

ATTEST

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Christine Thompson MMC, NCCMC  
Town Clerk



## MEMORANDUM

TO: Mayor & Town Council  
FROM: Eric Rufa, Planning & Zon Dir  
COPY TO: Mark Biberdorf, Town Manager  
DATE: 7/26/2024



SUBJECT: Approval of reduced performance bond for Phase I infrastructure in The Authors Subdivision on Rutledge Road

### Background:

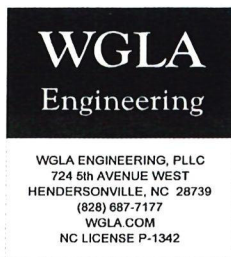
At the September 12, 2022 meeting, the Fletcher Town Council previously approved a bond for Phase 1 infrastructure in the Authors Subdivision in the amount of \$171,525.00. This bond covered the final layer of street paving, sidewalks, and street trees, plus associated engineering/surveying costs. The two-year duration bond is set to expire September 12, 2024, and not all work is completed yet. Therefore, the developer (Windsor Built Homes) is requesting that a reduced bond to cover the remaining work be approved. The amount of the reduced bond would be \$59,660, and would cover final paving on one remaining portion of road, street trees (which will be planted next spring), and a small leg of sidewalk not yet built within the development, as well as a small portion of sidewalk that involves a small pedestrian bridge along Rutledge. The bond covers 125 percent of costs as required under the ordinance.

### Recommendation:

Staff recommends approval of the reduced bond, as required under Article 12 of the Land Development Code, and suggests a duration of 12 months for the reduced bond.

### Attachments:

1. Authors Ph2 bond est



**WGLA Engineering, PLLC**  
**Consulting Engineers and Land Planners**

**Preliminary Cost Estimate**  
**Windsor Built Homes - Rutledge Road**  
**Estimate to Complete Infrastructure**

**Date: 07/26/24**

**Project #: 20134**

| <u>Item</u>                                                  | <u>Quan.</u> | <u>Unit</u> | <u>Unit Price</u> | <u>Total Price</u> |
|--------------------------------------------------------------|--------------|-------------|-------------------|--------------------|
| Final Asphalt Paving                                         | 1,110        | SY          | \$16.00           | \$17,760.00        |
| 5' Wide Concrete Sidewalks                                   | 146          | SY          | \$58.00           | \$8,468.00         |
| Pedestrian Bridge - 10' Span                                 | 10           | LF          | \$750.00          | \$7,500.00         |
| Street Trees                                                 | 40           | EA          | \$250.00          | \$10,000.00        |
|                                                              |              |             | <b>SUBTOTAL</b>   | <b>\$43,728.00</b> |
| Surveying (Layout of Sidewalk Only)                          |              |             |                   | \$500.00           |
| Construction Materials Testing                               |              |             |                   | \$1,000.00         |
| Engineering Services (Coordination with Contractor and Town) |              |             |                   | \$2,500.00         |
| <b>TOTAL ESTIMATED CONSTRUCTION COST</b>                     |              |             |                   | <b>\$47,728.00</b> |
| <b>PERFORMANCE GUARANTEE AMOUNT (125%)</b>                   |              |             |                   | <b>\$59,660.00</b> |



| <b>PAYROLLS</b> |                      |
|-----------------|----------------------|
| <b>DATE</b>     | <b>DESCRIPTION</b>   |
| 10/4/21         | COUNTY COMMENTS      |
| 8/26/22         | SUBDIVISION A5 BUILD |
|                 |                      |
|                 |                      |
|                 |                      |



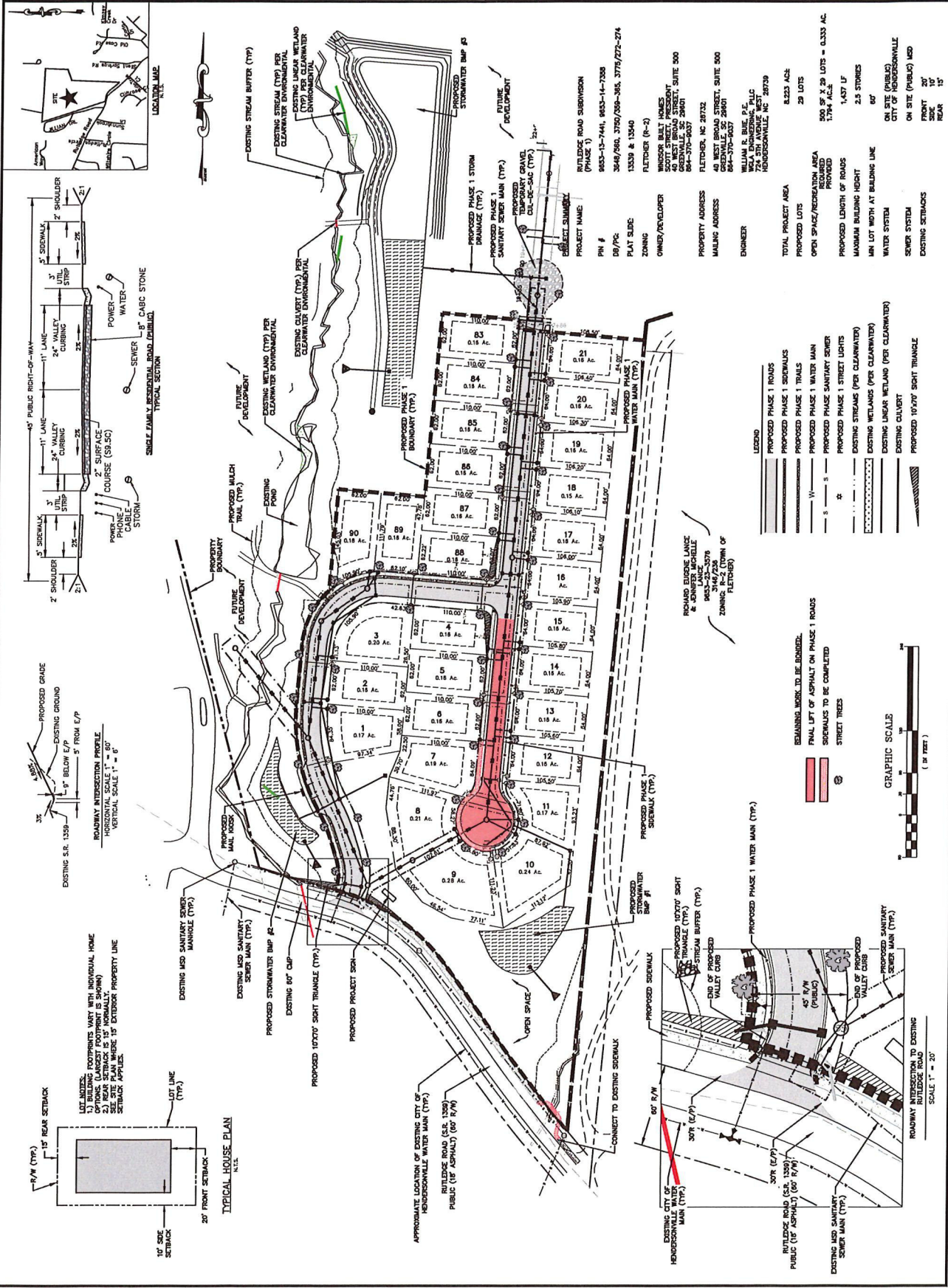
Know what's below.  
Call before you dig.

|                 |       |
|-----------------|-------|
| PROJECT NUMBER: | 20134 |
| DATE:           | 7/21  |
| DRAWN BY:       | KHC   |
| CHECKED BY:     | WRB   |

Preliminary  
Subdivision Plan  
Phase 1

C-201

SCALE: 1"=60'



## MEMORANDUM



TO: Mayor & Town Council  
FROM: Eric Rufa, Planning & Zon Dir  
COPY TO: Mark Biberdorf, Town Manager  
DATE: 7/23/2024

SUBJECT: Public Hearing to consider possible amendments to Article 12 & 18 of the Fletcher Land Development Code regarding family subdivision and street access.

### Background:

As previously discussed with and at the Council's direction several months ago, staff worked with the Fletcher Planning Board on draft ordinance amendments to the Land Development Code (LDC) related to family subdivision. At their June 18, 2024 meeting, the Board recommended several amendments to Articles 12 & 18 of the LDC which are intended to reestablish the ability of a family member to be able to deed off a parcel of land to another family member without having to meet some of the more stringent code requirements for street access. Lots created under family subdivision still need to meet the density/lot size requirements for the applicable zoning district. The amendments would exempt lots created under family subdivision from several of the street access requirements.

- \* A lot created under a family subdivision would not be required to front directly on a street.
- \* A lot created under family subdivision could be landlocked as long as deeded easement and/or right of way is provided.
- \* Driveways to family subdivisions may access more than 2 lots

The LDC pages containing the draft amendments are included in your packet. The amendment in Article 18 simply reestablishes the definition of family subdivision. Applicants for a family subdivision would ultimately have to complete a notarized affidavit certifying that the subdivided lot is to be for a family member.

### Recommendation:

The Planning Board recommended the draft amendments 5-0, citing lack of affordable housing in the area, and seeing this as one small way to aid in being able to provide a housing opportunity for a family member.

### Attachments:

1. LDC\_Amends\_FamSubdiv

## Article 12. INFRASTRUCTURE IMPROVEMENT REQUIREMENTS

### 12.1 General Provisions

It is hereby declared to be the policy of the Town of Fletcher that the subdivision and development of land shall be guided and regulated in such a manner as to meet the following requirements for orderly and harmonious growth:

- A. Land to be subdivided shall be of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise, air and/or water pollution, or other menace. Proper provisions shall be made for drainage, water supply, sewerage, and other appropriate utility services.
- B. The proposed streets shall provide a safe, convenient and functional system for vehicular circulation and shall be properly related to the land use plan of the area. Streets shall be of such width, grade, and location as to accommodate prospective traffic, as determined by existing and probable future land uses. Streets shall be detailed to compliment neighborhoods and commercial centers and shall be pedestrian in scale.
- C. Buildings, lots, blocks, and streets shall be so arranged as to afford adequate light, view, and air, and to facilitate fire protection.
- D. Land shall be subdivided and developed with due regard to topography so that the natural beauty of the land and vegetation shall be protected and enhanced.

### 12.2 Required Improvements for all Development Plans

- |                                                          |                           |
|----------------------------------------------------------|---------------------------|
| A. Water Supply Distribution and Fire Hydrants           | G. Street Lights          |
| B. Sanitary Sewer                                        | H. Underground Wiring     |
| C. Public Streets (Paved) and other Public Rights-of-Way | I. Dedicated Open Space   |
| D. Utility Easements                                     | J. Landscaping            |
| E. Sidewalks                                             | K. Storm Drainage Systems |
| F. Curb and Gutter                                       |                           |

### 12.3 Access to Subdivided Lots

- A. All lots shall front upon a street built in accordance with this Article, **except in instances where a family subdivision (as defined in Article 18) is permitted.**
- B. Landlocked lots shall be prohibited; however, rear lots may be created if access to the public street is provided in the form of a flag strip of land with a minimum width of 25 feet and a maximum length of 250 feet, **or in instances where Family Subdivision is permitted (as defined in Article 18).**
- C. Within any subdivision, no driveway shall be allowed to provide access to more than two (2) lots, **except in Family Subdivisions (as defined in Article 18).**

- D. In a Minor Subdivision (as defined in Article 18), access to newly-created lots shall be provided as follows:
- 2-lot subdivision: access may be provided by:
    - via direct access to a street, or
    - via a shared driveway (see Section 12.3 C above)
  - 3- or 4-lot subdivision (including the resulting parent parcel): access may be provided by:
    - direct access to a street, or
    - via two (2) shared driveways, or
    - via a private Residential Local Road constructed in accordance with the design and construction standards of the most current NCDOT "Subdivision Roads-Minimum Construction Standards" Manual (except that no sidewalk, curbs, gutters, street lights, or landscaping shall be required)
    - by a privately deeded/platted right of way or easement in instances where Family Subdivision (as defined in Article 18) is permitted.
- E. In a Major Subdivision or Planned Residential Development, access shall be provided by a street system constructed in accordance with the provisions of Article 12.5

#### 12.4 Street/Driveway Design – General Provisions

The Town views streets as the most important public space and therefore, in an effort to protect this investment, has developed a set of principles which permit this space to be used by both motorized vehicles, non-motorized vehicles (bicycles), and pedestrians.

- A. All streets shall be constructed in accordance with the design and construction standards of the most current NCDOT "Subdivision Roads-Minimum Construction Standards" Manual and shall permit public access whether by easement or by public dedication. Alternative street design and construction standards may be submitted to the Administrator for review by the Town's consulting engineer for approval. Such alternative designs are subject to approval by the final approving body.
- B. All streets and driveways shall adhere to the most current NCDOT "Policy on Street and Driveway Access to North Carolina Highways" when a proposed street or private driveway connects into the State Highway System or the Town-maintained Road System. Alternatives may be submitted to the Administrator for review by the Town's consulting engineer for approval. Such alternatives are subject to approval by the final approving body.
- C. Wherever possible, street locations should account for difficult topographical conditions, paralleling excessive contours to avoid excessive cuts and fills and the destruction of significant trees and vegetation outside of street-rights-of way on adjacent lands.
- D. The use of traffic calming devices such as raised intersections, landscaping bulb-outs, and traffic circles are encouraged as alternatives to conventional traffic control measures.

**Encroachments:** Any portion of a structure or appurtenance extending beyond a designated zoning setback, easement, property line, or public right-of-way. Also includes developments or advancement of use into a floodplain, which may impede or alter the flow capacity of a floodplain.

**Entrance, Primary:** The principal, functional doorway for public or direct-entry access into a building.

**Environmentally Sensitive Area:** An area with one or more of the following environmental characteristics: steep slopes, flood plain, soils classified as having high water tables, soils classified as highly erodible, subject to erosion, or highly acidic, land incapable of meeting percolation requirements, stream corridors, mature stands of native vegetation, springs or aquifer recharge and discharge areas, wetlands and wetland transition areas, or habitats of endangered species.

**Existing Development:** Structures, buildings, site specific plan or other projects that are completely built or that at a minimum have established a vested right as of the effective date of this Code based on at least one of the following being satisfactorily proven to the Planning Department for the specific development in question:

- (1) Substantial expenditures of resources (time, labor, money) based on a good faith reliance upon having received a valid local government approval to proceed with the development, or
- (2) Having an outstanding valid building permit as authorized by the General Statutes (G.S. 153A-344.1 and G.S. 160D-108), or
- (3) Having an approved site specific or phased development plan as authorized by the General Statutes (G.S. 153A-344.1 and G.S. 160D-108).

**Existing Construction/Structure:** For the purposes of determining rates, structures for which the start of construction commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. Existing construction may also be referred to as "existing structures."

**Existing Lot (Lot of Record):** A lot which is part of a subdivision, a plat of which has been recorded in the Office of the Register of Deeds

prior to the adoption of this Code, or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of the Land Development Code.

**Expansion:** An increase in the size of an existing structure or use, including physical size of the property, building, parking, and other improvements or structures.

**Extraterritorial Jurisdiction (ETJ):** The area outside municipal limits where the Town of Fletcher exercises planning, zoning, and subdivision powers.

## F

**FAA:** The Federal Aviation Administration.

**Façade:** The vertical surface of a building which is set along a frontage line. The elevation of a facade is the vertical surface area. Facades are subject to visual definition by building height, setback lines, recess lines (a line prescribed for the full width of the facade above which the facade sets back, the location of which is determined by the desired height to width ratio of the enfronting space or by a desired compatibility with existing buildings), and transition lines (a line prescribed for the full width of the facade expressed by a variation of material or by a limited projection such as a cornice or balcony).

**Family:** An individual, or two or more persons related by blood, marriage, or adoption living together as a single housekeeping unit; or a group of not more than five persons not related by blood, marriage, or adoption living together as a single housekeeping unit, as in a group home.

**Family Care Home (6 or fewer residents):** A home with support and supervisory personnel that provides room and board, personal care and rehabilitation services in a family environment for not more than six resident handicapped persons. (NCGS 160D-907)

**Family Subdivision:** a division of a tract of land to convey the resulting parcels, with the exception of parcels retained by the grantor, to a relative or relatives.

**Farm, Bona Fide:** The raising of crops or livestock, including orchards, vineyards, or nurseries, along with any buildings or structures necessary to conduct such activities. Agricultural activities as set forth in G.S. 160D-903.

## MEMORANDUM

TO: Fletcher Town Council  
FROM: Christine Thompson, Town Clerk  
COPY TO: Mark Biberdorf, Town Manager  
DATE: 8/2/2024  
SUBJECT: Review of application(s) for candidates for the Henderson County Tourism Development Authority and the Parks & Recreation Advisory Board for the town.



### Background:

Due to Blue Ghost Brewery closing, it has become necessary to replace Mr. Jeremy Weber on the Henderson County Tourism Development Authority Board. Council had decided at last month's meeting to post this vacancy on the town website for a month in order to give everyone who may be interested an opportunity to apply. At this time, we have currently received an application from Mr. Roy Dickerson who is interested in filling the remaining two-year term on this board.

We also have a vacancy on the Parks & Recreation Advisory Board due to Mr. Spencer Stevens leaving the area. Ms Lorie Boehm would like to be considered for this vacancy. Also, Mr. Erik Weber's term is up this month, and he has submitted another application to be considered for another term on the Parks & Recreation Advisory Board.

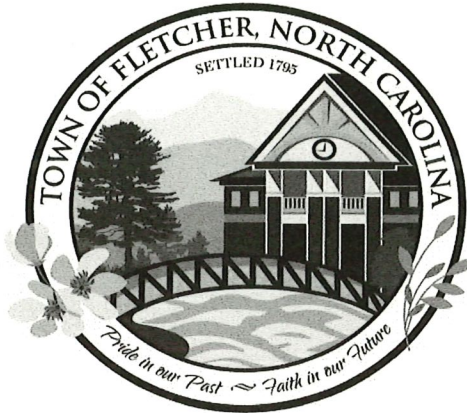
All applications are attached for your review.

### Recommendation:

### Attachments:

None

RECEIVED  
7-3-24



### Application for Appointed Boards/Commissions/Committees Fletcher Town Council

The Town of Fletcher Town Council believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the Town's various boards. If you wish to be considered for an appointment to a board, please complete the information below and return it to the Town Clerk at 300 Old Cane Creek Road, NC 28732. For more information you may contact Town Hall at (828) 687-3985.

Name: ROY DICKERSON

Home Address: 51 BIRDIE DR. FLETCHER NC 28732  
My residence is located within the Town of Fletcher city limits: Yes ☐ No ☒ (circle one)

E-mail Address: RSBAAAB7@HOTMAIL.COM

Home Phone: 828-774-9110 Work Phone: 828 676-6449

Occupation: OWNER BAABALS ICE CREAM Years in Position: 12

It is the Town Council's goal to maintain a balance of membership on its Boards/Commissions or Committees based on race, gender and voting district residency.

Voting District FLETCHER Male ☒ Female ☐

Race: White ☒ Black ☐ Hispanic ☐ Native American ☐  
Other ☐

Have you been convicted on any formal charge of professional misconduct, criminal misdemeanor or a felony in any jurisdiction?

Yes \_\_\_\_\_ No ☒ If yes please explain disposition.

Board(s) / Committee(s) Interested In: (Please list in order of preference)

1. HENDERSON COUNTY TOA
2. \_\_\_\_\_
3. \_\_\_\_\_

What do you feel are your qualifications for serving on the board requested?

I HAVE BEEN IN THE TRAVEL & TOURISM INDUSTRY  
SINCE 2001. 4 HOTELS, ASHEVILLE'S FUN DEPOT  
& BAABALS ICE CREAM. HAVE BEEN ACTIVE WITH  
HENDERSON COUNTY TOURISM FOR LAST 12 YEARS.

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to the background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee meeting is important and accordingly, I further understand that if my attendance is less than the standards established for any body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior in any consideration for re-appointment (or future appointment) to any Board/Commission/Committee.

Signature: Roy B. Dubeau III Date: 7/3/2024

.....  
Office Use Only:

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

Date Forwarded to Council: \_\_\_\_\_

RECEIVED  
2-22-24



### Application for Appointed Boards/Commissions/Committees Fletcher Town Council

The Town of Fletcher Town Council believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the Town's various boards. If you wish to be considered for an appointment to a board, please complete the information below and return it to the Town Clerk at 300 Old Cane Creek Road, NC 28732. For more information you may contact Town Hall at (828) 687-3985.

Name: Lorie Boehm

Home Address: 15 N Mockingbird Lane, Arden 28704  
My residence is located with the Town of Fletcher city limits: ☒ Yes ☐ No (circle one)

E-mail Address: mtns2sea.andback@gmail.com

Home Phone: 828-400-2466 Work Phone: 828-400-2466

Occupation: Administrator of Non-Profit Years in Position: 20

It is the Town Council's goal to maintain a balance of membership on its Boards/Commissions or Committees based on race, gender and voting district residency.

Voting District Fletcher <sup>Town Hall</sup> Male ☐ Female ☒

Race: White ☒ Black ☐ Hispanic ☐ Native American ☐  
Other ☐

Have you been convicted on any formal charge of professional misconduct, criminal misdemeanor or a felony in any jurisdiction?

Yes \_\_\_\_\_ No X \_\_\_\_\_ If yes please explain disposition.

---

---

---

Board(s) / Committee(s) Interested In: (Please list in order of preference)

1. Planning Board
2. Zoning
3. Where you need members

What do you feel are your qualifications for serving on the board requested?

I started an regional office for a large non-profit 20 years ago. My area covers now  
23 counties in WNC; 5 departments; 100 staff; multi million dollar budget. Also, I have  
built a home in WNC; owned land pulled permits in WNC. Also, I acted as my own  
general contractor in remodeling a condo in Florida after 2 floods.

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to the background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee meeting is important and accordingly, I further understand that if my attendance is less than the standards established for any body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any

Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior in any consideration for re-appointment (or future appointment) to any Board/Commission/Committee.

Signature: Ima Boelen Date: 2/21/2024

.....  
Office Use Only:

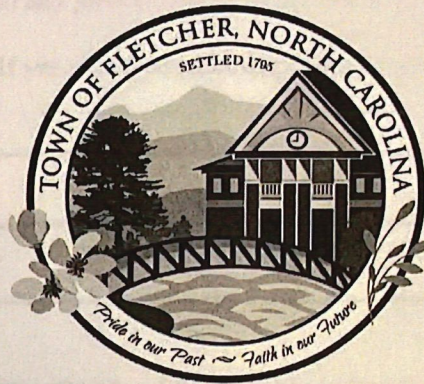
Date Received: 2-22-24

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8736 012 pencil

Date Forwarded to Council: 3/4/24

RECEIVED  
7-29-24



### Application for Appointed Boards/Commissions/Committees Fletcher Town Council

The Town of Fletcher Town Council believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the Town's various boards. If you wish to be considered for an appointment to a board, please complete the information below and return it to the Town Clerk at 300 Old Cane Creek Road, NC 28732. For more information you may contact Town Hall at (828) 687-3985.

Name: ERIK WEBER

Home Address: 12 OAKBROOK RD FLETCHER NC 28732  
My residence is located within the Town of Fletcher city limits: Yes No (circle one)

How long have you lived in Fletcher: 16 years

E-mail Address: erikwebor@gmail.com

Home Phone: 828-707-8050 Work Phone: 828-575-3491

Occupation: Environmental Health Years in Position: 5

It is the Town Council's goal to maintain a balance of membership on its Boards/Commissions or Committees based on race, gender and voting district residency.

Voting District 4 Male X Female \_\_\_\_\_  
Race: White X Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_  
Other \_\_\_\_\_

Have you been convicted on any formal charge of professional misconduct, criminal misdemeanor or a felony in any jurisdiction?

Yes \_\_\_\_\_ No X If yes please explain disposition.

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Board(s) / Committee(s) Interested In: (Please list in order of preference)

1. Parks & Recreation
2. \_\_\_\_\_
3. \_\_\_\_\_

What do you feel are your qualifications for serving on the board requested?

I have 3 children that utilize our parks almost daily.  
I am president of Fletcher youth baseball & softball and have  
coached at the park for over 5 years. I use the park  
daily for exercise. I am passionate about the environment  
and have worked in conservation for over 20 years.

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to the background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee meeting is important and accordingly, I further understand that if my attendance is less than the standards established for any body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any

Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior in any consideration for re-appointment (or future appointment) to any Board/Commission/Committee.

Signature: Emt Wuk Date: 7/29/24

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Office Use Only:

Date Received: 7/29/24

Date Forwarded to Council: \_\_\_\_\_

## MEMORANDUM

TO: Mayor & Council

FROM: Mark Biberdorf, Town Manager

COPY TO: Heather Taylor, Assistant Town Manager

DATE: 7/30/2024

SUBJECT: Report on performance measures activity for the past six months - Mark Biberdorf, Town Manager



### Background:

Attached for Council's information is a report on performance measures data for a six-month reporting period. This covers the period of time from January through June 2024. I will provide an overview on the data within this report.

### Recommendation:

Information only.

### Attachments:

1. Report on Performance Measures. January through June of 2024

## MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager *M.E.B.*

COPY TO: Heather Taylor, Assistant Town Manager

DATE: July 26, 2024

SUBJECT: Report on Progress with Performance Measures

Last year I worked with staff to establish a list of performance measures for services that are provided by the Town. I communicated this draft list to Council and asked staff to start tracking data toward meeting the target performance measure indicators. In January of this year I reported on the first six-month period of tracking progress on those measures (July-December, 2023). This report will look at progress over a second six-month reporting period of tracking the measures (January-July, 2024).

### **Finance**

*Performance Measure:* Bank reconciliation and trial balance report generated within 5 business days of close of month.

Performance Achieved: 100% compliance achieved for the six-month period of January through June of 2024.

*Performance Measure:* Maintain an unassigned fund balance reserve of at least 45% of general fund expenditures and report to Council when unassigned fund balance exceeds the 65% level.

Performance Achieved: In Fiscal Year 2022/2023 a fund balance of 75.11% was reported at the end of the auditing period. Staff presented a recommendation to pay down debt in the amount of \$850,000 at the March 2024 Council meeting. This brought down the fund balance to 65%.

*Performance Measure:* Finance complete draft of annual financial statements by early October of each year and auditing firm complete audit by October of each year. Financial statements to be submitted to the LGC no later than October 31 of each year.

Performance Achieved: The financial statements and audit were completed by October 2, 2023. The audit was submitted to the LGC on October 27, 2023. All three parts of this goal were met.

### **Town Clerk**

*Performance Measure:* Have agenda packets complete and sent to Council at least 4 days prior to Council meeting.

Performance Achieved: Achieved a 100% compliance measure for this six-month reporting period ending in June 2024.

*Performance Measure:* Minutes completed and a draft posted on the Town's website within 5 business days of the Council meeting being held.

Performance Achieved: Achieved 100% compliance measure for the six-month reporting period ending in June 2024.

### **Public Works**

*Performance Measure:* Percentage of municipal solid waste diverted from the landfill to recycling.

Performance Achieved: The monthly percentage of solid waste that was diverted from the landfill ranged from 18.37% to 21%. The average for this six-month period was 19.62%.

*Performance Measure:* 95% of brush and leaf collection complaints resolved within 5 business days.

Performance Achieved: 100% of the reported complaints were resolved within 5 business days for this reporting period.

*Performance Measure:* Maintain an availability rate of 90% for all fleet serviced by the Department.

Performance Achieved: Maintained an availability rate of 98.3% of the fleet for this reporting period.

*Performance Measure:* 90% of fleet repairs completed within 3 days of work order submitted.

Performance Achieved: 94% of fleet repairs were completed within 3 business days for this reporting period.

|                             |                                                                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Performance Measure:</i> | 100% of garbage routes completed on schedule.                                                                                                                        |
| Performance Achieved:       | 100% of the garbage routes were completed on schedule during this reporting period (with exception of one street missed by the crew on a collection day in January). |
| <i>Performance Measure:</i> | Missed collections per 10,000 scheduled stops (goal of no more than 2.5 or 0.03%).                                                                                   |
| Performance Achieved:       | Had 23 valid missed collections during this reporting period all due to a street that was missed by the crew in January.                                             |

## **Police Department**

The data for the first 6 months of 2024 are highlighted in red.

### **Goal #1: Engage the Community**

Objective: Increase citizen satisfaction with the police department

- **Baseline:** % of citizens very satisfied with police service/department via biennial survey
- **2023 National Community Survey Results**
  - 90% ranked safety as very important to the community
  - 83% said the overall feeling of safety in Fletcher was high in quality
  - 85% ranked police services as good or excellent
  - 96% report feeling safe in the neighborhood during the day
  - 88% report feeling safe in the downtown/commercial area during the day
- Increase Social Media Presence
  - In April 2021, the department had 1,200 followers on Facebook
  - In October 2023, the department had 2,700 followers on Facebook
  - In January 2024, the department had 2,800 followers on Facebook.
  - Presently, at the end of June 2024, the department has 3000 followers on Facebook.
- Introduce CID (Criminal Investigation Division) assignment letters\*\*
  - Beginning in July 2023 through the remainder of 2023 (6 months), 58 assignment letters were sent to victims who reported crime. Prior to July 1<sup>st</sup>, 2023, no letters were sent. This was a new initiative.
  - For the first 6 months of 2024, 39 assignment letters were sent to victims of crime. A reduction in this category is a positive indicator as it demonstrates a decrease in criminal investigations by CID compared to the last 6 months of 2023.

- Completion of annual department sponsored fundraiser
  - For year 2022, the first Annual No Shave November fundraiser was held. Safelight was the beneficiary and received a \$5644 donation.
  - For year 2023, the second Annual No Shave November fundraiser was held. The Salvation Army was the beneficiary receiving a \$7387 donation.
  - Two other fundraisers were held in 2023. In collaboration with Sylvan Learning, Christmas in July was held where donations were accepted and given to the Safelight Domestic Violence Shelter. In collaboration with Dollar General toy donations were also collected and donated to the Henderson County Toy Run, toys to be given to foster children.
  - Year 2024 fundraiser is pending the third Annual No Shave November.
- Increase # of community engagements
  - Crime prevention presentations
  - Church security/safety
  - Home/business security surveys
  - Coffee w/ a cop
  - HOA meetings
  - Presence, to include department booth at park events
- The number of community engagement activities in 2022 were 22
- The number of community engagement activities in 2023 were 43
- The number of community engagement activities for the first 6 months of 2024 were 22
- **Success Indicator:** Increase in citizens satisfaction of police service/department via biennial survey

## Goal #2: Provide quality progressive/professional police services

Objective: Improve response to crime

- **Baseline:** Annual Index Crime and Annual Clearance Rate on investigative assignments
  - Annual Index Crime is officially reported every July for the previous year. The index for 2022 was 1885.1 The previous year (2021) was 2074.5.
  - The clearance rate baseline from July through December 2023 is 55%
  - Annual Index Crime for 2023 was XXXX
  - The clearance rate baseline from January through June 2024 was 70%
- # of directed patrols
- # of checkpoints/saturation patrols
  - 100 directed patrols and/or saturation patrols have been conducted from July through December 2023.

- No checkpoints were conducted
- 117 directed patrols and/or saturation patrols have been conducted from January through June 2024.
- Two checkpoints have been conducted
- actual staffing vs. authorized staffing, # or % of 3-man shifts, average # of officers per shift.
  - In 2023, 602 shifts out of the 730 per year (82%) were staffed by only two officers. The goal is to increase the amount of shifts with three or more officers working.
  - The average of patrol officers in 2023 was 10.41.
  - From January through June 2024, 67% of shifts were staffed by only two officers, compared to 82% during the last 6 months of last year.
  - The average of patrol officers in the first 6 months of 2024 was 11.33.
  - The present numbers reflect some improvement in the obtainment of this goal.
- % of Felony Packets completed within 10 days
  - The 2023 baseline is 12% of FP's completed within the department desired 10 days.
  - 57% of FP's were completed within the District Attorney's request of 14 days.
  - From January through May 2024 (5 months), 37% of FP's were completed within the department desired 10 days and 67% were completed within the District Attorney's request of 14 days.
- **Success Indicator:** Decrease in Annual Index Crime and Increase in CID (Criminal Investigation Division) Clearance Rate

### **Goals #3: Empower the department's personnel to perform at their highest capacity**

Objective: Increase officer training

- **Baseline:** Current levels of training
- # of in-house training hours
  - In-house training hours for 2023 consisted of five days of training for a maximum of 40 hours. Some of these training days were not full 8 hour training days.
  - In-house training hours for January through June 2024 consists of 17 hours.
- Average # of supplemental (non-in-house) training hours per officer
  - The Patrol Division received 71 training days, for an average of 6.82 days of training per officer (54.5 hours of training) in 2023.

- The Patrol Division received 62 training days during the first 6 months of 2024. This is an average of 5.64 days of training per officer (45 hours of training in the first 6 months of 2024 compared to 54 hours per officer in all of 2023).
- The Criminal Investigation Division received 75 training days, for an average of 25 days of training per detective (200 hours of training) in 2023.
- The Criminal Investigation Division received 77 training days during the first 6 months of 2024. This is an average of 25 days of training per detective (205 hours of training in the first 6 months of 2024 compared to 200 hours per detective in all of 2023).
- The Command Team received 21 training days, for an average of 7 days per member (56 hours of training) in 2023.
- The Command Team received 43 training days during the first 6 months of 2024. This is an average of 14 days per member (114 hours of training in the first 6 months of 2024 compared to 56 hours per member in all of 2023).
- % of officers CIT (Crisis Intervention Training) trained
  - In 2023, 41% of department officers were CIT trained
  - During the first 6 months of 2024, 41% remain CIT trained.
- # of training hours on tactical operations, active shooters, in progress crimes, etc.
  - Since July 1, 2023 when data began to be gathered for a baseline, there has been zero hours devoted to tactical type training, outside of range qualifications.
  - Hours of in-house tactical training from January through June 2024 is 15.5 per officer. This does not include tactical related training hosted and attended outside of the department.
- **Success Indicator:** Increased hours in training

\*\*CID assignment letters are letters sent to victims of a reported crime, within a designated timeframe, informing victims, their case has been assigned to a detective and providing contact information for same.

## **Planning & Zoning**

*Performance Measure:* Percentage zoning, sign, and floodplain development permit applications reviewed within 10 business days of submittal.

|                             |                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Performance Achieved:       | 100% of permit applications received during this reporting period were approved within 10 business days of submittal.                         |
| <i>Performance Measure:</i> | Percentage of subdivision reviews (minor or major) completed within 10 business days of staff <i>receipt</i> or Board approval as applicable. |
| Performance Achieved:       | 100% of the subdivision reviews that were submitted during this reporting period were completed by staff within 10 business days.             |
| <i>Performance Measure:</i> | Percentage of code violations brought into compliance within 6 months.                                                                        |
| Performance Achieved:       | Seven out the seven code violations investigated during this reporting period were resolved within six months for a 100% clearance rate.      |

### **Parks & Recreation**

Performance measure: standards for rating Park conditions (review on 7/8-7/9)

#### **Lawn Maintenance:**

Turf mowing - Excellent  
 Line trimming- Good  
 Edging- Good  
 Weed eating- Excellent  
 Beautification:  
 Flowers -Good  
 Shrubs- Good  
 Trees- Good  
 Color- Good

#### **Park Facilities:**

Structures- Good  
 Bathrooms - Good  
 Shelters- Good  
 Dugouts- Good  
 Dog Park - Good  
 Fencing- Good  
 Trails - Excellent

#### **Park Appearance:**

Litter- Excellent  
 Overall cleanliness of Park -Excellent

MEB/meb

## MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager *MEB*

COPY TO: Heather Taylor, Assistant Town Manager  
Greg Walker, Parks & Recreation Director

DATE: July 30, 2024

SUBJECT: Consideration of an Accessible Fishing Pier at Bill Moore Community Park

### Background:

At a previous Council meeting the subject of constructing an accessible fishing pier was brought up for discussion. In particular, access to the Cane Creek at Bill Moore Community Park was suggested as a preferred location. Staff has since that time identified a potential location at the park and did some additional research on a particular style or design for a fishing pier. This information will be shared with Council at the Agenda Review meeting.

Attached for Council's information is a copy of an Accessible Fishing Piers & Platforms guidelines for recreational facilities. This will help to provide an idea of what we might want to construct as an accessible fishing pier at the park. Staff will be prepared to discuss this in further detail at the meeting.

### Staff Recommendation:

It is staff's recommendation that Council consider approving the identified location for an accessible fishing pier for further exploration to include an estimated cost for construction.

If you should have any questions regarding this item prior to the Agenda Review meeting, please feel free to contact me.

MEB/meb

Attachment



UNITED STATES ACCESS BOARD

amusement rides boating facilities fishing piers & platforms golf courses miniature golf sports facilities swimming pools &

# accessible fishing piers & platforms



a summary of  
accessibility guidelines  
for recreation facilities

JUNE 2003

A FEDERAL AGENCY COMMITTED TO ACCESSIBLE DESIGN

**Table of Contents**

**Accessibility Guidelines for Recreation Facilities . . .1**

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    More Information . . . . .12

This information has been developed and reviewed in accordance with the Access Board’s information quality guidelines ([www.access-board.gov/infoquality.htm](http://www.access-board.gov/infoquality.htm)).

## Accessibility Guidelines for Recreation Facilities



USDA FOREST SERVICE

### Introduction

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law that prohibits discrimination on the basis of disability. The ADA requires that newly constructed and altered state and local government facilities, places of public accommodation, and commercial facilities be readily accessible to, and usable by, individuals with disabilities. The ADA Accessibility Guidelines (ADAAG) is the standard applied to buildings and facilities. Recreational facilities, including fishing piers and platforms, are among the facilities required to comply with the ADA.

The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADAAG. As a supplement, they must be used in conjunction with ADAAG. References to ADAAG are mentioned throughout this summary. Copies of ADAAG and the recreation facility accessibility guidelines can be obtained through the Board's website at [www.access-board.gov](http://www.access-board.gov) or by calling 1-800-872-2253 or 1-800-993-2822 (TTY). Once these guidelines are adopted by the Department of Justice (DOJ), all newly designed, constructed and altered recreation facilities covered by the ADA will be required to comply.

The recreation facility guidelines cover the following facilities and elements:

- Amusement rides
- Boating facilities
- Fishing piers and platforms
- Miniature golf courses
- Golf courses
- Exercise equipment
- Bowling lanes
- Shooting facilities
- Swimming pools, wading pools, and spas

This guide is intended to help designers and operators in using the accessibility guidelines for fishing piers and platforms. These guidelines establish minimum accessibility requirements for newly designed or newly constructed and altered fishing piers and platforms. This guide is not a collection of fishing pier designs. Rather, it provides specifications for elements on a fishing pier or platform to create a general level of usability for individuals with disabilities. Emphasis is placed on ensuring that individuals with disabilities are generally able to access the fishing pier and use a variety of elements. Designers and operators are encouraged to exceed the guidelines where possible to provide increased accessibility and opportunities. Incorporating accessibility into the design of a fishing pier should begin early in the planning process with careful consideration to accessible routes and maneuvering space.

The recreation facility guidelines were developed with significant public participation. In 1993, the Access Board established an advisory committee of 27 members to recommend accessibility guidelines for recreation facilities. The Recreation Access Advisory Committee represented the following groups and associations:

- American Ski Federation
- American Society for Testing and Materials (Public Playground Safety Committee)
- American Society of Landscape Architects
- Beneficial Designs
- City and County of San Francisco, California, Department of Public Works
- Disabled American Veterans
- Environmental Access
- Golf Course Superintendents Association of America
- Hawaii Disability and Communication Access Board
- International Association of Amusement Parks and Attractions
- Katherine McGuinness and Associates
- Lehman, Smith, and Wiseman Associates
- Michigan Department of Natural Resources
- National Council on Independent Living
- National Park Service
- National Recreation and Park Association
- New Jersey Department of Community Affairs
- Outdoor Amusement Business Association
- Paralyzed Veterans of America
- Professional Golfer's Association
- Self Help for Hard of Hearing People
- States Organization for Boating Access
- Universal Studios
- U.S. Army Corps of Engineers
- U.S. Forest Service
- Y.M.C.A. of the U.S.A.
- Walt Disney Imagineering



The public was given an opportunity to comment on the recommended accessibility guidelines, and the Access Board made changes to the recommended guidelines based on the public comments. A notice of proposed rulemaking (NPRM) was published in the Federal Register in July 1999, followed by a five-month public comment period. Further input from the public was sought in July 2000 when the Access Board published a draft final rule soliciting comment. A final rule was published in September 2002.

*"Whenever a door is closed to anyone because of a disability, we must work to open it.... Whenever any barrier stands between you and the full rights and dignity of citizenship, we must work to remove it, in the name of simple decency and justice. The promise of the ADA...has enabled people with disabilities to enjoy much greater access to a wide range of affordable travel, recreational opportunities and life-enriching services."*

*President George W. Bush, New Freedom Initiative, February 1, 2001*

## Fishing Piers and Platforms

The recreation facility guidelines described in this guide focus on newly designed or newly constructed and altered fishing piers and platforms. Other provisions contained in ADAAG address elements commonly found at a fishing facility, such as accessible vehicle parking

spaces, exterior accessible routes, and toilet and bathing facilities. ADAAG addresses only the built environment (structures and grounds). The guidelines do not address operational issues. Questions regarding operational issues should be directed to the Department of Justice, 1-800-514-0301 or 1-800-514-0383 (TTY).

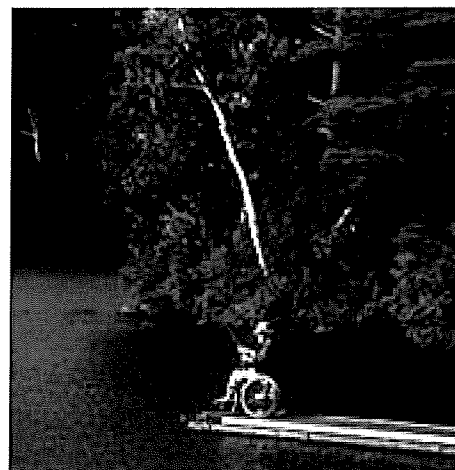
These guidelines only apply to facilities specifically designed and constructed for fishing. Structures that were not built specifically for fishing do not need to meet these requirements, even if people use them for fishing (for example, a bridge, flood control dam or breakwater jetty).



SPACE COAST SPORTFISHING FOUNDATION

## Accessible Routes

ADAAG requires that at least one accessible route connect accessible buildings, facilities, elements and spaces on the site. Accessible fishing piers and platforms and other accessible spaces and elements within a fishing facility must also be connected by an accessible route. The accessible route must comply with ADAAG provisions for the location, width (minimum of 36 inches), passing space, head room, surface, slope (maximum of 1:12 or 8.33%), changes in level, doors, egress, and areas of rescue assistance, unless otherwise modified by specific provisions outlined in this guide.

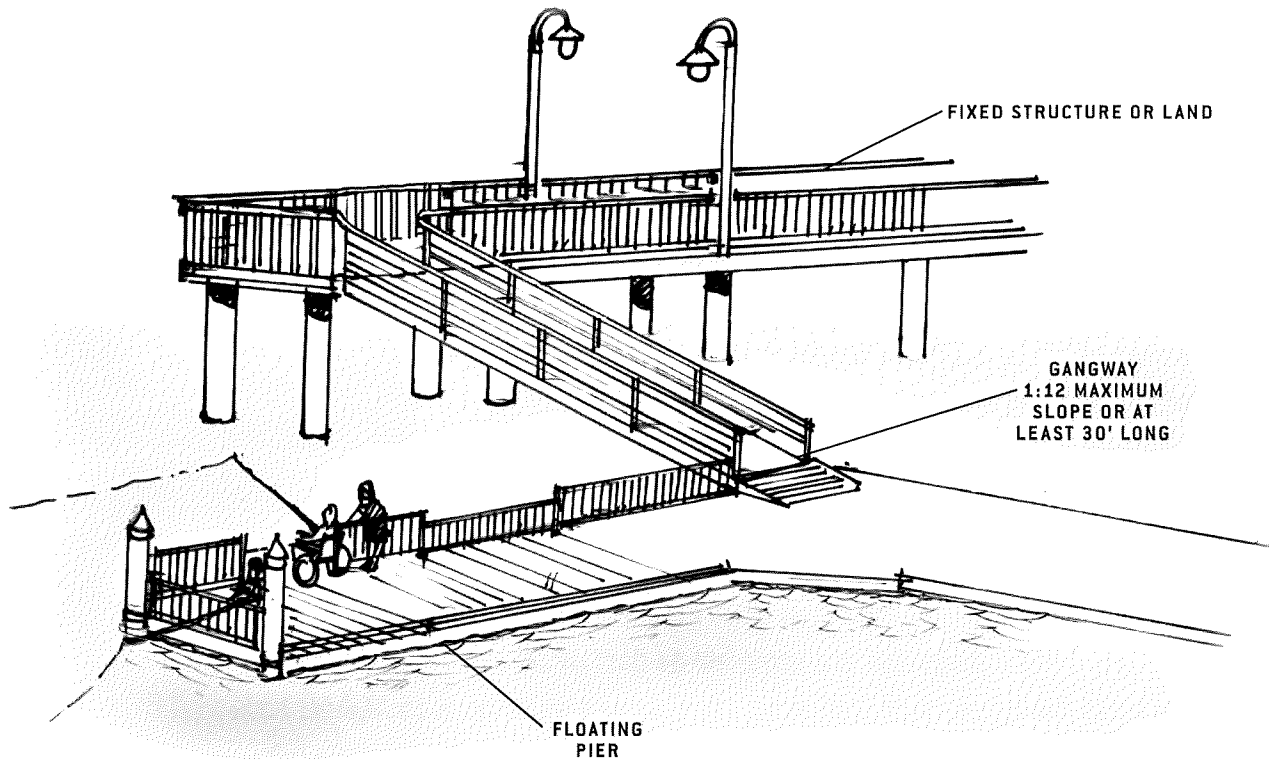


## Gangways

A gangway is a variable-sloped pedestrian walkway linking a fixed structure or land with a floating structure. Where gangways are provided as part of accessible routes to connect floating accessible fishing piers or platforms, the following exceptions to ADAAG have been included to deal with the varying water level changes and other factors in this dynamic environment. Designers and operators should note that there are no exceptions to the accessible route requirements where the accessible route connects to a fixed fishing pier or platform.

### Gangway Slope and Rise Exceptions

Gangways must be designed to provide for a maximum 1:12 (8.33%) slope but are not required to be longer than 30 feet in length. There is no maximum slope requirement for gangways 30 feet or longer. For example, where the vertical distance between where the gangway departs the landside connection and the elevation of the pier surface at the lowest water level is 4 feet, the gangway would have to be at least 30 feet long. As water levels rise and fall, gangway slopes also rise and fall. At times, this gangway slope may be less than 1:20 (5%) and at other times it may be more than 1:12 (8.33%). Designers are encouraged to provide the least possible gangway slope, where possible, to give independent access to persons with disabilities.



#### ACCESSIBLE GANGWAY SERVING ACCESSIBLE FLOATING PIER IN A LARGE FACILITY

The maximum rise requirements in ADAAG do not apply to gangways. As a result, no intermediate landings on the gangways are required and gangways may be any length.

The gangway slope and rise exceptions do not apply to other sloped walking surfaces that may be part of the accessible route. For example, where a non-gangway sloped walking surface greater than 1:20 (5%) is provided as part of an accessible route connecting accessible elements at a fishing facility, it must comply with ADAAG slope and rise requirements. This would include a ramp connecting a fixed pier or a float with fixed switchback ramps.

## Gangway Alterations

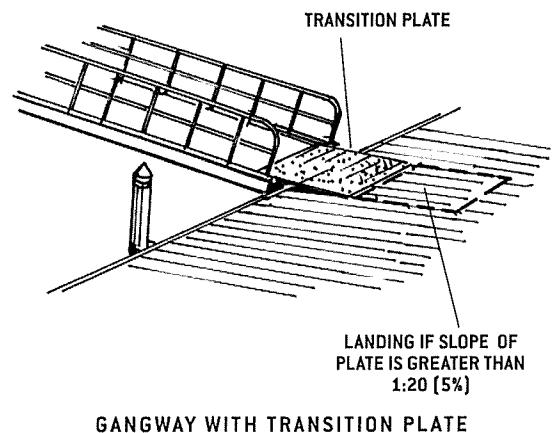
Gangways on existing fishing facilities may be repaired or replaced without triggering the requirement to increase the gangway length. However, if the areas altered contain primary functions (such as a fishing station), existing gangways are considered part of the path of travel to the altered primary function areas and must be made accessible, if the cost to do so is not disproportionate. The Department of Justice has determined that it is not disproportionate to spend up to an additional 20 percent of the overall costs of alterations to the primary function area to make the path of travel accessible.

## Transition Plates

Transition plates are sloping pedestrian walking surfaces located at the end of a gangway. Gangways are not required to have landings at the end, if transition plates are provided. If the slope of the transition plate is greater than 1:20 (5%), transition plates must have a landing at the end of the transition plate not connected to the gangway and comply with other ADAAG ramp requirements.

## Handrail Extensions

ADAAG addresses handrail height, diameter, and extensions provided to the end of the gangway. Other specifications regarding vertical supports may be addressed in other building codes. Handrail extensions are not required where gangways and transition plates connect and both are provided with handrails. ADAAG does not require handrails



### 2000 International Building Code

**1003.2.12.1 Height.** Guards shall form a protective barrier not less than 42 inches (1067 mm) high, measured vertically above the leading edge of the tread, adjacent walking surface or adjacent seatboard.

*Exception:* For occupancies in Group R-3, and within individual dwelling units in occupancies in Group R-2, both as applicable in Section 101.2, guards whose top rail also serves as a handrail shall have a height not less than 34 inches (864mm) and not more than 38 inches (965mm) measured vertically from the leading edge of the stair tread nosing.

**1003.2.12.2 Opening limitations.** Open guards shall have balusters or ornamental patterns such that a 4-inch-diameter (102mm) sphere cannot pass through any opening up to a height of 34 inches (864mm). From a height of 34 inches (864mm) to 42 inches (1067mm) above the adjacent walking surfaces, a sphere 8 inches (203mm) in diameter shall not pass.

*Exception:* The triangular opening formed by the riser, tread and bottom rail at the open side of a stairway shall be of a maximum size such that a sphere of 6 inches (152mm) in diameter cannot pass through the opening.

[Exceptions 2 through 4 not reprinted.]

**Source:** Sections 1003.2.12.1 and 1003.2.12.2, International Building Code. Reprinted with permission of the International Code Council, Falls Church, Virginia.

on sloped surfaces that have a rise of less than 6 inches or a projection less than 72 inches, or a slope of 1:20 (5%) or less. If handrail extensions are provided, they do not need to be parallel with the ground or floor surface, since the surface may be moving due to water conditions.

### Cross Slope

The cross slopes of gangways, transition plates and floating piers that are part of an accessible route must be designed and constructed not to exceed a maximum of 2 percent. Measurements, absent live loads, are to be made from a static condition (i.e., absence of movement that results from wind, waves, etc.). Where floating piers are grounded out due to low water conditions, slope requirements would not apply.

### Elevators and Platform Lifts

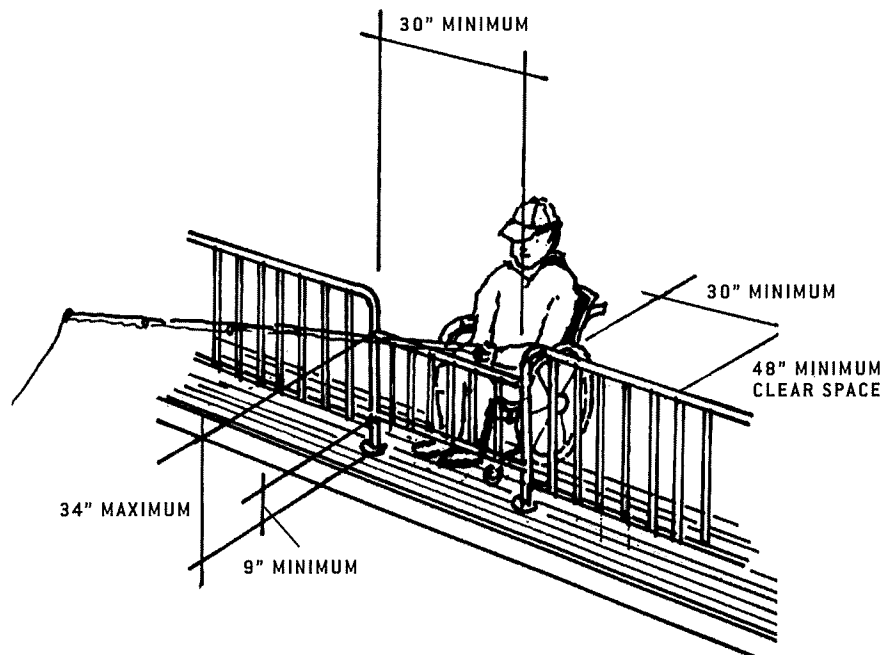
In addition to regular elevators, limited use/limited application elevators or platform lifts that comply with ADAAG may be used instead of gangways as part of an accessible route connecting floating piers and platforms used for fishing.

### Railings

Where railings, guards, or handrails are provided on a fishing pier or platform, they must meet ADAAG provisions.

### Height

Where railings, guards, or handrails are provided on a fishing pier or platform, at least 25 percent of the rails must



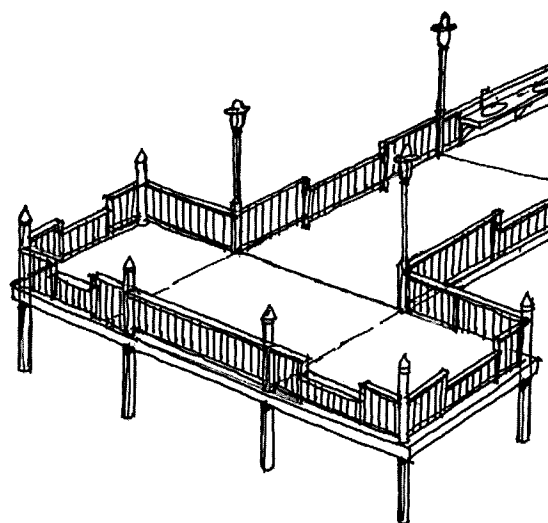
RAILING HEIGHTS AND CLEAR SPACE

be 34 inches or less in height above the ground or deck so a person using a wheelchair or other mobility device has the opportunity to fish. However, guardrails may be higher than 34 inches if the higher portion meets all the requirements of the International Building Code. (See sidebar.)

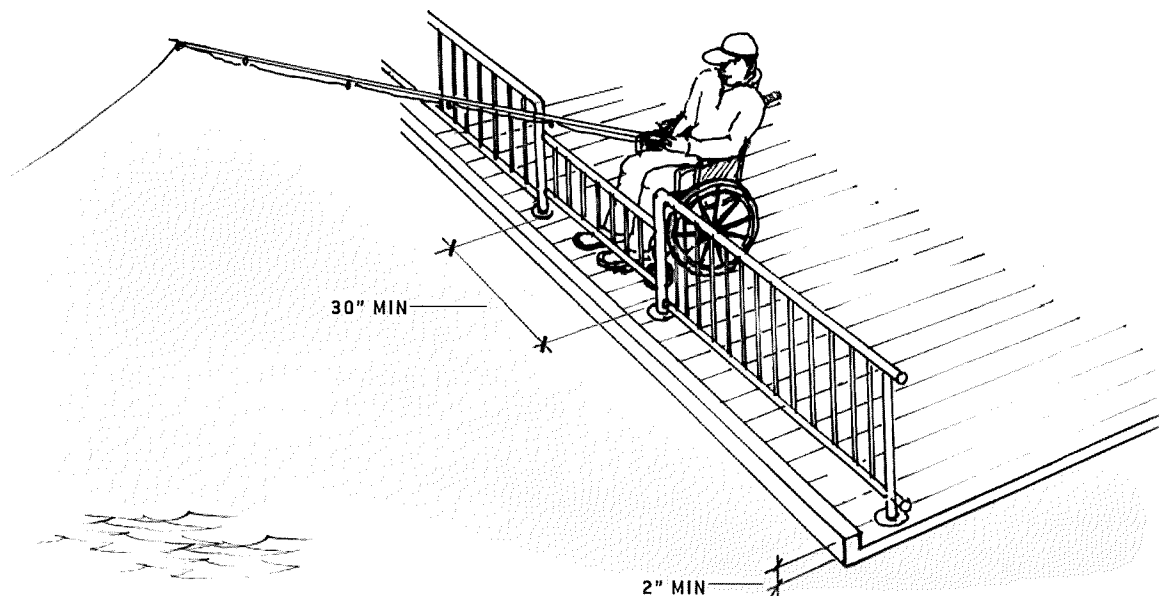
This will allow a design professional to increase the guardrail height if a specific location needs enhanced safety measures or a local building code applies.

### Dispersion

Anglers who can stand are able to fish from any part of a pier or platform and change locations. To provide anglers with disabilities similar opportunities, the accessible 34-inch



DISPERSION



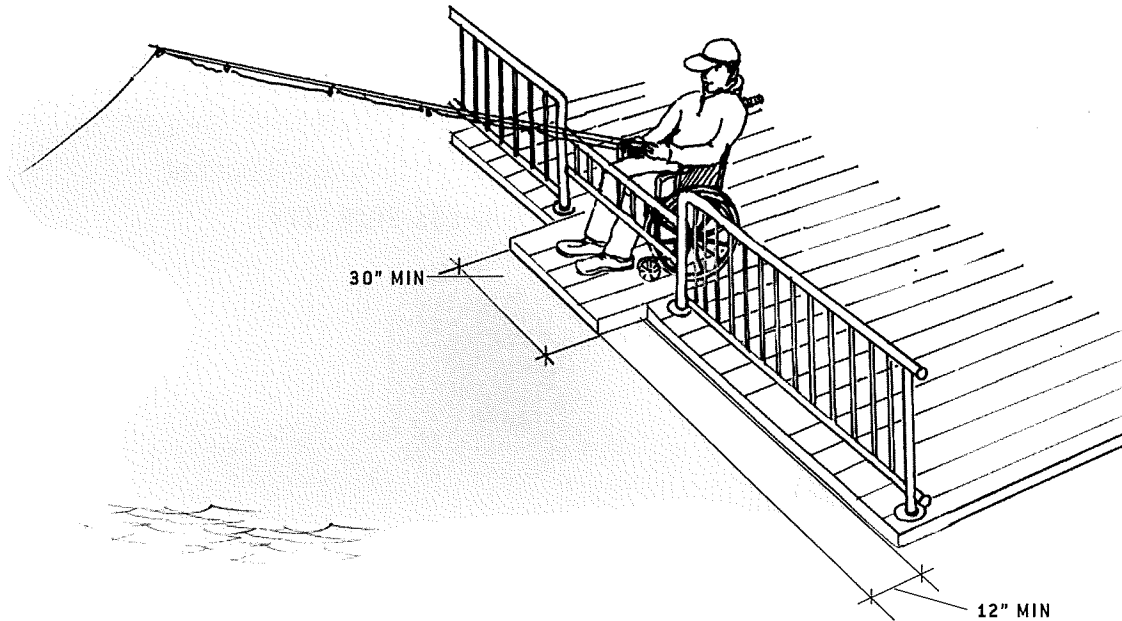
**2-INCH EDGE PROTECTION AT PIER**

maximum railing must be located in a variety of places on the pier or platform to offer a variety of locations to fish from. Different fishing locations may provide different water depths, shade or sun, vegetation, and proximity to the shoreline or bank.

### **Edge Protection**

Where railings, guards, or handrails are provided, edge protection must be provided and extend a minimum of 2 inches above the ground or deck surface. This protection will prevent persons using wheelchairs or other mobility devices from slipping off the pier or platform.

Edge protection is not required where a railing, guardrail, or handrail is provided, if the deck surface extends a minimum of 12 inches beyond the inside face of the railing. This design allows a person using a wheelchair or other mobility device to pull into a clear space and move beyond the face of the railing to view the water in different directions. Toe clearance



**12-INCH DECK EXTENSION WITHOUT EDGE PROTECTION**

must be at least 30 inches wide and a minimum of 9 inches above the ground or deck surface beyond the railing.

### **Clear Floor or Ground Space**

At least one clear floor or ground space (30 inches by 48 inches minimum) must be provided at each location that has a railing height of 34 inches maximum. If there are no railings, at least one clear space must be provided on a pier or platform. (See top illustration on page 9.)

### **Turning Space**

Piers and platforms must have at least one turning area, either a 60-inch turning space or T-shaped space, to allow a person using a mobility device or wheelchair to make a 180-degree turn. The space may overlap the accessible route and clear floor or ground space.

### **More Information**

You can obtain copies of the recreation facility guidelines, which include fishing piers and platforms, and further technical assistance from the U.S. Access Board at **[www.access-board.gov](http://www.access-board.gov)**, **1-800-872-2253**, or **1-800-993-2822 (TTY)**.



United States Access Board

1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111

voice (800) 872-2253

tty (800) 993-2822

[www.access-board.gov](http://www.access-board.gov)



**Public Works Department  
Monthly Report  
July 2024**

Brush Pick Up

Public Works picked up 330 brush orders for a weekly average of 83. This produced 312 Cyds of brush which is now being dumped at the Henderson County Landfill at a cost of \$48 per ton.

Vehicles

Service was performed on 12 police cars, 2 P&R vehicles and 2 Public Works vehicles.

Sanitation

Public Works collected 192.50 tons of garbage for a daily average of 8.37 tons. Public Works collected 13 white goods. Our daily average is down since we have added the shorter route on Mondays, but our total collection tons are still the same.

Town Hall

Trane has been working on the Chiller and trying to have the temperature at the correct set points. As of now, all is good!

# **Administration Monthly Report**

## **Heather Taylor, Assistant Town Manager**

**July 2024**

### ***Assistant Town Manager:***

- **Website/Facebook:**
  - Continuing to work on updating the Town's website with current Town information. Also trying to post to the Town's Facebook account a couple times a week.
- **Purchasing for FY 24/25:**
  - Discussed with department heads about beginning to quote/purchase capital items that were budgeted in FY 24/25.
- **Performance Measures:**
  - Updated the spreadsheet to assist in tracking the Admin/Finance departments performance measures for the new fiscal year.

### ***Finance:***

- **Taxes for 2023-** The 2024 tax bills were mailed out the week of July 22 which included how to connect with the Town flyer.
- **Business Registration Revenue-** The business registrations for the fiscal year were mailed out in early July and revenue has already been coming in from the renewals.
- **Budgets for 24/25-** Prepared the worksheets for the budget document that Christine had printed and bounded for staff and Council.
- **FY 23/24 Audit-** Auditors will be here on August 5 to complete the testing of controls as well as complete some preliminary audit work. They will return in early October to finish the audit.
- **FY 23/24 Financial Statements -** Heather has started to prepare the financial statements for FY 23/24.

### ***Human Resource:***

- **Employment-**
  - Full-Time:
    - Police Officer Vacancies- Continuing to advertise for an open vacancy after one candidate was no longer in the running.
    - Public Works Maintenance Specialist- Gene Youngblood resigned from the Town on 7/26/24. This position will be posted in early August.
- **Wellness-**
  - Employee Gym- over 41 hours were spent in the employee wellness gym during July.
  - Blood Pressure Screenings- No screenings were held in July, but the nurse from Pardee will be here on Wednesday, August 7.

## **Fletcher Parks & Recreation Department**

**We have completed our 2024 summer day camp operations as of August 2<sup>nd</sup>. Summer Camp ran for 9 consecutive weeks averaging 60 campers per day. Campers went swimming, took field trips to local recreation venues, played games, and made summer friends. Josh Queen and his staff did a great job !**

**Our second summer concert will be held on Saturday, August 17<sup>th</sup> at the Park. The Caribbean Cowboy band will be performing from 6pm-8pm on the stage. Baabals Ice cream will be opening concessions, selling food during the concert . Hunter Subaru of Fletcher is the Title sponsor for the summer concerts.**

**A Pickleball skill clinic for beginners and Intermediate players will be held on Saturday, August 10<sup>th</sup> from 8am -11am on 2 courts. We have filled 15 out of 16 slots for this clinic. Fall classes will begin on Monday, September 9<sup>th</sup>.**

**Park maintenance staff is resurfacing the greenway trails this month at the Park. They are also busy mowing and preparing the athletic fields for fall sports. Fall lacrosse clinics will begin on Sunday afternoons in September, and ball field rentals for baseball/softball practices will continue during the week in August.**

**Pooches in the Park will be held on Saturday, August 24<sup>th</sup> from 9am-12noon. The event will have 14 dog vendors, children's activity area, and a food truck. It will be held at the Steelcase shelter and the meadow area behind the shelter.**

**Greg Walker, Director**

## **Monthly Update— July, 2024**

### **Planning & Zoning**

**Planning Board/ZBA** – The board did not meet in July. Long time member Duane Gentle, who has been on the Board as the County appointed ETJ has stepped away from the Board as he has moved and no longer resides in the ETJ. I will be advertising this vacancy both on the Town newsletter/website, and asking the county to share it on their site as well. The clerk for the County indicated that we would need to advertise, bring applications to Council, for a recommendation that would be forwarded to the Commissioners for appointment. I will have a plaque for Council to present to Duane hopefully at the September meeting.

- Continued day to day issuance of permits, fielded inquiries about potential new developments, and responded to miscellaneous complaints (various complaints involving zoning, solid waste, and/or junked vehicles).
- Continued work on implementation of various minimum measures related to the Town's MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program.
- Attended the July 22nd meeting of the Asheville Regional Housing Consortium.
- Working with the developers of the Authors and Heritage Park on various items related to both subdivisions. (Involving some slight changes w/ regard to locations of sidewalks and street trees due to utilities).
- Participated in a couple meetings with Town Manager and reps from additional development groups with preliminary interest in the Town Center project.



# FLETCHER POLICE DEPARTMENT

TEAMWORK - PROFESSIONALISM - DEDICATION

DANIEL D. TERRY  
CHIEF

## MEMORANDUM

To: Mark Biberdorf, Town Manager  
From: Chief D. Terry  
Date: August 1, 2024  
Re: July 2024 Monthly Report

### Training & Professional Development:

- Officer Wolfe attended a two day radar recertification course. This certifies him in the use of speed measuring devices allowing him to use said devices for traffic enforcement.
- Officer Wolfe attended an 80-hour At-Scene Traffic Crash Investigations course.
- Officer Interlicchia attended the two-day ARIDE (Advanced Roadside Impaired Driving Enforcement) course to further enhance her DWI detection and apprehension skills.
- Chief Terry attended the North Carolina Police Executive Association's Annual Conference.
- Department-wide training in building searches and room clearing was conducted with the use of Veritas Academy.
- The department concluded a series of ICAT (Integrating Communications, Assessments, and Tactics) training for all officers. The emphasis of the course is in communicating with people in crisis.

We had a total of 607 calls for service for the month of July. This does not include 1281 extra security checks. Sixty-nine incident reports were filed. Twenty-three of these incidents required some type of investigative follow-up to be conducted. Forty-five citations were issued for a total of 61 charges. Twenty-five auto accidents were reported and 38 arrests made.

### Activities of interest for the month of July include:

- On July 31, Officer Savannah Kicklighter graduated from the Basic Law Enforcement Training Academy at AB-Tech. During her studies in the BLET Program she was chosen as the class leader and received the Trailblazer Award for her positive attitude and demonstrated leadership skills. She also received the Excellence in Academic Distinction Award for having the highest G.P.A. in the class. We welcome her and are excited to have her on the team. We now wait for the state to certify her as a law enforcement officer at which time she will begin the departments Field Training Program. This addition leaves the department two positions short.

300 OLD CANE CREEK ROAD, FLETCHER NC 28732  
PHONE (828) 687-7922 – FAX (828) 654-8046  
Email: d.terry@fletchernc.org

- Laura Phipps started with the department as the new Evidence Custodian. She is no stranger to law enforcement in Henderson County. With 43 years as a board-certified Physician Assistance, she spent many years working with law enforcement and other service organizations advocating and serving child victims of abuse and neglect. This position was previously filled by the Detective Sergeant, which divided his responsibilities and distracted him from his priority assignment as the Criminal Investigation Division supervisor. This addition to the department will enhance the effectiveness and efficiency of the department.
- Officers assisted Henderson County Sheriff's Office with a traffic enforcement saturation patrol on Hendersonville Road, which lead to the arrest, by Fletcher officers, of a driver for DWI.
- During the month, there were seven drug related felony arrests, to include arrests for fentanyl, methamphetamine, and cocaine. Additional drug related misdemeanor arrests were likewise made. There were fourteen arrests made for outstanding warrants and nine DWI arrests.
- Officers located a stolen vehicle at one of the local hotels. Officers surveilled the vehicle until observing a man exit a room and walk towards it. Officers attempted to block the vehicle, when the offender rammed two police cars in an attempt to flee. A short pursuit ensued and the offender was stopped, arrested, and charged with Possession of Stolen Motor Vehicle, Fleeing and Eluding, Hit & Run, Reckless Driving, Identity Theft, and DWI. Subsequent investigation led to additional charges for Possession of Fentanyl and Prostitution related to a female in the hotel room the man came from.
- After numerous calls to the same residence for domestic issues, communicating threats, and breaking and entering, all relating to callers son, caller obtained Involuntary Committal Papers against him. As officers attempted to serve said papers, the subject resisted and a fight ensued. He was subsequently taken into custody for Assaulting a Government Official, Resisting Arrest, and Communicating Threats.
- After noticing an increase in calls for shoplifting at Ingles, extra patrols, to include foot patrols were initiated. Seven offenders were charged for shoplifting during the month of July. In addition, an operation between patrol, detectives, and Ingles loss prevention was conducted. See attached memo for the results of that operaiton. A second operation was also conducted that resulted in no offenses being detected.
- Community engagement activities this month consisted of attending the Deputy Ryan Hendrix Bridge Dedication, a Henderson County Behavioral Health Response Team Planning Meeting, a Suicide Task Force Meeting, a Human Trafficking Task Force Meeting, and meeting with Veritas staff to coordinate the above mentioned training at their facility.

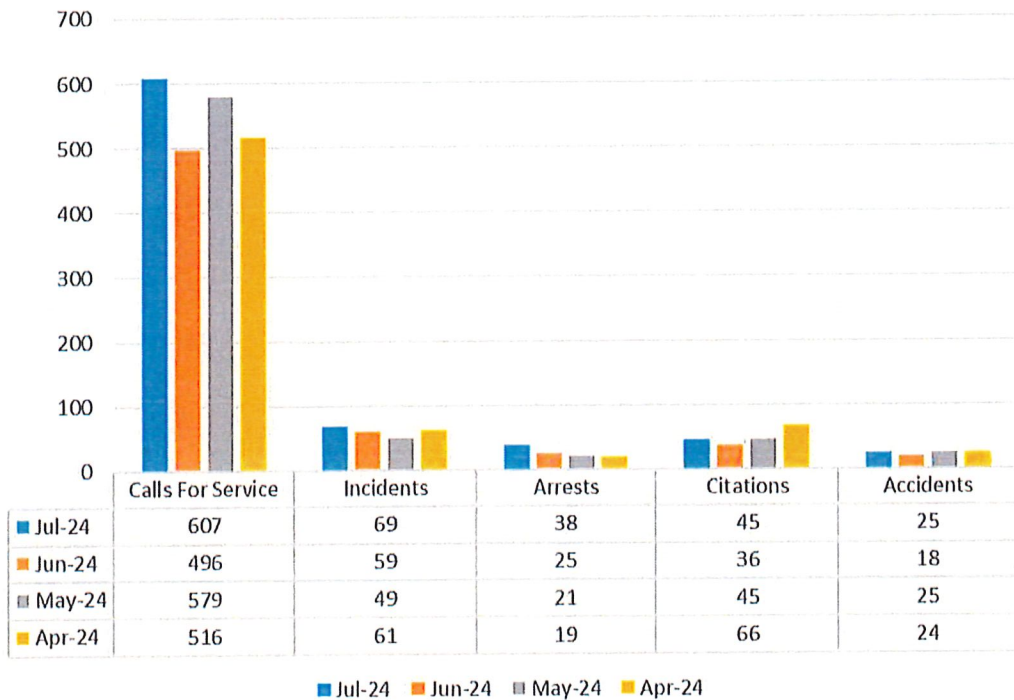
Respectfully Submitted,



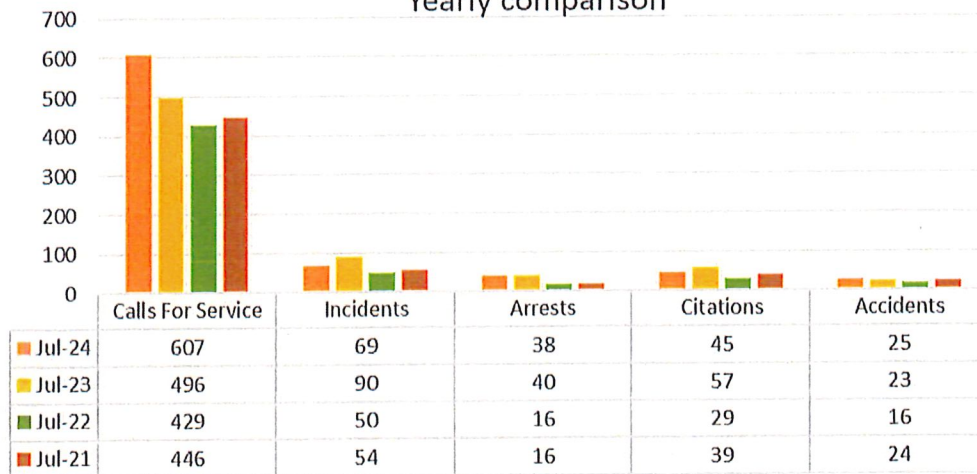
Chief Dan Terry

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### Fletcher Police Department - July - 2024 Monthly Comparison



### Fletcher Police Department - July- 2024 Yearly comparison



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# FLETCHER POLICE DEPARTMENT

TEAMWORK - PROFESSIONALISM - DEDICATION

DANIEL D. TERRY  
CHIEF

TO: Chief D. Terry  
FROM: Sergeant J. Kilby  
DATE: 07/27/2024  
RE: Ingles Operation

On July 26, 2024, 500 Squad along with the Fletcher Police Department's Criminal Investigations Division, conducted an operation at Ingles to deter and apprehend suspects of theft and other criminal activities. Sgt. Diaz, Detective Beauchamp, and Officer Gibbard were stationed in various locations in the parking lot to be able to read license plates as they entered and exited the business. I and Officer Cucchiara were stationed inside the store to make our presence known, visually locate suspects, and assist management in the deterrence of possible thefts.

This operation resulted in two Driving While License Revoked citations, one citation for Possession of Drug Paraphernalia, the removal of one homeless subject with no legal means to use the business for its intended purpose, and one arrest for Resist, Obstruct, and Delay. These charges and arrests were a result of officer presence in the parking lot of the business and communication with officers inside the business. Management on site was pleased with our presence and continuously thanked us for our assistance and vigilance in the deterrence of crime. It should be noted there were several customers who entered the business, noticed officers, and left without purchasing items. Citizens of the community were also aware of our presence and thanked us for our service to the community. I believe our efforts were successful, which is a testament to the hard work and dedication of our Department.

300 OLD CANE CREEK ROAD, FLETCHER NC 28732  
PHONE (828) 687-7922 – FAX (828) 654-8046

FLETCHER POLICE DEPARTMENT  
CRIMINAL INV DIVISION  
JULY 2024 STATISTICS

| OFFENSE                        | MONTHLY ACTIVITY 2024 |                   |                       |                          |           | CUMULATIVE 2024 |                   |                       |                         |           |
|--------------------------------|-----------------------|-------------------|-----------------------|--------------------------|-----------|-----------------|-------------------|-----------------------|-------------------------|-----------|
|                                | ASSIGNED              | CLEARED w/ ARREST | EXCEPTIONALLY CLEARED | ADMINISTRATIVELY CLEARED | UNFOUNDED | OPEN PENDING    | CLEARED BY ARREST | EXCEPTIONALLY CLEARED | ADMINISTRATIVELY CLOSED | UNFOUNDED |
| ARSON                          |                       |                   |                       |                          |           |                 |                   |                       | 1                       |           |
| ASSAULT/BATTERY                |                       |                   |                       |                          |           |                 |                   |                       | 1                       |           |
| B&E (COMMERCIAL)               |                       |                   |                       |                          |           |                 | 1                 | 1                     | 1                       |           |
| B&E (RESIDENTIAL)              |                       |                   |                       |                          |           | 1               |                   |                       |                         |           |
| B&E (TO MOTOR VEHICLE)         | 1                     |                   |                       |                          |           | 3               |                   |                       | 1                       |           |
| CHILD ABUSE (PHYSICAL/NEGLECT) |                       |                   |                       |                          |           |                 |                   |                       | 1                       |           |
| CRIMINAL DAMAGE                |                       |                   |                       |                          |           |                 |                   |                       | 1                       |           |
| CRIMINAL TRESPASS              |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| DEATH INVESTIGATIONS           |                       |                   |                       |                          |           | 1               |                   |                       |                         | 3         |
| DOMESTIC VIOLENCE              |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| DRUG INVESTIGATIONS            |                       |                   |                       |                          |           |                 | 4                 |                       |                         |           |
| ELDER ABUSE-FINANCIAL          | 1                     |                   |                       |                          |           | 1               |                   |                       |                         |           |
| ELDER ABUSE-PHYSICAL           |                       |                   |                       |                          |           |                 |                   |                       |                         | 3         |
| FINANCIAL CRIMES/ID THEFT      | 3                     | 2                 |                       | 1                        | 1         |                 | 4                 | 2                     | 5                       | 1         |
| HARASSMENT/INTIMIDATION        |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| HOMICIDE                       |                       |                   |                       |                          |           |                 | 1                 |                       |                         |           |
| LARCENY                        | 1                     |                   | 1                     |                          |           |                 | 3                 | 2                     | 2                       |           |
| MISSING PERSON (ADULT)         |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| MISSING PERSON (JUVENILE)      |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| MOTOR VEHICLE THEFT/UUMV       | 1                     |                   |                       |                          |           | 2               |                   |                       |                         |           |
| ROBBERY                        |                       |                   |                       | 1                        |           |                 |                   |                       | 1                       |           |
| SEX OFFENSE                    | 2                     |                   |                       |                          |           | 3               | 1                 | 1                     |                         |           |
| SUICIDE/ATTEMPTED              |                       |                   |                       |                          |           |                 |                   |                       |                         |           |
| OTHER                          |                       |                   |                       |                          |           | 1               | 3                 |                       | 1                       |           |
| TOTAL                          | 9                     | 2                 | 1                     | 2                        | 1         | 12              | 17                | 6                     | 13                      | 7         |
| LAST MONTH                     | 3                     | 1                 | 0                     | 4                        | 0         |                 |                   |                       |                         |           |
| YEAR-TO-DATE                   |                       |                   |                       |                          |           |                 |                   |                       |                         |           |

|                               |   |  |          |
|-------------------------------|---|--|----------|
| Department of Social Services |   |  | 2024 YTD |
| TOTAL CASES REVIEWED          | 2 |  | 10       |
| TOTAL CASES ASSIGNED          | 2 |  | 4        |

66 % Clearance rate for July  
2024

70% Year-To-Date Clearance

CITIZEN ASSIGNMENT LETTERS SENT 11 50